SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

BOARD OF DIRECTORS MEETING

Thursday, June 8, 2023

3:30 p.m.

Center for Regional Development

2401 Broadway Ave, Slayton, MN

RLF Recipient, Kelly's School of Dance, Lamberton, MN

Southwest Regional Development Commission

Commissioner	Representing
Rick Anderson	Lyon County
Bob Byrnes	City of Marshall
Miron Carney	Murray County, Immediate Past Chair
Keith Elbers	Rock County, SRDC Secretary
Donna Gravley	Cottonwood County
Eric Hartman	Region 8 School Boards
Chris Hollingsworth	Pipestone County
Dennis Klingbile	Lincoln County
Paul Langseth	Nobles County, SRDC Chair
Richard Peterson	Jackson County, SRDC Treasurer
Bob Van Hee	Redwood County
Rick VonHoldt	City of Worthington
Dennis Welgraven	Murray County, SRDC Vice-Chair

SRDC Full Commission Membership

One (1)	County member from each of the nine counties.
One (1)	Township member from each of the nine counties.
One (1)	Mayor/Council member from each municipality over 10,000 in population.
One (1)	Mayor/council member for each of the nine counties representing cities under 10,000.
Two (2)	School Board members.
One (1)	Lower Sioux Indian Community member.
Five (5)	Public Interest Groups

SRDC Board of Director Membership

SRDC Chairman & a regional commissioner from each county elected by the regional commissioners from each county and:

One (1)	Elected commissioner from each city over 10,000 in population.
One (1)	Elected commissioner from any county with a population of more than 20,000 but without a city over 10,000 in population nominated by the regional commissioners of that county.
One (1)	School board member selected by the Commission as a whole.

BOARD OF DIRECTORS MEETING

Thursday, June 8, 2023
3:30pm

SRDC Board Room
2401 Broadway Ave, Slayton MN

AGENDA

#	Time		Page
1	3:30pm	**Call to Order & Pledge of Allegiance**	
2	3:32pm	**Introductions**	
3	3:35pm	**Additions to and Approval of Agenda** (no changes) **Action Needed: Approve Agenda**	
4	3:37pm	**Consent Agenda Items** • April Receipts & Expenditures Report • Contract Amendment: Safe Routes to School **Action Needed: Approve of Consent Agenda Items**	 4-8 9-24
5	3:40pm	**Finance Reports**—*Treasurer Peterson & Finance Director Nelson* • Treasurer's Report, including bank accounts & investments **Action Needed: Approval of Treasurer's Report** • Administrative Report through May 2023 **Action Needed: Approval of Administrative Report**	 *Handout* 25
6	3:45pm	**Project Reviews**—*Development Planner Bruce-White* As of the mailing there are two Project Reviews for consideration • MPCA – Environmental Review for Wastewater Treatment Project, City of Brewster • MPCA – Environmental Review for Wastewater Treatment Project, City of Redwood Falls	 *Handout* *Handout*
7	3:50pm	**Budget & Personnel Committee Report**—*Committee Chair Welgraven* • Personnel Recommendations **Action Needed: Approve Committee Recommendations** • FY 2024 Budget **Action Needed: Approve FY 2024 Budget** • FY 2024 Preliminary Indirect Cost Plan **Action Needed: Approve FY 2024 Preliminary Indirect Cost Plan**	 *Handout* *Handout*
8	4:00pm	**Audit Committee Report**—*Committee Chair Peterson & Finance Director Nelson*	
9	4:05pm	**Legislative Committee Report**—*Committee Chair Carney*	
10	4:15pm	**Deep Dive: Campground Survey Project**—*Development/Transportation Planner Bruce-White*	
11	4:45pm	**Executive Director's Report**— *Executive Director Trusty*	26

g:\...\finance\forms\receiptsum.xls

SRDC CASH RECEIPTS SUMMARY

DATE REC'D	RECEIVED FROM	CHECK #	AMOUNT	BY
04/03/23	C-RLF Loan Borrowers	ACH	24,404.87	KS
04/03/23	Falcon Loan Borrowers	ACH	1,510.92	KS
04/03/23	RLF Loan Borrowers	ACH	20,127.82	KS
04/03/23	UofM-GreenStep and CERTS	1011846435	20,591.03	KS
04/03/23	State of MN-MnDOT contract	ACH	37,500.00	KS
04/06/23	Slayton Women of Today-Copies	2842	25.00	KS
04/06/23	Avera Health	226190	15.00	KS
04/07/23	ACE of SW MN-Feb Copies	55253	111.60	KS
04/13/23	Lincoln Co-SW Comm admin	20474	855.00	KS
04/14/23	SWMHP-March Sec/Fin and lease	34054	3,041.98	KS
04/20/23	Casey Jones-Admin	1325	675.00	KS
04/21/23	MN Dot - SRTS	ACH	5,208.41	MN
04/24/23	SWMHP-March Monthly costs	34066	3,421.08	KS
04/24/23	City Heron Lake-HLRLF Admin	52121	215.00	KS
04/24/23	Estebo, Frank & Munshower-Auto Nation CRLF orig and legal fees	50131	905.00	KS
04/26/23	Freeborn Co-RMEB dues	ACH	2,500.00	KS
04/30/23	Minnwest Bank - PACE Electric - Savings Interest	Per Bank		
04/30/23	Minnwest Bank - Falcon Dev - Savings Interest	Per Bank	17.14	KS
04/30/23	First Independent Bank - Savings interest	Per Bank	8.20	KS
04/07/23	Jackson Savings & Loan - Adm Savings interest	Per Bank	59.46	KS
04/30/23	United Prairie - Jackson - Adm Savings Interest	Per Bank	3.71	KS
04/30/23	Minnwest Bank - RMEB Savings interest	Per Bank		
04/30/23	Minnwest Bank - RLF Savings interest	Per Bank		
04/30/23	Minnwest Bank - Adm Savings interest	Per Bank		
04/30/23	Minnwest Bank - PACE SEP - Savings Interest	Per Bank	238.28	KS
04/30/23	Minnwest Bank - PACE ARRA - Savings Interest	Per Bank		
04/30/23	Minnwest Bank - CRLF Savings	Per Bank	119.87	KS
04/30/23	Minnwest Bank - HSA Savings	Per Bank		
04/30/23	Currie State Bank - RLF Savings interest	Per Bank	1.06	KS
04/30/23	Minnwest Bank - EDA Savings	Per Bank		
			121,555.43	

12 4:55pm **Chairman's Report**—*Chairman Langseth*

13 5:05pm **Unfinished Business**

14 5:05pm **<u>New Business</u>**

- SRDC Annual Meeting
  - Location: Lower Sioux Indian Community
  - Guest Speaker: To be determined
  - Project of the Year: Safe Routes to School, Tyler, MN
  - Schedule:
    - Public Hearing 1:00pm with Business Meeting to follow
    - Tour of Cansayapi Wicoicage Oti / Lower Sioux Incubator Building 2:00pm
    - Annual Meeting 3:00pm

15 5:06 **Other Issues**

16 5:08 **Announcements**

SRDC Commissioner vacancies exist from the following representation: Redwood County Municipalities.

- SRDC Office is closed June 19 in observation of Juneteenth Holiday
- SRDC Office is closed July 4 in observation of Independence Day Holiday
- SRDC FY2024 Public Hearing: Thursday, July 13 at 1:00pm at the Lower Sioux Incubator.
- SRDC Annual Meeting: Thursday, July 13. A business meeting will begin at 1pm at the Lower Sioux Incubator, followed by a tour at 2pm, and the Annual Meeting at 3:00pm at the Lower Sioux Incubator
- Note: SRDC Board of Directors does not meet in August.
- SRDC Full Commission Meeting: Thursday, September 14th at 3:30pm in Jackson County (Location TBD)

17 5:10pm **Adjourn**

****Written Planners Reports are located on pages 27-38 of the meeting packet. For questions or additional information regarding report information, please contact staff.****

Southwest Regional Development Commission
Check/Voucher Register - Board Check Register
From 4/1/2023 Through 4/30/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
CD042023	004	4/20/2023		Wex Admin Fees - March 2023	11.00	4/20/2023
CD042523 W...	005	4/25/2023		Wex Admin Fee - March 2023	11.00	4/25/2023
CD041923 S...	015	4/19/2023		1st Qtr Sales Tax 2023	391.00	4/19/2023
PRS040623	04062...	4/6/2023	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 4/6/2023	1,717.12	4/6/2023
PRS040623	04062...	4/6/2023	Melissa Nelson	Employee: MansonM; Pay Date: 4/6/2023	1,764.75	4/6/2023
PRS040623	04062...	4/6/2023	Melissa Nelson	Employee: MansonM; Pay Date: 4/6/2023	27.68	4/6/2023
PRS040623	04062...	4/6/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 4/6/2023	336.60	4/6/2023
PRS040623	04062...	4/6/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/6/2023	1,617.70	4/6/2023
PRS040623	04062...	4/6/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/6/2023	47.26	4/6/2023
PRS040623	04062...	4/6/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/6/2023	47.26	4/6/2023
PRS040623	04062...	4/6/2023	Jayme I. Trusty	Employee: TrustyJ; Pay Date: 4/6/2023	2,869.08	4/6/2023
PRS040623	04062...	4/6/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 4/6/2023	1,827.45	4/6/2023
PRS040623	04062...	4/6/2023	Robin R. Weis	Employee: WeisR; Pay Date: 4/6/2023	2,288.94	4/6/2023
PRS040623	04062...	4/6/2023	Robin R. Weis	Employee: WeisR; Pay Date: 4/6/2023	708.06	4/6/2023
PRS040623	04062...	4/6/2023	Jessica L. Welu	Employee: WeluJ; Pay Date: 4/6/2023	1,516.56	4/6/2023
PRS042023	04202...	4/20/2023	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 4/20/2023	1,717.12	4/20/2023
PRS042023	04202...	4/20/2023	Melissa Nelson	Employee: MansonM; Pay Date: 4/20/2023	1,721.25	4/20/2023
PRS042023	04202...	4/20/2023	Melissa Nelson	Employee: MansonM; Pay Date: 4/20/2023	27.68	4/20/2023
PRS042023	04202...	4/20/2023	Melissa Nelson	Employee: MansonM; Pay Date: 4/20/2023	22.14	4/20/2023
PRS042023	04202...	4/20/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 4/20/2023	1,158.45	4/20/2023
PRS042023	04202...	4/20/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 4/20/2023	336.34	4/20/2023
PRS042023	04202...	4/20/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/20/2023	1,380.50	4/20/2023
PRS042023	04202...	4/20/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/20/2023	61.46	4/20/2023
PRS042023	04202...	4/20/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/20/2023	52.00	4/20/2023
PRS042023	04202...	4/20/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 4/20/2023	18.91	4/20/2023
PRS042023	04202...	4/20/2023	Jayme I. Trusty	Employee: TrustyJ; Pay Date: 4/20/2023	2,869.08	4/20/2023
PRS042023	04202...	4/20/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 4/20/2023	1,904.73	4/20/2023
PRS042023	04202...	4/20/2023	Robin R. Weis	Employee: WeisR; Pay Date: 4/20/2023	2,662.50	4/20/2023
PRS042023	04202...	4/20/2023	Robin R. Weis	Employee: WeisR; Pay Date: 4/20/2023	569.94	4/20/2023
PRS042023	04202...	4/20/2023	Jessica L. Welu	Employee: WeluJ; Pay Date: 4/20/2023	1,508.44	4/20/2023
APS042023 ...	04252...	4/25/2023	Eric A. Hartman	Eric Hartman 4-13-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Eric A. Hartman	Eric Hartman 4-13-23 meeting	66.81	4/25/2023
APS042023 ...	04252...	4/25/2023	Robert J. Byrnes	Robert Byrnes 3-29-23 to 4-13-23	150.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Robert J. Byrnes	Robert Byrnes 3-29-23 to 4-13-23	132.31	4/25/2023
APS042023 ...	04252...	4/25/2023	Robert H. Van Hee	Robert Van Hee 3-29-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	William R. Crowley	Bill Crowley 3-20-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	William R. Crowley	Bill Crowley 3-20-23 meeting	14.41	4/25/2023
APS042023 ...	04252...	4/25/2023	Jeffry Moen	Jeff Moen 3-20-23 meeting	50.00	4/25/2023

Southwest Regional Development Commission
Check/Voucher Register - Board Check Register
From 4/1/2023 Through 4/30/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS042023 ...	04252...	4/25/2023	Jeffry Moen	Jeff Moen 3-20-23 meeting	102.18	4/25/2023
APS042023 ...	04252...	4/25/2023	JoEllen M. Benson	JoEllen Benson 3-20-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	JoEllen M. Benson	JoEllen Benson 3-20-23 meeting	76.63	4/25/2023
APS042023 ...	04252...	4/25/2023	Keith A. Elbers	Keith Elbers 4-13-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Keith A. Elbers	Keith Elbers 4-13-23 meeting	78.60	4/25/2023
APS042023 ...	04252...	4/25/2023	Miron V. Carney	Miron Carney 1-12-23 to 4-13-23	600.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Miron V. Carney	Miron Carney 1-12-23 to 4-13-23	1,202.27	4/25/2023
APS042023 ...	04252...	4/25/2023	Miron V. Carney	Miron Carney 1-12-23 to 4-13-23	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Paul Langseth	Paul Langseth 4-13-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Paul Langseth	Paul Langseth 4-13-23 meeting	47.16	4/25/2023
APS042023 ...	04252...	4/25/2023	Paul Langseth	Paul Langseth 4-14-23 & 4-20-23 meetings	100.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Paul Langseth	Paul Langseth 4-14-23 & 4-20-23 meetings	47.16	4/25/2023
APS042023 ...	04252...	4/25/2023	Richard Anderson	Rick Anderson 4-13-23 meeting	50.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Richard Anderson	Rick Anderson 4-13-23 meeting	30.13	4/25/2023
APS042023 ...	04252...	4/25/2023	Richard D. Peterson	Richard Peterson 3-1-23 to 3-29-23 + Treasurer	300.00	4/25/2023
APS042023 ...	04252...	4/25/2023	Richard D. Peterson	Richard Peterson 3-1-23 to 3-29-23 + Treasurer	319.64	4/25/2023
APS040723	60054	4/7/2023	AFLAC	Aflac inv#381312	141.54	4/7/2023
APS040723	60055	4/7/2023	Awards Plus, Inc.	AP Design - Badges (Langseth, Nelson, Schreiber...	51.00	4/7/2023
APS040723	60056	4/7/2023	City of Slayton	City of Slayton 2-27-23 to 3-21-23	24.41	4/7/2023
APS040723	60056	4/7/2023	City of Slayton	City of Slayton 2-27-23 to 3-21-23	26.45	4/7/2023
APS040723	60057	4/7/2023	Culligan Water Conditioning	Culligan - March 2023	12.00	4/7/2023
APS040723	60057	4/7/2023	Culligan Water Conditioning	Culligan - March 2023	30.05	4/7/2023
APS040723	60058	4/7/2023	Darren Veldhuisen	Snow Removal - March 2023	212.00	4/7/2023
APS040723	60058	4/7/2023	Darren Veldhuisen	Snow Removal - March 2023	318.00	4/7/2023
APS040723	60059	4/7/2023	Fleet Services Division	Fleet Services Lease 3-1-23 to 3-31-23	555.22	4/7/2023
APS040723	60060	4/7/2023	Frontier Communications	Frontier monthly maintenance 3-25-23 to 4-24-23	36.39	4/7/2023
APS040723	60060	4/7/2023	Frontier Communications	Frontier monthly maintenance 3-25-23 to 4-24-23	67.59	4/7/2023
APS040723	60061	4/7/2023	Grants Management Systems ...	GMS inv#285653/285997/285998	129.75	4/7/2023
APS040723	60061	4/7/2023	Grants Management Systems ...	GMS inv#285653/285997/285998	43.25	4/7/2023
APS040723	60062	4/7/2023	Northwest Gas	NW Gas 2-20-23 to 3-25-23	208.22	4/7/2023
APS040723	60062	4/7/2023	Northwest Gas	NW Gas 2-20-23 to 3-25-23	312.32	4/7/2023
APS040723	60063	4/7/2023	One Office Solution	One Office - Meter Reading 2-25-23 to 3-21-23	65.82	4/7/2023
APS040723	60063	4/7/2023	One Office Solution	Once Office - Chairs	270.00	4/7/2023
APS040723	60063	4/7/2023	One Office Solution	Once Office - Chairs	110.00	4/7/2023
APS040723	60064	4/7/2023	Quill Corporation	Quill - Chairs and Trashliner - Inv#31705611	335.08	4/7/2023
APS040723	60064	4/7/2023	Quill Corporation	Quill - Chairs and Trashliner - Inv#31705611	35.09	4/7/2023
APS040723	60065	4/7/2023	Slayton EDA	April 2023 Building Lease	4,848.63	4/7/2023
APS041423	60066	4/14/2023	Chandler Co-Op	Chandler Coop - March 2023	23.23	4/14/2023

Southwest Regional Development Commission
Check/Voucher Register - Board Check Register
From 4/1/2023 Through 4/30/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
CD042023 B...	60066	4/20/2023		May 2023 BCBS pymt	6,029.35	4/20/2023
CD041423 M...	60067	4/14/2023		MN Unemployment - 1st Qtr 2023	1,364.73	4/14/2023
APS041423	60067	4/14/2023	Frontier Communications	Frontier 3-6-23 to 4-3-23	291.51	4/14/2023
APS041423	60067	4/14/2023	Frontier Communications	Frontier 3-6-23 to 4-3-23	541.37	4/14/2023
APS041423	60068	4/14/2023	One Office Solution	One Office - inv#506862-00 (Melissa Nelson's na...	17.50	4/14/2023
APS041423	60069	4/14/2023	Schaap Sanitation	Schaap Sanitation 4-1-23	35.35	4/14/2023
APS041423	60069	4/14/2023	Schaap Sanitation	Schaap Sanitation 4-1-23	53.02	4/14/2023
APS041423	60070	4/14/2023	Slayton Electric, Inc.	Slayton Electric - 47882 - Boardroom materials/l...	513.54	4/14/2023
APS041423	60070	4/14/2023	Slayton Electric, Inc.	Slayton Electric - 47882 - Boardroom materials/l...	739.01	4/14/2023
APS041423	60070	4/14/2023	Slayton Electric, Inc.	Slayton Electric - 47883 - Bathroom light materia...	25.55	4/14/2023
APS041423	60070	4/14/2023	Slayton Electric, Inc.	Slayton Electric - 47883 - Bathroom light materia...	36.76	4/14/2023
APS041423	60071	4/14/2023	Southwest Initiative Foundation	Refund of grant money that was not spent for H...	409.35	4/14/2023
APS041423	60072	4/14/2023	The Computer Man, Inc.	292513 - 50/50 split Network/Server In-house T...	41.25	4/14/2023
APS041423	60072	4/14/2023	The Computer Man, Inc.	292513 - 50/50 split Network/Server In-house T...	41.25	4/14/2023
APS041423	60073	4/14/2023	Tracy Academy of Dance	Tracy Academy of Dance - Hmong New Year Stu...	100.00	4/14/2023
APS041423	60074	4/14/2023	Verizon Wireless	Verizon 3-2-23 to 4-1-23	52.12	4/14/2023
APS042023	60075	4/20/2023	Ban-Koe Companies, Inc.	Ban-Koe Fire Alarm System	389.91	4/20/2023
APS042023	60075	4/20/2023	Ban-Koe Companies, Inc.	Ban-Koe Fire Alarm System	561.09	4/20/2023
APS042023	60076	4/20/2023	Estebo Trust Account	Auto Nation - CRLF Loan Disbursement	47,000.00	4/20/2023
APS042023	60077	4/20/2023	Kathy Schreiber	EDA Trails Supplies ordered from Amazon - Reim...	254.32	4/20/2023
APS042023	60078	4/20/2023	NCPERS Group Life Ins.	NCPERS Life Ins - May 2023	32.00	4/20/2023
APS042023	60079	4/20/2023	Redwood County Auditor/Trea...	Auto Nation - CRLF Loan - Mtge Reg. Tax	108.10	4/20/2023
APS042023	60080	4/20/2023	Redwood County Recorder	Auto Nation - CRLF Loan - Mtge Filing Fee	46.00	4/20/2023
APS042023	60081	4/20/2023	Redwood County Recorder	Auto Nation - CRLF Loan - Request for Notice Fili...	46.00	4/20/2023
APS042023	60082	4/20/2023	Rock County Star Herald	Annual Subscription Renewal	96.00	4/20/2023
APS042023	60083	4/20/2023	Slayton Electric, Inc.	Slayton Electric - 47898 - Rab Brisk Wall Pack/La...	324.18	4/20/2023
APS042023	60083	4/20/2023	Slayton Electric, Inc.	Slayton Electric - 47898 - Rab Brisk Wall Pack/La...	466.50	4/20/2023
APS042023	60084	4/20/2023	XCEL Energy	Xcel Energy 3-7-23 to 4-5-23	212.30	4/20/2023
APS042023	60084	4/20/2023	XCEL Energy	Xcel Energy 3-7-23 to 4-5-23	305.50	4/20/2023
APS042523	60085	4/25/2023	AFLAC	Aflac 4-18-23 inv#511597	141.54	4/25/2023
APS042523	60086	4/25/2023	Cardmember Services	Visa 3-16-23 to 4-14-23	2,642.58	4/25/2023
APS042523	60086	4/25/2023	Cardmember Services	Visa 3-16-23 to 4-14-23	10.00	4/25/2023
APS042523	60086	4/25/2023	Cardmember Services	Visa 3-16-23 to 4-14-23	20.00	4/25/2023
APS042523	60086	4/25/2023	Cardmember Services	Visa 3-16-23 to 4-14-23	20.00	4/25/2023
APS042523	60087	4/25/2023	Kathy Schreiber	Reimb. Kathy for Table she bought for Trails	53.68	4/25/2023
APS042523	60088	4/25/2023	Marilyn Samuelson	Marilyn Samuelson - April 2023	328.00	4/25/2023
APS042523	60088	4/25/2023	Marilyn Samuelson	Marilyn Samuelson - April 2023	472.00	4/25/2023

Southwest Regional Development Commission
Check/Voucher Register - Board Check Register
From 4/1/2023 Through 4/30/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
Report Total					106,586.70	

8

MnDOT Agreement No. 1049954

AMENDMENT # 1 2022 SAFE ROUTES TO SCHOOL PROGRAM PLANNING GRANT AGREEMENT

Contract Start Date:	June 27, 2022	Original Contract Amount:	$17,726.00
Orig. Contract Exp. Date:	June 30, 2023	Prev. Amendment(s) Total:	N/A
Amended Exp. Date	N/A	Current Amendment Amount:	$5,000.00
		Current Contract Total	$22,726.00

Project Identification :	2022 SAFE ROUTES TO SCHOOL PROGRAM PLANNING GRANT AGREEMENT #1049954		
State Project (SP):	N/A	Trunk Highway #:	N/A
CFDA # :	N/A		

This amendment is by and between the State of Minnesota, acting through its Commissioner of Transportation ("STATE") and Southwest Regional Development Commission ("RECIPIENT"), a government entity.

Recitals

1. The State has a Grant Agreement with Recipient identified as MnDOT Contract Number 1049954 ("Original Contract") to disburse State General Funds available under Minnesota Statutes, section 174.40, subdivision 3(b) for non-infrastructure activities in the Safe Routes to School (SRTS) program established in Minnesota Statutes, section 174.40.

2. Amendment # 1 is to update Exhibit I regarding the grant funding amount and to update Exhibit II with a revised Scope of Work and budget as reflected in Exhibit IA and Exhibit IIA.

3. The State and the Recipient are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment #1, deleted contract terms will be ~~struck out~~ and the added contract terms will be <u>underlined</u>.

REVISION 1. Article 2 Section 2.1 "SRTS Program" is amended as follows:

> RECIPIENT will perform in a satisfactory and timely manner the activities described in the *Scope of Work*, which is attached and incorporated in this Grant Agreement as ~~**Exhibit II**~~ **<u>Exhibit IIA</u>**. The Scope of Work may be changed upon prior written approval by STATE. Activities associated with RECIPIENT's *Scope of Work* must be completed in accordance with all applicable state and local laws, including:
>
> **2.1.1.** Minnesota Statutes, Section 174.40; and
> **2.1.2.** FTA Circular 4220 *Third Party Contracting Guidance*, as amended.

REVISION 2. Article 3 Section 3.2.1 "Availability of State Funds" is amended as follows:

> STATE retains the sole and exclusive right to determine the amounts of state funds available for payment to RECIPIENT under the terms of this Grant Agreement. The total obligation of the STATE for all compensation and reimbursements to RECIPIENT shall not exceed the amount provided in the document ***Financial Assistance***, which is attached and incorporated into this Grant Agreement as ~~**Exhibit I**~~ **<u>Exhibit IA</u>.**

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

GRANTEE
The GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by laws, resolutions, or ordinances.

By: Jayme R. Tangen

Title: Executive Director

Date: 3 MAY 2023

2. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Signed: Tina Skala Digitally signed by Tina Skala Date: 2023.05.10 12:44:23 -05'00'

Date:

PO No.: 3000645269

3. DEPARTMENT of TRANSPORTATION

By: Tim Mitchell Digitally signed by Tim Mitchell Date: 2023.05.11 10:53:42 -05'00'

Title: Office or Program Director, Office of Transit and Active Transportation

Date:

4. OFFICE of CONTRACT MANAGEMENT

By: Fatema Haji-Taki Digitally signed by Fatema Haji-Taki Date: 2023.05.11 16:19:23 -05'00'

Title: MnDOT Contract Administrator

Date:

Financial Assistance

Legal Name	Southwest Regional Development Commission
Contract Number	Amendment #1 to 1049954
Contract Type or Program	State General Funds - Safe Routes to School (SRTS)

Project Description	Planning Assistance Grant: Grant to complete SRTS plans for Tracy School District
Federal Total Amount	$0.00
Federal Share - 0%	$0.00
State Total Amount (Not to exceed)	$22,726.00
State Share - 100% (Not to exceed)	$22,726.00
Local Share Amount	$0.00
Local Share - 0%	0%

EXHIBIT IA

Safe Routes to School (SRTS) Planning Assistance

Scope of Work and Deliverables

Safe Routes to School (SRTS) Plans will be completed by Regional Development Organizations (RDOs) during the 2022-2023 school year. For more than one school in the same district or community, public outreach steps and meetings may be combined as appropriate, but a separate action plan will be developed for each school site. In addition to the plans, MnDOT will work with the RDOs and the communities to provide access to training, education, and resources on SRTS principles such as Walk! Bike! Fun! curriculum education and encouragement activities as opportunities are available. RDOs will complete a short, monthly progress report to accompany invoices. MnDOT will offer SRTS Planning specific trainings to RDOs to build skills and support the development of comprehensive SRTS plans.

Scope of Work

The following list outlines the tasks and suggested timeline of SRTS planning assistance projects:

- Task 1: Initial Contact with Project Applicant (July/August)
- Task 2: Kick off Meetings (September)
- Task 3: Data Collection (October-November)
- Task 4: Data Assessment (December)
- Task 5: Action Plan Development (January)
- Task 6: Plan Development (February)
- Task 7: Draft Plan (March)
- Task 8: Local Plan review (April)
- Task 9: Final Plan review (May)
- Task 10: Plan Completion (May-June)
- Task 11: Planning Support and technical Assistance (May-June)

Details for each of these tasks and suggested timeframes are outlined below.

Task One: Initial Contact with Project Applicant (July/August)

A. The RDC Planner will email the person identified in the SRTS application to be the SRTS Team Leader to introduce the project, including:
    - Contact information for the project manager and planner assigned to the project;
    - Link to the Safe Routes to School Handbook ;
    - Outline of the SRTS planning process and building a SRTS committee;
    - Sample SRTS plan table of contents (see: Task 6);
    - Request for a list of SRTS Team members, with name, title, and organization represented;
    - Expectations of the SRTS Team (see: Task 2); and

- Kick-off meeting invitation that the SRTS Team Leader can forward to the SRTS Team.

B. Call the SRTS Team leader to discuss the contents of the email, answer any questions, confirm that the SRTS Team includes appropriate representation (see: pg. 9 in Safe Routes to School Handbook), and schedule the first meeting with the SRTS Team.
C. Contact local road engineer (city and/or county) to inform them of the project and invite them personally to the first meeting. Also, ensure relevant City, County, and MnDOT District staff are included on project mailing lists to receive meeting invites and materials throughout the project.
D. Identify the preferred team communication method, frequency and how to inform the school and community about the upcoming SRTS Planning process.

- The SRTS Team should include the following individuals (see pg. 9 in the SRTS handbook for more information): School principal or assistant principal
- Parents and/or PTA representation
- Community volunteers
- Crossing Guards
- Students (School Council, School Patrol, etc)
- Teachers
- Public Health Agency or Statewide Health Improvement Program representative
- Local road authorities (including City Engineer, County Engineer, MnDOT District staff)
- Parks and Recreation
- Businesses and Community Leaders
- Elected Officials
- Non-Profit Organizations (bicycle and pedestrian advocacy groups, housing organizations, etc)

Please note, a SRTS Committee may be a part of a pre-existing committee or coalition with similar goals that commits to support the SRTS plan development and will shepherd future implementation of the SRTS plan and strategies. This may include a School Wellness Committee, Statewide Health Improvement Program (SHIP) Coalition/Team, Active Living Team, Bicycle and Pedestrian Advisory Committees, etc. Please note, additional committee members may be required to be added to meet SRTS Team member representation.

Deliverables: One introduction email sent to SRTS Team Leader with resources, one follow-up phone call to the SRTS Team Leader, one meeting with the local road authority, proposed SRTS Committee List completed.

Task Two: Kickoff Meeting(s) (September)

A. The RDC Planner will schedule and co-facilitate with SRTS team lead a kick-off meeting, and additional follow up meetings as needed, with the Safe Routes to School Team at each school. The meeting(s) will include the following:
    - Overview of SRTS and benefits to school and community;
    - Roles and expectations of SRTS Team members;
    - Overview and project schedule for the planning process;
    - Overview of the 6-E approach (education, encouragement, engagement, engineering, evaluation, and equity);
    - Develop a SRTS Team vision statement;
    - Explain data collection tasks and assign SRTS Team members to partner in coordination of data collection efforts to occur in the fall (see: Task 3);
    - Set the meeting schedule for the following meetings; and
    - Identify where information about the project will be provided publicly (i.e. online, school office, community bulletin board, etc.).
B. Following the meeting, prepare documentation from the planning portion of the meeting, and work with the SRTS Team Leader to distribute them to the SRTS Team.
C. Contact local elected officials (school board and city council) to inform them about SRTS, the project (perhaps sharing the meeting notes), and anticipated outcomes.

Deliverables: Attendance at meeting with SRTS Team at selected location; presentation for the meeting; meeting agenda; meeting minutes; draft vision statement for insertion into the Draft Plan; SRTS public information determined.

Task Three: Data Collection (September-November)

A. Work with SRTS Team members to complete the following SRTS data collection tools:
    - Parent Survey: Parents/guardians will fill out this survey to provide information about what factors affect whether they allow their students to walk or bike to school and why. School administration will need to help coordinate this effort; the RDO planner will set up the form (paper or online), share the survey with the school administration and use results in determining strategies.
    - Student Travel Tally: Teachers at all grade levels will use this form to record specific information about how students arrive and depart from school each day for a week. School administration will need to help coordinate this effort with their teachers' help; the RDO planner will provide the form to school administration
    - School Zone Hazard Observational Assessment: The SRTS Team will perform an in-person observation during student arrival and dismissal to collect data about critical issues that decrease safety in the immediate

area around the school (i.e. distractions, illegal parking/pick up, unsafe crossing, or bike helmet usage). The SRTS Team will need to participate; the RDO planner will coordinate the observation event, provide materials for observers (i.e. safety vests, forms, clipboards, pens) and alert school administration and local law enforcement about the event.

- School Environment and Policy Assessment: An assigned member of the SRTS Team (ideally a school administrator) will complete this assessment to identify what aspects of environment and policy in the school zone create a safe and appealing walking and biking environment and what aspects need improvement. If not completing the assessment, school administration will likely need to assist the SRTS Team member completing the assessment; the RDO planner will provide technical assistance during the assessment and load final assessment data into Redcap.
- Youth Engagement: connect with youth at the school(s) to identify their barriers and needs to walk and/or bike more often to school and in daily life. This may be accomplished through working with existing student groups or working with school officials to pull a group of students together for a discussion or walk audit.
- Community Engagement Event or Walking/Bicycling Audit: The SRTS Team will select one of the two options below to collect input from the community about safe walking and biking:
    - Community Event Engagement: The RDO planner will work with the SRTS Team leader to either table at a community or school event to educate about SRTS and collect input or host a community meeting where members of the public can learn about SRTS and provide input. The SRTS Team will need to help spread the word about this input opportunity to interested parties. The goal is to educate the larger school community about the purpose of SRTS and the work being done at its school. Suggested engagement tools for community event include SRTS Overview and SRTS Engagement tool.
    - Community Walk and Bike Audit Event: The SRTS Team will invite the community to participate in a group walk and group bike to assess the ease and comfort level of the school zone for students walking and biking. The SRTS Team will need to help identify a meeting date and location, publicize the audit, and recruit participants; at the event, the RDO planner will share about SRTS and walking and bicycling with participants, provide an aerial map

of the walking and bicycling audit area with streets and landmarks labelled, and facilitate the group walk and group bike.

- Other Data: Data pertaining to school enrollment boundaries, student walk/bike zone boundaries, drop-off/pick-up zones, where students live (via heat mapping), presence/condition of designated walking and biking infrastructure, bus routes, "hazard bus" areas, crash data, speed limit data, equity data and more may be useful in identifying issues affecting students walking or biking to school. The SRTS Committee may be tasked with sharing school specific data with RDO. The RDO planner will research and compile a report on these data not collected from the collection tools listed above; members of the SRTS Team and school administration may need to help the RDO planner contact the appropriate individuals for these requests.

Deliverables: Parent Survey results and Student survey results should be included in the SRTS Plan appendix; School Zone Hazard Observational Assessment completed; School Environment and Policy Assessment submitted to Redcap through SRTS Resource center; community engagement event or walk audit completed; annotated aerial photo of the school area including walking and bicycling facilities, landmarks, destinations, and the street system for the walk zone around the school (including "hazard bus" areas); walk/bike audit forms; a summary of the audit for inclusion in the Existing Conditions Memo for the Draft Plan; maps of the area for use during the audit; optional outreach materials and information for community events, optional neighborhood meeting presentation and summary of comments collected from meeting; other data identified and collected.

Task Four: Data Assessment (December)

A. Interpret and summarize data to prepare an existing conditions memo, to be inserted into the plan document, based on information collected in Task 3. Data should provide a clear understanding of inequities present in the school and community that would be helpful to overcoming barriers for walking, biking and building programing. Summarize data collected. Share data and preliminary findings with SRTS Committee. Collect feedback from SRTS Committee to determine prioritized list of SRTS strategies that address understanding of barriers and other data.

Deliverables: Data reviewed and compiled into existing conditions memo; memo shared with SRTS Committee and partners; SRTS Committee and partner feedback collected.

Task Five: Action Plan Development (January)

A. Co-facilitate a second SRTS Team meeting with the SRTS Team Leader to review the existing conditions memo and facilitate the SRTS Team in developing SMART (Specific, Measurable, Achievable, Realistic and Time-Bound) goals based on data collected and assessed in Task 3 and Task 4. The goals should reflect input gathered throughout the planning process, tie back to the SRTS Team's vision statement, and relate to the ultimate SRTS program goal of increasing the number of students who walk and bicycle to school. The goals should include all 6 E's including education, encouragement, engagement, engineering, evaluation, and equity to promote a comprehensive SRTS program. As needed, utilize tools offered in the Minnesota Safe Routes to School Resource Center for inspiration.
B. Following the meeting, prepare notes from the planning portion of the meeting, and work with the SRTS Team Leader to distribute them to the SRTS Team.
C. Following the meeting, revise the SRTS Team's goal statements and develop draft action steps underneath each goal to guide the SRTS Team during implementation.
D. Prepare an action plan memo, to be inserted into the plan document that includes the SMART goals and action steps.

Deliverables: Second team meeting held, meeting notes developed and distributed; SMART goals created; action steps drafted; action plan memo developed.

Task Six: Plan Development (February)

A. Prepare a draft plan document that is ADA compliant and includes the following elements:
    - Visual executive summary (summary of the key points in the SRTS plan in visual format);
    - Executive summary (summary of the key points in the SRTS plan);
    - Introduction (what is SRTS, why it is important, background on school and community, SRTS Team, status of state and federal support for SRTS);
    - Vision (the vision and goals identified by the SRTS Team);
    - Existing conditions (survey results, walk and bike audit results, assessment results, and key issues emerging from these results);
    - Action plan (list of prioritized goals and action steps that cover education, encouragement, enforcement, engineering, evaluation, and equity that identify the timeline and the agencies/individuals who will lead implementation of each goal); and
    - Appendices (maps, all survey results, assessment data, SRTS funding resources).

B. Consider using the MnDOT SRTS Templates for creating an ADA compliant document. **The final document(s) must be ADA compliant and meet all Minnesota Plain Language Requirements.** For support and training, visit Minnesota Management and Budget Accessibility Resources and University of Minnesota Document Accessibility Tutorials.

Task Seven: Draft Plan

The RDC Planner will assemble a Draft Plan that uses SMART (Specific, Measurable, Achievable, Realistic and Time-Bound) goals and is consistent with best practices in SRTS that reflects input gathered throughout the planning process and the needs of the local community. Elements of the plan created through the process will be updated to reflect feedback from the SRTS Team, youth, school and broader community compiled and consolidated into a single Draft Safe Routes to School Plan. The draft plan should be sent to relevant City, County and MnDOT District Engineering staff for review and their suggestions incorporated into draft plan before being shared with SRTS team. In addition to the Draft Plan, the RDC Planner will provide a one page executive summary poster that outlines an executive summary of the Six E approach with relevant next steps. The draft plan should be shared with SRTS Team prior to Meeting 4 for review to allow for ample and thoughtful discussion at meeting.

Deliverables: Feedback collected from City, County, and MnDOT District Staff; One electronic version of the Draft Plan including SMART goals and best practices in SRTS delivered to the SRTS Team leader.

Task Eight: Meeting 4, Local Draft Plan Review

The RDC Planner will attend Meeting 4 with the SRTS Team for discussion and finalization of the SRTS Plan. The SRTS Team should come prepared to give feedback on the Draft SRTS Plan. The RDC Planner will assemble comments to the Draft Plan and solicit feedback in writing from SRTS Team members within one week of Meeting 4.

Transportation planner will use provided SRTS plan checklist to review and ensure that the plan meets MnDOT criteria before submitting for final approval. Completed SRTS plan checklist should be provided to MnDOT along with the Final Draft of the plan.

Deliverables: Attendance at local SRTS Team meeting; Email to SRTS Team lead asking for written comments; Written summary of comments on the Draft Plan; SRTS plan checklist and peer feedback on plan

Task Nine: Final Plan Review (March)

A. Send the draft plan document to relevant City, County, and MnDOT District staff and request their feedback on the action plan prior to the third meeting date. If feedback is not received by email, follow up by phone to gather feedback prior to meeting.
B. Attend a third SRTS Team meeting co-hosted by the SRTS Team Leader to review the action plan memo and draft plan document and to prioritize action plan items. The RDO planner should provide the document prior to the meeting to the SRTS Team, whose members should arrive prepared to discuss and prioritize the goals listed in the action plan.

C. Following the meeting, prepare notes from the planning portion of the meeting, and work with the SRTS Team Leader to distribute them to the SRTS Team.
D. Following the meeting, update the action plan and plan document based on feedback from the SRTS Team.

Deliverables: Email request and/or phone call to review draft plan with SRTS Committee and city, county, and state roadway authorities, feedback collected and incorporated, third SRTS Committee meeting held; meeting notes drafted and shared; additional plan feedback from meeting included into draft SRTS Plan; draft shared with MnDOT SRTS Coordinator for review; edits and suggestions incorporated.

Task Ten: Plan Completion (May-June)

A. Prepare a final draft of the plan document in PDF format for review purposes.
B. Provide the final draft plan document to a peer RDO planner (assigned by MnDOT) for review of the plan. The peer reviewer will use a SRTS plan checklist (distributed by MnDOT at time of peer review assignments) to review the plan and give feedback to ensure that the plan meets MnDOT criteria. Revise the plan document based on feedback.
C. Provide the revised plan document to the SRTS Team for final review. Revise the plan document based on feedback.
D. After peer review and SRTS Team review, provide the MnDOT SRTS Coordinator with one editable digital file (.docx) and one copy-ready digital file (.pdf) for final review purposes. **The final document(s) must be ADA compliant and meet all Minnesota Plain Language Requirements.** Make final revisions to the plan document based on feedback.
E. Prepare and distribute final deliverables to the MnDOT SRTS Coordinator and the SRTS Team, as identified below:
    i. MnDOT SRTS Coordinator – one ADA compliant, copy-ready digital file (.pdf) of the plan document; and
    ii. SRTS Team – one editable digital file (.docx) of the plan document, one copy-ready digital file (.pdf) of the plan document, other digital files as determined necessary, one hard copy of the plan, and hard copies of related documents as determined necessary.
F. Optional: Follow up with the schools in late summer/ early fall to go over the next steps (action plan implementation) and any outstanding questions.

Deliverables: Hard copy, editable copy and copy-ready PDF file of Final SRTS Plan and related documents delivered to SRTS Team Leader; electronic copy-ready PDF version of SRTS Plan delivered to MnDOT Safe Routes to School Coordinator, meeting minutes from final meeting in the fall (optional task). **The final document (s) must be ADA compliant and meet all Minnesota Plain Language Requirements.**

Minnesota Management and Budget Accessibility Resources

University of Minnesota Document Accessibility Tutorials

Task 11 – Planning support and technical assistance (May-June)

Support communities to provide non-infrastructure equipment approved by STATE based on community engagement. Projects should have prior discussion with SRTS Project Manager, support non-infrastructure implementation, and meet all financial and procurement guidance.

Deliverables: equipment purchased, delivered, and properly installed at designated sites at schools.

Additional Items:

Technical assistance to communities: The RDC Planner may utilize hours to provide technical assistance for implementation steps related to the Safe Routes to School plan. These hours shall not exceed the amount outlined in the budget.

Supplies and Travel costs: The RDC Planner may utilize funds allocated in the administrative and travel line items to achieve the above deliverables.

Plan Outline

The SRTS Plan should adhere to the outline below. For best practices, consider using the MnDOT SRTS Templates for creating an ADA compatible document and visual executive summary.

- Visual Executive Summary: summary of the key points in the SRTS plan in visual format. See example in link above.
- Executive Summary: summary of the key points in the SRTS plan
- Introduction: what is SRTS, why is it important, background on school and community, SRTS Team, status of state and federal support for SRTS
- Vision: the vision and goals identified by the SRTS team
- Existing Conditions: survey results, walk and bike audit results, assessment results
- Issue Identification: key issues emerging from surveys, audits, and assessment results
- Action Plan: list of identified strategies by each E (equity, evaluation, education, encouragement, enforcement and engineering) with prioritized short and long term action steps
- Implementation Steps: identify timeline and lead agencies or individuals to implement action plan
- Evaluation Plan: detailed plan to evaluate progress over time
- Appendices: maps, all survey results, assessment data, SRTS funding resources

Budget Amendments SRTS Planning Assistance 2022-23

The following budget is an estimate, the Scope of Work may be changed upon prior written approval by STATE.
Total costs must not exceed the contract maximum.

SWRDC - 1049954

	Tracy			Total Costs
Labor	$16,650			$16,650.00
Technical Assistance	$900.00			$900.00
Equipment	$5,000.00			$5,000.00

(These costs are not separated by location)

Supplies (e.g. printing, stamps, etc)				$0.00
Travel costs				$176.00
Total Budget (not to exceed)				**$22,726.00**

Exhibit IIA

Resolution for SRTS Planning Assistance Grant

WHEREAS, the Southwest Regional Development Commission is the designated regional transportation agency for Southwest Minnesota/Planning Region 8

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safe for children to walk and bicycle to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits application to enable schools and communities to implement Safe Routes to School planning activities; and

WHEREAS, the Southwest Regional Development Commission was awarded planning funds to provide planning assistance to local communities to develop Safe Routes to School plans that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS, no local match funding is required; and

WHEREAS, planning will commence after the contract is finalized through June 30th, 2023.

THEREFORE BE IT RESOLVED;

1. That the Southwest Regional Development Commission authorizes the Executive Director to enter into an agreement with the Minnesota Department of Transportation to complete Safe Routes to School plan.
2. That the Executive Director is authorized to execute such Agreement and any amendments without further approval by the Board of Directors.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the Southwest Regional Development Commission at a duly authorized meeting thereof held on the 10th day of March, 2022 by the minutes of said meeting.

Myron Roets, SRDC Chairman

Jayme Trusty, SRDC Executive Director

Date: 10 MAR 2022

Southwest Regional Development Commission

Month End April 2023 Fiscal Year 2023

YTD Comparison % of Budget 66.67

	FY23 Budget	September	July - September	October - December	January - March	April	April-June	Pending	Year to Date	Under / Over Budget	% of Overall Budget	Explanation/Comments
Revenues												
Taxes	417,820	34,818.33	104,454.99	104,454.99	104,454.99	34,818.33	34,818.33	0.00	348,183.30	69,636.70	83.3%	Taxes earned to date, payments primarily received in Dec and Jun
Contract for Services	156,696	14,948.19	30,602.53	19,540.35	19,373.38	7,792.18	7,792.18	0.00	77,308.44	79,387.56	49.3%	Based on activity earned to date.
MnDOT-Regional	75,000	6,250.00	18,750.00	18,750.00	30,000.00	0.00	0.00	0.00	67,500.00	7,500.00	90.0%	Based on Billings Yearly amt is $75000
Safe Routes to School	17,550	3,015.00	5,400.00	1,736.00	4,381.39	3,060.00	3,060.00	0.00	14,577.39	2,972.61	83.1%	Grant Earned
Economic Development Adm/C-EDA	70,000	2,275.20	21,245.20	20,369.16	28,385.64	0.00	0.00	0.00	70,000.00	0.00	100.0%	Grant Earned
EDA Trails Grant	140,000	296.00	3,370.84	1,568.44	21,752.22	4,540.72	4,540.72	0.00	31,232.22	108,767.78	22.3%	Based on activity earned to date.
RLF Admin	60,000	3,440.11	15,217.00	15,787.53	14,546.40	6,647.72	6,647.72	0.00	52,198.65	7,801.35	87.0%	Based on activity earned to date.
CERTs Funds	57,250	4,267.00	15,782.98	12,117.86	10,736.34	5,537.32	5,537.32	0.00	44,174.50	13,075.50	77.2%	Based on activity earned to date. - all Certs projects
PACE loan orig/int/misc	19,184	289.00	289.00	11,676.93	1,089.74	0.00	0.00	0.00	13,055.67	6,128.33	68.1%	Bank int/loan orig fee mostly received in Dec and June
McKnight Solar Outreach	7,500	3,213.00	3,213.00	3,121.44	1,165.56	0.00	0.00	0.00	7,500.00	0.00	100.0%	Budget is spent as of Feb 2023
Interest & Miscellaneous	6,800		0.00	2,344.99	2,010.78	71.37	71.37	0.00	4,427.14	2,372.86	65.1%	Bank int/loan orig fee
							0.00					
Total Revenues	1,027,800	72,811.83	218,325.54	211,467.69	237,896.44	62,467.64	62,467.64	0.00	730,157.31	297,642.69	71.0%	
												33,804
Expenditures												
Committee Expenses	23,000	1,409.74	3,989.47	7,350.15	8,839.21	4,108.67	4,108.67		24,287.50	-1,287.50	105.6%	
Salaries & Fringe	802,417	60,558.57	169,280.94	189,854.63	140,453.14	46,722.51	46,722.51		546,311.22	256,105.78	68.1%	
Travel	30,000	2,905.64	8,379.66	11,836.91	2,041.57	2,491.16	2,491.16		24,749.30	5,250.70	82.5%	
Office Space Costs	40,176	2,248.64	9,387.21	4,719.34	3,224.56	727.16	727.16		18,058.27	22,117.73	44.9%	
Postage (on hand, not including Hsg Reimb)	4,421	867.99	1,353.97	1,131.95	1,017.98	45.95	45.95		3,549.85	871.15	80.3%	
Communications	6,694	436.78	2,017.60	1,316.10	1,336.60	440.75	440.75		5,111.05	1,582.95	76.4%	
Printing/Publication	12,276	754.27	3,080.90	662.51	2,443.03	271.00	271.00		6,457.44	5,818.56	52.6%	copier/printer too
Insurance	5,145	414.60	1,243.80	911.00	0.00	0.00	0.00		2,154.80	2,990.20	41.9%	Insurance dividend
Supplies	12,250	1,972.50	3,062.40	1,976.66	2,142.46	1,531.40	1,531.40		8,712.92	3,537.08	71.1%	
Program Supply (EDA)	10,834	0.00	10,580.00	0.00	0.00	254.32	254.32		10,834.32	0.00	100.0%	
Computer	25,800	1,558.34	7,828.37	3,146.47	9,200.70	731.18	731.18		20,906.72	4,893.28	81.0%	
Audits	7,800	0.00	0.00	0.00	0.00	0.00	0.00		0.00	7,800.00	0.0%	
Consultant/Contracted Services/Legal	2,500		0.00	0.00	60.00	60.00	60.00		120.00	2,380.00	4.8%	
Dues/Memberships & Other	5,200		1,000.00	3,000.00	0.00	0.00	0.00		4,000.00	1,200.00	76.9%	
Financing Fees & Expenses	5,500	890.01	902.05	0.00	90.00	0.00	0.00		992.05	4,507.95	18.0%	
Seed Grants	30,000		588.00	15,000.00	10,000.00	0.00	0.00		25,588.00	4,412.00	85.3%	$588 is City of Jackson (April/May 2022)
Equipment/Building Updates	2,000	0.00	0.00	60.00	620.93	863.27	863.27		1,544.20	455.80	77.2%	
PACE loan interest paid	508		0.00	252.79	0.00	0.00	0.00		252.79	255.21	49.8%	Paid in December and June **an amt will be in January 2023**
Debt Service:Prin. & Int.	11,633		0.00	7,948.32	0.00	0.00	0.00		7,948.32	3,684.68	68.3%	Paid in December and June
Building Lease Principal Pymt	20,753	1,762.21	5,125.57	5,159.88	5,223.68	1,757.35	1,757.35		17,266.48	3,486.52	83.2%	Our portion of lease pymt
Total Expenditures	1,058,907	75,779.29	227,819.94	254,326.71	186,693.86	60,004.72	60,004.72	0.00	728,845.23	330,062.09	68.8%	
Revenues Over (Under) Expenditures	-31,107	-2,967.46	-9,494.40	-42,859.02	51,202.58	2,462.92		0.00	1,312			

1,312

Executive Director's Report

May 2023

Executive Director Trusty returned to work full-time on May 2nd. He has a few weeks of cardiac rehab left yet.

Trusty held two sessions of new member orientation, one on May 4th and one on May 9th. On May 4th, the attendees were Justine Wettschreck, Murray County Economic Development, Steve Kellen, City of Adrian, (Nobles County Municipalities) and Dan Delaney, City of Pipestone, (Pipestone County Municipalities). The May 9th session was attended by Mark Haberman, City of Heron Lake (Jackson County Municipalities) and Rick VonHoldt, the Mayor of Worthington. In addition, Trusty was asked to meet with Brandon Lane from Sioux Valley Energy to do an orientation for him as well. We have been working with him in Rock County and he is looking for a little more in-depth background on the SRDC.

The wrap up session for the Reinventing our Communities Initiative that we participated in was held in Redwood Falls on May 15th. This was a program of the Federal Reserve, and the application and process were organized and led by Carrie Bendix from the Private Industry Council. Carrie has an in-person final conference with the Federal Reserve and then I believe we'll get the final report.

Trusty began his visits to the County Boards with visits to Lincoln and Lyon Counties on May 16th and Pipestone County on the 23rd. Cottonwood County is scheduled for the 6th of June. The presentations are going well, it is good to be out and about in person to meet the new commissioners.

Interviews were conducted and an offer of employment made for the open position in the Finance Department. Jodi Klein from Avoca has accepted the offer, her first day with the Commission will be June 14th.

MADO Executive Directors met on the 22nd. Region 5 was successful in getting a grant from USDA around the food system for Minnesota, South Dakota, and North Dakota. The SRDC will be getting $60,000 per/year for 5 years to participate in this effort. I believe that all the RDOs (Regional Development Organizations) except West Central Initiative will be participating. The next in-person meeting will be June 13th-14th in Bemidji. There has been some friction between some of the agencies lately, so we will be having a facilitated team building session.

The SRDC continues to participate in the Climate and Energy group being facilitated by the Great Plains Institute, (GPI). The last meeting was a presentation from the Department of Commerce on the federal guidelines surrounding Justice 40, and identification of "disadvantaged communities" (DACs). Federal funds will be targeted to communities that qualify under those criteria, which may or may not be the same, depending on the federal agency involved.

ECONOMIC DEVELOPMENT REPORT

May 2023

CEDS| EDA PLANNING

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

Our current CEDS can be found at http://www.swrdc.org/wp-content/uploads/2022/01/CEDS-2022-2027.pdf. CEDS in MN across the EDA (Economic Development Administration) Economic Development Districts (EDDs) generally follow the format of the Minnesota Association of Development Organizations (MADO) DevelopMN. The latest DevelopMN can be found at http://www.mnado.org/wp-content/uploads/2019/11/DevelopMN-1.pdf. The DevelopMN dashboard (Dashboard - MADO - MN Association of Development Organizations (mnado.org) has recently been updated to include the latest data, much from 2022.

EDA investment priorities can be found at https://eda.gov/about/investment-priorities/. Priorities include Equity, Recovery & Resilience, Workforce Development, Manufacturing, Technology-Based Economic Development, Environmentally Sustainable Development, and Exports & Foreign Direct Investment.

EDA PLANNING

EDA Reporting: The ED-916 and ED-918 reports were submitted for the SRDC Traditional EDA planning grant.

New EDA Platform for submitting Applications: As of April 6, grants.gov will only be used to find EDA's Notice of Funding Opportunities. EDGE will be used to submit applications. EDGE is currently in beta testing phases now. EDD training on the new EDA EDGE grant systems program has been scheduled.

Virtual EDD Chapter Meet Up for the Chicago Region: These networking and educational sessions will begin soon.

Potential EDA Project TA: Staff has recently been asked to be involved in project idea conversations to discuss EDA opportunities. EDA distress criteria for unemployment and per capital income was provided to each.

- Building Rock County Stronger- 4/27/2023- follow-up TA occurred with the city of Steen
- City of Jeffers- Industrial Park creation to include a new meat Locker and fire station
- City of Mountain Lake-Industrial Park creation discussion on 5/8/23- Department of Employment & Economic Development (DEED) also presented their potential programs- SRDC staff is assisting with gathering details on city infrastructure often requested for business creation/expansion

Seeking project ideas within FEMA disaster declared counties: Projects within counties identified in current FEMA's disaster declarations are eligible to apply for disaster funding. If coupled with another distress criteria, unemployment, or per capita income to name a few, projects are eligible to receive up to 80% grant funding. Projects must show a direct connection to the disaster. The following are current disaster declarations:

- Severe Storms, winds, tornadoes, flooding- 4666 (Rock, Nobles, Lyon)- May 29/30, 2022
- Severe Storms, winds, tornadoes, flooding- 4658 (Lincoln, Redwood, Cottonwood, Nobles)- May 8-13, 2022
- Minnesota Severe Winter Storm, Straight- line-Winds, and Flooding- 4442- March 12-April 28, 2019- ALL

Career Expo: In 2023, Minnesota West will host the career expo on September 26 and SMSU (Southwest Minnesota State University) will host it on September 27. SRDC (Southwest Regional Development

Commission) staff has been involved in the "Career is Right." These career expos target 10th and 11th grade students.

Childcare Technical Assistance: Staff played an integral role in the submission of the DEED (Department of Employment and Economic Development) Childcare Economic Development grant proposal, due August 30, 2022 for a building to house three separate family childcare providers in Hills. The City of Hills was awarded $120,000 for this project. Currently, obtaining the plumbing permit has caused project delays.

Southwest Minnesota Youth Committee: The committee meets in February, May, August, and November. This group gathers members that support career and technical education programs and educate students and parents about local career and training opportunities. The committee met last on May 11 and will again meet on August 10.

Cultural Diversity Event Sponsorship: The last scholarship available will be given to the 29th Annual International festival being held on July 13-15 in Worthington for supplies.

Southwest Regional Transportation Coordinating Council (RTCC): The group last met on March 22 and will meet again June 21. SRDC represents economic development on the council. In March, members reviewed the Local Human Services Transit Coordination Plan found at https://www.unitedcapmn.org/wp-content/uploads/2023/03/LHSTCP.pdf.

Potential Closure of Meat Processing Facility: In preparation for a potential closure of HyLife in Windom, SRDC was a part of planning an informational session targeted at H2B Visa holders held on Saturday May 10 at the American Lutheran Church in Windom.

Friends in the Field: The next networking opportunity is July 12 with a focus on mental health.

Workforce: Since workforce recruitment and retention are among the top areas of concern for employers in this region and MN, below is an opportunity to learn more and be a part of making a positive impact.

- Southwest Minnesota Regional Housing Forum- May 31- 9 a.m. to noon
- Labor Market Training- May 31- 9 a.m. to 10:30 a.m.
- EDAM Summer Conference- June 28-30 in Rochester

REVOLVING LOAN FUND (RLF) REPORT

May 2023

COVID-19 RLF | TRADITIONAL RLF | CONTRACTED RLF | PACE

RLF

The committee consists of five members and meets as needed. The committee covers both the COVID-19 RLF and Traditional RLF. The committee last met on March 8 and approved one C-RLF loan application of $47,000 to a business in Redwood County. This loan closed April 21.

Interest Rates:

Interest rates for SRDC RLFs can never be below the lesser of 4% or 75% of the WSJ (Wall Street Journal) Prime Rate, according to regulations governing RLF awards. Prime Interest Rate, as of May 30, 2023, is 8.25%.

Application and Checklist: The Application (fillable — same application for both RLF programs) and Requirements Checklist (this is currently being updated to include both SRDC RLF and COVID-19) are online and can be found at http://www.swrdc.org/economic-development/revolving-loan-funds/.

EDA Supported RLF Community of Practice: This suggested networking opportunity for EDA sponsored RLFs will begin soon. Staff applied to be in the first cohort.

Demand Letters: Two demand letters were sent in May. One has since paid off and the other has communicated an agreed upon payment arrangement.

COVID-19 RLF (C-RLF)

Funds Available: Funds on hand are in the approximate amount of $230,152.88 (as of 5/30/2023- interest from May payments has not been transferred yet). These funds will remain federalized until seven years have passed.

Traditional RLF

Funds Available: Funds on hand are in the approximate amount of $187,494.01 (as of 5/30/2023- interest from May payments has not been transferred yet). Reporting will soon be required twice per year.

RLF Success Stories

To promote RLF programs, success stories can now be found at http://www.swrdc.org/economic-development/revolving-loan-funds/rlf-business-spotlights/.

RLF Site Visits

Seven annual site visits have been completed since May 16. RLF loan recipients seem eager to share their stories and successes. We strive to meet with RLF loan clients annually and hope to wrap up this year's site visits by the end of August.

SRDC Staff Led Training Sessions

Staff facilitated the CDFA session, RLF Managements, during their RLF Course on May 1.

Contracted RLFs

Staff continues to assist inquiries made regarding business start-ups, retentions, expansions, and financing. Staff assists with three additional revolving loan fund programs within the region.

1. Jackson County RLF: After the two recent loan closings, there are seven active loans. County commissioners voiced their continued financial support of the program, given funds are minimal. Applications continue to be pursued.

   An orientation for new members (2), will be scheduled in June.

2. Heron Lake RLF: HLRLF focuses on economic development within a 20-mile radius of Heron Lake. These are Community Development Block Grant (CDBG) funds. SRDC continues to assist them with GMS entry and amortization schedules as requested. Staff recently assisted with 2 inquiries: 1) to a loan client that was late with their May payment and 2) another who received a cancellation notice from their insurance company. There are funds available for businesses in their service area that have gap financing needs.

3. Falcon Development Corporation (FDC): Information on FDC can be found online at https://www.swrdc.org/revolving-loan-funds/. FDC focuses on economic development improvements within a 30-mile radius of Heron Lake. These funds are de-federalized; therefore, Davis Bacon does not apply to construction projects. Interest rates can now be as low as 75% of prime. The FDC Board now has 7 members, which is the maximum.

Property Assessed Clean Energy (PACE)

Funds Available: Funds are currently available in the approximate amount of PACE SEP, $160,818.26 (this accounts for the loan not yet disbursed in the amount of $99,789 for a boiler replacement in Freeborn County), and PACE ARRA, $100,675.77.

Staff are currently reviewing an application received from a business in Murray County.

PACE Committee: The committee meets as needed, often in conjunction with RMEB (Rural Minnesota Energy Board) meeting dates. Committee members are Metz, Wildermuth, Wachal, VanDeVere and Paap. Interest rates for new projects are set at 3% under Prime, with a floor of 3%.

C-PACE Statewide Discussions: Staff has been involved in discussions with the MN Department of Commerce as they work on expanding the reach of commercial PACE programs in MN. Staff provided project data for a recent DOC application submitted. RDCs (Regional Development Commission) will be eligible to apply under an RFP (Request for Proposals). The RFP will provide details on how SRDC can assist with PACE expansion in MN.

General Information: PACE is available to property owners of small businesses, including agri-businesses and some non-profits based on usage. Please help spread the word about PACE to property owners looking to make improvements that lower their energy usage.

Staff presented in Edgerton at their Chamber meeting on May 2 and met with a potential PACE client in Madelia on May 25. If you have groups in your area that would benefit from hearing about PACE, please contact Robin.

Energy Audits: Energy assessments/audits are informational to property owners and may be the start to cost saving energy improvements. MN DOC is working on increasing access to energy auditors. Contractor estimates and the energy assessment/audit are the two first steps to PACE financing.

The PACE application that includes a checklist can be found at http://rmeb.org/pace.htm.

If you have questions about the RLF, PACE, or about energy audits, please contact Robin Weis, Deputy Director, at 507-836-1638 or via email at robin@swrdc.org.

PHYSICAL DEVELOPMENT REPORT

May 2023

ENERGY| LAND USE, PLANNING & ZONING | SOLID WASTE & NATURAL RESOURCES

ENERGY

Rural Minnesota Energy Board (RMEB): The board met on May 22. They received a legislative update from Sam Richie regarding a long list of new energy and climate related grants, programs and policies that the MN legislature passed in 2023. KSTP aired a segment on their news channel about energy and transmission challenges that featured RMEB members Mic VanDeVere and Molly Malone. The next meeting will be on July 24.

Midcontinent Independent System Operator Cities and Communities Coalition (MISOCCC): On behalf of the RMEB, staff continue to work with this group to advocate for transmission projects and improved regulatory and modeling processes and policies within MISO to accelerate the development of large-scale wind, solar and battery storage projects. The RMEB plans to serve in an educational/outreach capacity in a Grid Resilience and Improvement Partnerships (GRIP) grant proposal that the Great Plains Institute helped write for the Minnesota Department of Commerce. Should they be successful, this money will help to process of building projects in the MISO-SPP Joint Targeted Interconnection Queue (JTIQ) that have the potential to add over 30 gigawatts (GW) of renewable energy in the coming years.

Energy Foundation Grant with Region 5: Staff assisted CERTs with writing an Energizing Rural Communities prize for $100,000 from the Department of Energy. They submitted the application on May 24th and the award announcement should be made in July. They are pursuing the partnership track to assist tribal colleges and tribal members with "growing their own" for solar installations and other clean energy projects.

Another grant opportunity that SRDC is pursuing, in partnership with the Great Plains Institute, is a Charging and Fueling Infrastructure (CFI) grant from the federal Department of Transportation to build electric vehicle charging infrastructure in the region. The grant is due June 13th. Thus far, staff have acquired letters of support from New Ulm Public Utilites, South Central Electric Co-op, SWIF, Worthington, Luverne, Mountain Lake, Slayton, Redwood County, Lower Sioux, St. James, and Faribault.

Upcoming opportunities to help with grant writing include grants for electric school buses from the state and federal level, and a grant for additional PACE funding from Commerce.

Clean Energy Resource Teams (CERTs):

Hydrogen Hub: For events, staff are in discussion with the West Central Region to create a virtual workshop on hydrogen opportunities in Minnesota in partnership with the University of Minnesota West Central Research and Outreach Center in Morris. The event would be a combination of a virtual meeting and a tour of their facilities in Morris. The tentative plan is to host this event in October 2023.

World Mart – Deeping Impact Grant: World Mart was successful in their grant application. This round involves completing the battery and solar installations and Nathalie will have educational events and resources to do clean energy outreach and assist other food truck vendors with transitioning to cleaner, more efficient business practices.

Solar for Schools: On Monday, May 15, at the Marshall School Board meeting Pete Lindstrom from CERTs did a short presentation to the board congratulating them on being one of the first schools to receive the grant and complete their solar installation. He included information about energy and cost savings and the educational component of the program. Those present took a short tour to see some of the panels at the schools.

Solid Waste & Natural Resources

Solid Waste Commission: The Solid Waste Commission met May 22 and isn't scheduled to meet again until September. Solid Waste Commission Staffing duties are transitioning to Kim Murphy with the goal of having her completely take over after the May meeting.

Solid Waste Regional Plan:

All counties in Minnesota must submit a solid waste plan to receive SCORE funds and apply for additional grants from the MPCA. Doing this as a 12-county Joint Powers Agreement not only decreases individual county costs, but helps pull together resources, and arrange materials exchange for counties in the Southwest Minnesota Solid Waste Commission.

There are several issues and topics that will be addressed in the plan. This includes support for 100% SCORE funding to counties for Solid Waste and Recycling activities, staff constraints on individual counties, Construction and Demolitions landfill capacity and the need for financial support from the state, and the education of the public and policymakers on the importance of sanitation services as a foundation for public health.

Staff has been working with the Solid Waste Administrators on collecting and compiling land use and cover statistics for the region.

COMMUNITY DEVELOPMENT REPORT

May 2023

LOCAL ASSISTANCE | COMMUNITY PLANNING | COMMUNICATIONS

LOCAL ASSISTANCE

Friends of the Casey Jones State Trail: The Friends were successful in receiving a bonding bill request for $1.32 million for development of the Casey Jones State Trail. Thank you to Senators Weber and Dahms and Representative Schomacker for authoring bills in the House and Senate. The Friends has also learned of an opportunity for land acquisition funding through DNR and will be working on speaking to landowners between Woodstock and Lake Wilson to see if a route can be determined and land purchased. A request for bids is currently out for paving the final 2 miles into Woodstock. If there is money left over work will provide for the development of a trailhead and small parking lot. Construction is expected this summer. Reconstruction of the Currie Loop segments are expected to begin in 2024. The Friends will hold their Annual Meeting on Thursday, June 29 at the Hiawatha Lodge in Pipestone. Time TBD (evening).

Explore SW Minnesota: The group last met on May 9. Updates to the website will be completed on a quarterly basis, with new content due June 1, September 1, December 1, and March 1. Staff is working on development of print marketing for the website that will be provided to the county representative for outreach. Staff will also be meeting with county boards (as requested) this spring/summer to answer questions about Explore SW MN, review the new website and work plans, etc. Staff will also be speaking at the AMC District Meeting on June 8. Thank you to Commissioner Anderson for getting us time on the agenda. Explore SW members will be meeting in June after Explore Minnesota announces their next grant opportunities. Staff is also working on the Explore Minnesota grant report for January 1-June 30, 2023. That grant money has been spent out and work completed.

COMMUNITY PLANNING & ACTIVITIES

RSDP Resilient Communities Workgroup: This group meets quarterly. The next meeting is scheduled for June 23.

Intro to Civic Arts Public Session: Staff attended the Introduction to Civic Arts Workshop and Networking Event held May 10 in Marshall. The workshop was put on by the Department of Public Transformation (DoPT), in partnership with Southwest Minnesota Regional Arts Council (SMAC). This workshop was for artists and municipalities interested in learning more about the role of artists working in the civic realm in rural communities. The City of Tracy was one of three cities in the area to recently complete Civic Arts training through DoPT and SMAC. They are working with a local artist based in Walnut Grove on civic engagement projects.

SRDC COMMUNICATIONS

Newsletter: The next issue of the newsletter is upcoming in June. A Regional Trails Newsletter was published in May. If there is information that you would like shared in the SRDC newsletter, please reach out to staff. An archive of SRDC newsletters can be found at: https://www.swrdc.org/category/newsletter-archive/.

SRDC Website: Commissioners are asked to please review the "Commissioner Resources" page on the SRDC website and let Jessica know of information that you would like to see available.

Communications Plan: It's recommended that during FY2023 that the organization review strategies and goals and develop the next three years of goals and strategies for FY2024-2026.

If you have questions about the Communications Report, please contact Jessica Welu, Communications Specialist, at 507-836-1644 or via email at jessicaw@swrdc.org.

TRANSPORTATION REPORT

May 2023

TRANSPORTATION COMMITTEE | ATPs | TRANSPORTATION PLANNING | ACTIVE LIVING & SRTS

TRANSPORTATION ADVISORY COMMITTEE (TAC)

The Southwest Regional Development Commission's Transportation Advisory Committee's annual meeting is scheduled for Friday, July 21st from 10:00am-12:00pm.

For information on MnDOT construction projects and five-year plans contact Rosemary Bruce-White.

AREAS TRANSPORTATION PARTNERSHIPS (ATP)

Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT): The PROTECT program is a program from the Infrastructure Investment and Jobs Act (IIJA) that is aimed at increasing the resiliency of local federal aid road systems from natural disasters, and weather events such as flooding. Some examples include shoulder protection (in slope etc.) riprap by bridges, culvert replacements/lining/upsizing, ditch cleaning, drainage tiles, etc.

To leverage more funding for larger projects MnDOT district 8 is choosing to combine both their FY 2024 and FY 2025 funds. This way applicants will be competing for 1,000,000 for projects to be completed in FY 2025.

For District 8, there were two applicants:

Lac Qui Parle county applied for funding to rebuild and armer the riverbank and bridge abutment of the Lac qui Parle River next to County State Aid Highwat 31. Work for this project included the installation of rip-rap, gabion baskets, cable-tied concrete, and other hard armoring options, and earthwork to mitigation against the erosion of the riverbank.

Redwood County applied for funding to reconstruct three adjacent culvert crossings along County State Aid Highway 20, between Walnut Grove and Tracy.

Applicants have been contacted by the scoring committee and notified of their awards.

MnDOT District 7 will be distributing funds for projects to be completed in both FY2024 and 2025. There will be $700,000 available each year. MnDOT district 7 received two applications for PROTECT funds. Those applications came from Faribault County for culver lining and Worthington for land Acquistion for a future stormwater pond.

Carbon Reduction Program (CRP):

MnDOT district 7 had extended their deadline for CRP project to May 19th. The district received three applications which have yet to be reviewed by their scoring committee. Those applicants are as follows:

- Charging stations in Saint Peter
- 13-county electric truck pilot (each ATP-7 county)
- Saint Peter trails bundle

TRANSPORTATION PLANNING

Carbon Reduction Strategy: During summer 2023, MnDOT will gather input from partners and the public to identify priorities to help reduce carbon dioxide emissions from on-road highway sources. MnDOT central office has kicked off this effort by contacting Area Transportation Partnerships (ATPs) and conducting a survey to help develop the Minnesota Carbon Reduction Strategy (CRS). This strategy will be used as a guide into how MnDOT will use/distribute Carbon Reduction Program funds. Minnesota receives approximately $20.9 million each year and the CRS is a requirement to receive these funds.

The CRS is due to the federal government by November 15, 2023.

Link to the survey: https://bit.ly/3C4p5T4

Portable Counter Borrowing Program: MnDOT has portable counters that are freely available to partner agencies such as cities, counties, MPOs, RDCs, and active transportation advocacy groups. These counters help collect important pedestrian traffic data that can be used to plan projects, apply for funding, and much more. Counters are available through each MnDOT District Office and can be reserved online. More information can be found at https://www.dot.state.mn.us/bike-ped-counting/borrow.html.

Quarterly Transportation Planners Meeting: The quarterly Transportation Planners meeting was held virtually on May 23rd. During this meeting Regional Development Organizations Transportation Planners learned more about the Vulnerable Road User Safety Assessment (Alta planning + Design), Carbon Reduction Program/Strategies (Anna Pierce, MnDOT Central Office), and the Justice 40 initiative (FHWA). The next meeting is tentatively scheduled for August 15-16 in Fergus Falls.

Annual Minnesota Transportation Planner's Conference: Staff attended the annual Minnesota Transportation Planner's Conference on Monday, May 15th, and Tuesday May 16th. Sessions attended included NextGeneration Highways: Energy & Transportation (Jesssica Oh from the MnDOT office of Sustainability and Public Health), How We'll Get from Here to There: The Minnesota Electric Vehicle Infrastructure Plan (Elizabeth Croteau-Kallestad from MnDOT), MnDOT Bipartisan Infrastructure Law Grant Prioritization, Local experience and Recourses (Panel Discussion),and Integrating Diversity, Equity and Inclusion into Public Outreach & Engagement Efforts (Poh Lin Koo from Khoo Consulting LLC).

ACTIVE LIVING & SAFE ROUTES TO SCHOOL (SRTS)

Safe Routes to School (SRTS) Planning: Staff held the final planning meeting in Tracy on May 3 at city hall. Participants reviewed the draft of the plan and discussed steps for implementation, keeping the momentum and the additional $5,000 they received for installing bike racks and fix-it stations at the three schools. All the equipment has been ordered. The final draft is completed and submitted along with the final invoice.

SRTS Boost Grant Solicitations: These are non-infrastructure grants in the amount of $5,000 to $50,000. Applications from Lynd and Red Rock Central were submitted on Wednesday, May 17, 2023.

REGIONAL TRAILS PLANNING

The latest Regional Trails Workgroup meeting took place April 27. At that meeting, staff talked to workgroup members about outreach plans, the future of workgroup meetings, and requested volunteers to assist with intercept surveys in the nine counties between May 19-September 24, 2023. Volunteers have been secured to assist in intercept surveys in the nine counties. Volunteer training was conducted June 6.

Regional Trails community outreach has begun. Staff set up counters in all nine counties and began the Counters in Every County Campaign. The campaign officially started June 3rd to celebrate National Trails Day and will go through June 18th. Counts were started early for Luverne and Worthington.

Staff attended the first of 9 trails events on June 1st with the Luverne Tour de Loop and the Belmont Park Mountain Bike Trail Ribbon Cutting on June 7. Upcoming events include Run Mountain Lake on June 18 and Pelican Fun Run at Lake Shetek on June 24. Staff will also be busy this summer completing intercept surveys along trails throughout the participating counties.

This fall, staff will contact the eight county boards participating in the project to update efforts.

Funding Partners: Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, and Rock Counties, and the Cities of Wabasso, Lamberton, Walnut Grove, and Revere.

2401 Broadway Avenue, Suite 1
Slayton, MN 56172
www.swrdc.org