



# BOARD Meeting

Thursday,  
December 14, 2023

3:30 p.m.

SRDC Board Room  
Slayton, MN



## Southwest Regional Development Commission

### Commissioner

Rick Anderson  
Bob Byrnes  
Miron Carney  
Keith Elbers  
Donna Gravley  
Eric Hartman  
Chris Hollingsworth  
Dennis Klingbile  
Paul Langseth  
Richard Peterson  
Bob Van Hee  
Rick VonHoldt  
Dennis Welgraven

### Representing

Lyon County  
City of Marshall  
Murray County, Immediate Past Chair  
Rock County, SRDC Secretary  
Cottonwood County  
Region 8 School Boards  
Pipestone County  
Lincoln County  
Nobles County, SRDC Chair  
Jackson County, SRDC Treasurer  
Redwood County  
City of Worthington  
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.





# SRDC

## BOARD OF DIRECTORS MEETING

Thursday, December 14, 2023  
3:30pm

SRDC Board Room  
2401 Broadway Ave, Slayton MN

### AGENDA

#	Time		Page
1	3:30	<b>Call to Order &amp; Pledge of Allegiance</b>	
2	3:35	<b>Introductions</b>	
3	3:40	<b>Additions to and Approval of Agenda</b> <b>Action Needed: Approve Agenda</b>	3
4	3:45	<b>Consent Agenda Items</b> <ul style="list-style-type: none"> <li>• October Receipts &amp; Expenditures Report</li> <li>• A.C.E. Contract</li> <li>• Casey Jones Contract</li> <li>• Explore Minnesota Contract</li> <li>• Falcon Development Corporation Contract</li> <li>• Heron Lake RLF Contract</li> <li>• City of Hills Strategic Plan Contract</li> <li>• Jackson County RLF Contract</li> <li>• RMEB Contract</li> <li>• Solid Waste Contract</li> </ul> <b>Action Needed: Approve of Consent Agenda Items</b>	5-46
5	3:50	<b>Finance Reports</b> — <i>Treasurer Peterson &amp; Finance Director Nelson</i> <ul style="list-style-type: none"> <li>• Treasurer's Report, including bank accounts &amp; investments</li> </ul> <b>Action Needed: Approval of Treasurer's Report</b> <ul style="list-style-type: none"> <li>• Administrative Report through October 2023</li> </ul> <b>Action Needed: Approval of Administrative Report</b>	47
6	4:00	<b>Budget &amp; Personnel Committee Report</b> — <i>Committee Chair Peterson</i>  <b>Action Needed: Approve Committee Recommendations</b>  Audit Committee Report— <i>Committee Chair Peterson &amp; Finance Director Nelson</i>	
7	4:10	<b>Legislative Committee Report</b> — <i>Committee Chair Carney</i>	
8	4:15	Deep Dive: Transportation — <b>Planner Webb</b>	
9	4:35	<b>Executive Director's Report</b> — <i>Executive Director Trusty</i>	56-58
10	4:40	<b>Chairman's Report</b> — <i>Chairman Langseth</i>	
11		Unfinished Business	
12		New Business	
13		<b>Other Issues</b>	

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**Announcements**

- The SRDC will be closed Monday, December 25<sup>th</sup> in observance of Christmas and Monday, January 1<sup>st</sup> in observance of New Year's Day
- SRDC Full Commission will meet on Thursday, January 11<sup>th</sup>.  
Location Slayton Pizza Ranch
- The SRDC office will be closed Monday, January 15<sup>th</sup> in observance of Martin Luther King Day

**Board of Director photos – Thurs., Dec. 14 – please arrive prior to board meeting for individual photos**

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- **Adjourn**

*\*\*\*Written Planner Reports are located on pages 30 through 38 of the meeting packet.  
For questions or additional information regarding report information, please contact staff.\*\*\**





# Southwest Regional Development Commission

## Month End September 2023 Fiscal Year 2024

FY24 Budget						YTD Comparison % of Budget		8.33			
Revenues		July - September		October	November	December	October - December	Year to Date	Under / Over Budget	% of Overall Budget	Explanation/Comments
Taxes	444,476	1,022.58	13,337.82				13,337.82	14,360.40	430,115.60	3.2%	When current taxes received, payments primarily received in Dec and Jun
Contract for Services	120,435	26,712.01	13,549.48				13,549.48	40,261.49	80,173.51	33.4%	Based on activity earned to date.
MnDOT-Regional	75,000	0.00	0.00				0.00	0.00	75,000.00	0.0%	Based on Billings   Yearly amt is \$75000
Economic Development Adm	70,000	14,133.26	6,009.55	6,000.00			12,009.55	26,142.81	43,857.19	37.3%	Grant Earned (Federal share)
EDA Trails Grant	150,000	4,919.28	3,231.27				3,231.27	8,150.55	141,849.45	5.4%	Based on activity earned to date. (Federal share)
RLF Admin (Covid & Regular)	60,000	16,442.03	7,120.68				7,120.68	23,562.71	36,437.29	39.3%	Based on activity earned to date.
CERT's Funds	107,250	15,207.73	13,897.78				13,897.78	29,105.51	78,144.49	27.1%	Based on activity earned to date.- main Certs (not subprojects), includes seed grants (additional funds for seed grants, which equals more time)
PACE loan orig/int/misc	19,184	78.32	0.00				0.00	78.32	19,105.68	0.4%	Loan int/loan orig fee mostly received in Dec and June (code 4656/4321)
USDA Food Grant	60,000	15,000.00	0.00				0.00	15,000.00	45,000.00	25.0%	Based on Billings (800 hours at \$75/hr for the year)
Interest & Miscellaneous	6,800	2,254.04	43.65				43.65	2,297.69	4,502.31	33.8%	Bank int/loan orig fee
Total Revenues	1,113,145	95,769.25	57,190.23	6,000.00	0.00	0.00	63,190.23	158,959.48	954,185.52	14.3%	
										33.804	
Expenditures											
Committee Expenses	30,300	6,691.31	2,440.23				2,440.23	9,131.54	21,168.46	30.1%	
Salaries & Fringe	863,791	166,574.63	83,791.92				83,791.92	250,366.55	613,424.45	29.0%	October includes unemployment paid
Travel	30,000	12,804.19	4,174.14				4,174.14	16,978.33	13,021.67	56.6%	
Office Space Costs	44,194	2,184.21	844.12				844.12	3,028.33	41,165.67	6.9%	
Postage (on hand, not including Hsg Reimb)	4,863	84.92	1,009.99				1,009.99	1,094.91	3,768.09	22.5%	
Communications	6,819	1,277.92	412.10				412.10	1,690.02	5,128.98	24.8%	
Printing/Publication	20,504	5,258.12	1,536.34				1,536.34	6,794.46	13,709.54	33.1%	copier/printer too
Insurance	5,917	0.00	0.00				0.00	0.00	5,917.00	0.0%	Insurance dividend/Building Insurance
Supplies	17,000	906.35	2,395.39				2,395.39	3,301.74	13,698.26	19.4%	
Program Supply (EDA)	0	0.00	0.00				0.00	0.00	0.00	#DIV/0!	
Program Supply (Trails EDA)	0	0.00	840.00				840.00	840.00	-840.00	#DIV/0!	
Program Supply (MNDOT)	0	0.00	0.00				0.00	0.00	0.00	#DIV/0!	
Computer	37,750	11,399.45	3,444.86				3,444.86	14,844.31	22,905.69	39.3%	
Audits	20,000	0.00	0.00				0.00	0.00	20,000.00	0.0%	
Consultant/Contracted Services/Legal	2,750	746.25	654.72				654.72	1,400.97	1,349.03	50.9%	
Dues/Memberships & Other	7,200	1,000.00	0.00				0.00	1,000.00	6,200.00	13.9%	
Financing Fees & Expenses	5,500	174.87	15.25				15.25	190.12	5,309.88	3.5%	
Equipment/Building Updates	19,207	9,029.36	258.26				258.26	9,287.62	9,919.38	48.4%	
PACE loan interest paid	508	0.00	0.00				0.00	0.00	508.00	0.0%	Paid in December and June   **an amt will be in January 2023**
Debt Service:Prin. & Int.	11,633	0.00	0.00				0.00	0.00	11,633.00	0.0%	Paid in December
Building Lease Principal Pymt	23,085	5,370.01	1,806.65				1,806.65	7,176.66	15,908.34	31.1%	Our portion of lease pymt
								0.00			
Total Expenditures	1,151,021	223,501.59	103,623.97	0.00	0.00	0.00	103,623.97	327,125.56	823,895.44	28.4%	
Revenues Over (Under) Expenditures		-37,876		-127,732.34							



2023

Check/Voucher Register - Board Check Register  
From 10/1/2023 Through 10/31/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
PRS1052023	10052...	10/5/2023	Nadya N. Bucklin	Employee: BucklinN; Pay Date: 10/5/2023	1,922.54	10/5/2023
PRS1052023	10052...	10/5/2023	Christopher S. Webb	Employee: WebbC; Pay Date: 10/5/2023	1,708.85	10/5/2023
PRS1052023	10052...	10/5/2023	Robin R. Weis	Employee: WeisR; Pay Date: 10/5/2023	1,781.10	10/5/2023
PRS1052023	10052...	10/5/2023	Robin R. Weis	Employee: WeisR; Pay Date: 10/5/2023	564.54	10/5/2023
PRS1052023	10052...	10/5/2023	Robin R. Weis	Employee: WeisR; Pay Date: 10/5/2023	6.66	10/5/2023
PRS1052023	10052...	10/5/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/5/2023	255.30	10/5/2023
PRS1052023	10052...	10/5/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/5/2023	139.56	10/5/2023
PRS1052023	10052...	10/5/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/5/2023	20.43	10/5/2023
PRS1052023	10052...	10/5/2023	Sheila F. Crowley	Employee: CrowleyS; Pay Date: 10/5/2023	1,609.90	10/5/2023
PRS1052023	10052...	10/5/2023	Jodi L. Klein	Employee: KleinJ; Pay Date: 10/5/2023	1,171.11	10/5/2023
PRS1052023	10052...	10/5/2023	Jodi L. Klein	Employee: KleinJ; Pay Date: 10/5/2023	7.39	10/5/2023
PRS1052023	10052...	10/5/2023	Jodi L. Klein	Employee: KleinJ; Pay Date: 10/5/2023	3.73	10/5/2023
PRS1052023	10052...	10/5/2023	Melissa Nelson	Employee: MansonM; Pay Date: 10/5/2023	1,936.14	10/5/2023
PRS1052023	10052...	10/5/2023	Melissa Nelson	Employee: MansonM; Pay Date: 10/5/2023	12.11	10/5/2023
PRS1052023	10052...	10/5/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 10/5/2023	1,759.53	10/5/2023
PRS1052023	10052...	10/5/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/5/2023	1,765.17	10/5/2023
PRS1052023	10052...	10/5/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/5/2023	100.70	10/5/2023
PRS1052023	10052...	10/5/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/5/2023	31.80	10/5/2023
PRS1052023	10052...	10/5/2023	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 10/5/2023	3,465.54	10/5/2023
PRS1052023	10052...	10/5/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 10/5/2023	2,554.70	10/5/2023
PRS10192023	10192...	10/19/2023	Nadya N. Bucklin	Employee: BucklinN; Pay Date: 10/19/2023	1,847.87	10/19/2023
PRS10192023	10192...	10/19/2023	Christopher S. Webb	Employee: WebbC; Pay Date: 10/19/2023	1,790.07	10/19/2023
PRS10192023	10192...	10/19/2023	Robin R. Weis	Employee: WeisR; Pay Date: 10/19/2023	1,674.56	10/19/2023
PRS10192023	10192...	10/19/2023	Robin R. Weis	Employee: WeisR; Pay Date: 10/19/2023	722.28	10/19/2023
PRS10192023	10192...	10/19/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/19/2023	392.87	10/19/2023
PRS10192023	10192...	10/19/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/19/2023	91.47	10/19/2023
PRS10192023	10192...	10/19/2023	Betty L. Clouser	Employee: ClouserB; Pay Date: 10/19/2023	16.94	10/19/2023
PRS10192023	10192...	10/19/2023	Sheila F. Crowley	Employee: CrowleyS; Pay Date: 10/19/2023	1,609.90	10/19/2023
PRS10192023	10192...	10/19/2023	Jodi L. Klein	Employee: KleinJ; Pay Date: 10/19/2023	1,156.38	10/19/2023
PRS10192023	10192...	10/19/2023	Jodi L. Klein	Employee: KleinJ; Pay Date: 10/19/2023	25.85	10/19/2023
PRS10192023	10192...	10/19/2023	Melissa Nelson	Employee: MansonM; Pay Date: 10/19/2023	1,958.09	10/19/2023
PRS10192023	10192...	10/19/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 10/19/2023	1,607.30	10/19/2023
PRS10192023	10192...	10/19/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/19/2023	1,442.19	10/19/2023
PRS10192023	10192...	10/19/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/19/2023	217.39	10/19/2023
PRS10192023	10192...	10/19/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/19/2023	37.11	10/19/2023
PRS10192023	10192...	10/19/2023	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 10/19/2023	3,465.54	10/19/2023
PRS10192023	10192...	10/19/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 10/19/2023	2,735.61	10/19/2023
APS10232023	10232...	10/25/2023	Keith A. Elbers	Keith Elberts 10/12/23 Meeting	50.00	10/25/2023

2023

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Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS10232023	10232...	10/25/2023	Keith A. Elbers	Keith Elberts 10/12/23 Meeting	81.22	10/25/2023
APS10232023	10232...	10/25/2023	Paul Langseth	Paul Langseth 7/13/23 to 10/12/23 Meetings	100.00	10/25/2023
APS10232023	10232...	10/25/2023	Paul Langseth	Paul Langseth 7/13/23 to 10/12/23 Meetings	161.13	10/25/2023
APS10232023	10232...	10/25/2023	Richard Anderson	Rick Anderson 10/12/23 Meeting	50.00	10/25/2023
APS10232023	10232...	10/25/2023	Richard Anderson	Rick Anderson 10/12/23 Meeting	30.13	10/25/2023
APS10232023	10232...	10/25/2023	Robert J. Byrnes	Robert Byrnes 10/12/23 to 10/13/23 Meetings	100.00	10/25/2023
APS10232023	10232...	10/25/2023	Robert J. Byrnes	Robert Byrnes 10/12/23 to 10/13/23 Meetings	132.31	10/25/2023
APS10232023	10232...	10/25/2023	Robert H. Van Hee	Robert VanHee 10/12/23 Meeting	50.00	10/25/2023
APS10232023	10232...	10/25/2023	Robert H. Van Hee	Robert VanHee 10/12/23 Meeting	91.70	10/25/2023
APS10232023	10232...	10/25/2023	Tiffany L. Lesmeister-Knott	Tiffany Knott 1/12 to 9/14/23 Per Diems only; not incl prev	150.00	10/25/2023
CD10112023...	001	10/11/2023		3rd Qtr 2023 MN Sales Tax	320.00	10/11/2023
CD10122023...	002	10/12/2023		MN UE Q3 2023 - UE Benefits Pd - Brooke Swart	5,003.60	10/12/2023
CD10192023	003	10/25/2023		Admin Fees Sept 2023	22.00	10/25/2023
APS10052023	60317	10/5/2023	City of Slayton	City of Slayton 8/22/23 to 9/19/23	24.41	10/5/2023
APS10052023	60317	10/5/2023	City of Slayton	City of Slayton 8/22/23 to 9/19/23	26.45	10/5/2023
APS10052023	60318	10/5/2023	Culligan Water Conditioning	Culligan water/salt Sept 2023 & cooler rental Oct 2023	61.40	10/5/2023
APS10052023	60318	10/5/2023	Culligan Water Conditioning	Culligan water/salt Sept 2023 & cooler rental Oct 2023	24.00	10/5/2023
APS10052023	60319	10/5/2023	Environmental Systems Resea...	ESRI - ArcGIS subscription 10/2/23 to 10/1/24	1,333.71	10/5/2023
APS10052023	60320	10/5/2023	Northwest Gas	NW Gas 8/26/23 to 9/23/23	7.32	10/5/2023
APS10052023	60320	10/5/2023	Northwest Gas	NW Gas 8/26/23 to 9/23/23	10.99	10/5/2023
APS10052023	60321	10/5/2023	One Office Solution	Meter reading 8/25/23 to 9/20/23	132.25	10/5/2023
APS10052023	60322	10/5/2023	Quill Corporation	Ruled pads, legl pads, bath tissue, labels, toner	386.79	10/5/2023
APS10052023	60323	10/5/2023	Slayton EDA	Lease - Oct 2023	4,848.63	10/5/2023
APS10052023	60324	10/5/2023	Spring Brooke, LLC	Spring Brooke Oct prnt refund due to loan payoff	1,232.76	10/5/2023
CD10202023...	60325	10/6/2023	AFLAC	BCBS November 2023	12,347.43	10/6/2023
APS10122023	60325	10/12/2023	C & S Auto Body LLC	Aflac 10/4/23	122.85	10/12/2023
APS10122023	60326	10/12/2023	Chandler Co-Op	Refund: RLF Loan Agreement Balance - C & S Auto Body	63.50	10/12/2023
APS10122023	60327	10/12/2023	Dakota Edge Outdoors	Chandler Coop Sept 2023	68.01	10/12/2023
APS10122023	60328	10/12/2023	Frontier Communications	Dakota Edge Outdoors 3rd Qtr 2023	26.00	10/12/2023
APS10122023	60329	10/12/2023	Frontier Communications	Frontier 10/4/23 to 11/3/23	299.98	10/12/2023
APS10122023	60329	10/12/2023	Frontier Communications	Frontier 10/4/23 to 11/3/23	557.11	10/12/2023
APS10122023	60330	10/12/2023	Grants Management Systems ...	GMS license, warranty, service and support	100.00	10/12/2023
APS10122023	60330	10/12/2023	Grants Management Systems ...	GMS license, warranty, service and support	40.00	10/12/2023
APS10122023	60331	10/12/2023	Schaap Sanitation	Schaap 10/1/23 to 10/31/23	37.29	10/12/2023



2023

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From 10/1/2023 Through 10/31/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS10122023	60331	10/12/2023	Schaap Sanitation	Schaap 10/1/23 to 10/31/23	55.93	10/12/2023
APS10122023	60332	10/12/2023	Slayton Electric, Inc.	Slayton Elec: Water heater circuit outlet/light; romex	228.26	10/12/2023
APS10122023	60332	10/12/2023	Slayton Electric, Inc.	Slayton Elec: Water heater circuit outlet/light; romex	342.39	10/12/2023
APS10122023	60333	10/12/2023	SRDC	Explore SW Sept 2023 Finance	40.00	10/12/2023
APS10122023	60334	10/12/2023	The Computer Man, Inc.	Tech Labor: Kathy/Jodi remote access, new users, website	605.00	10/12/2023
APS10122023	60335	10/12/2023	Verizon Wireless	Verizon 9/2/23 to 10/1/23 service; Robin iPad	623.89	10/12/2023
APS10122023	60336	10/12/2023	XCEL Energy	Xcel 9/4/23 to 10/3/23	239.48	10/12/2023
APS10122023	60336	10/12/2023	XCEL Energy	Xcel 9/4/23 to 10/3/23	359.22	10/12/2023
APS10192023	60337	10/19/2023	ACE of SW MN	1st Qtr 2022 IRS Penalty Refund	614.72	10/19/2023
APS10192023	60338	10/19/2023	AFLAC	Aflac 10/17/23	122.85	10/19/2023
APS10192023	60339	10/19/2023	Citizen Publishing Co. (Cotton...	Citizen Pub Apr-June 2023	322.00	10/19/2023
APS10192023	60340	10/19/2023	Eco-Counter Inc.	Subscr renewal XMH22073885/XMH22073884 1/10/23 to 9/30/24	840.00	10/19/2023
APS10192023	60341	10/19/2023	Fleet Services Division	Monthly Lease rent 9/1/23 to 9/30/23	540.12	10/19/2023
APS10192023	60342	10/19/2023	Redwood County Auditor/Trea...	Redwood Cty 2021-2023 Abatement	2.60	10/19/2023
APS10192023	60343	10/19/2023	Slayton Electric, Inc.	Slayton Elec - Broadway Beauty Salon PACE Loan Disbursement	572.42	10/19/2023
APS10312023	60344	10/31/2023	Abila	Abila Multiple Clouds 11/26/2023 to 12/25/2023	760.53	10/31/2023
APS10312023	60345	10/31/2023	AFLAC	Aflac 10/31/2023	122.85	10/31/2023
APS10312023	60346	10/31/2023	Arrowwood Resort & Conferen...	Board Retreat Oct 2023	658.68	10/31/2023
APS10312023	60347	10/31/2023	Bluepeak	Bluepeak 10/24/23 to 11/23/23	60.00	10/31/2023
APS10312023	60347	10/31/2023	Bluepeak	Bluepeak 10/24/23 to 11/23/23	60.22	10/31/2023
APS10312023	60348	10/31/2023	Cardmember Services	Cardmember Services 9/16/23 to 10/16/23	5,489.39	10/31/2023
APS10312023	60348	10/31/2023	Cardmember Services	Cardmember Services 9/16/23 to 10/16/23	10.00	10/31/2023
APS10312023	60348	10/31/2023	Cardmember Services	Cardmember Services 9/16/23 to 10/16/23	20.00	10/31/2023
APS10312023	60348	10/31/2023	Cardmember Services	Cardmember Services 9/16/23 to 10/16/23	40.00	10/31/2023
APS10312023	60349	10/31/2023	David R. Samuelson	Mow, pick up leaves, trim bushes Oct 2023	122.00	10/31/2023
APS10312023	60349	10/31/2023	David R. Samuelson	Mow, pick up leaves, trim bushes Oct 2023	183.00	10/31/2023
APS10312023	60350	10/31/2023	Marilyn Samuelson	Marilyn Samuelson Janitorial Oct 2023	328.00	10/31/2023
APS10312023	60350	10/31/2023	Marilyn Samuelson	Marilyn Samuelson Janitorial Oct 2023	472.00	10/31/2023
APS10312023	60351	10/31/2023	Mike's Plumbing & Heating, Inc.	Remove rust on water line fitting, paint fitting	30.00	10/31/2023
APS10312023	60351	10/31/2023	Mike's Plumbing & Heating, Inc.	Remove rust on water line fitting, paint fitting	45.00	10/31/2023
APS10312023	60352	10/31/2023	NCPERS Group Life Ins.	NCPERS 11/1/23 to 11/30/23; retro for Chris for Oct also	64.00	10/31/2023
APS10312023	60353	10/31/2023	Northwest Gas	NW Gas 9/23/23 to 10/20/23	24.22	10/31/2023

**2023**  
Check/Voucher Register - Board Check Register  
From 10/1/2023 Through 10/31/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS10312023	60353	10/31/2023	Northwest Gas	NW Gas 9/23/23 to 10/20/23	36.33	10/31/2023
APS10312023	60354	10/31/2023	One Office Solution	Notary Public Stamp - Melissa	42.55	10/31/2023
APS10312023	60354	10/31/2023	One Office Solution	Meter reading 9/25/23 to 10/20/23	132.71	10/31/2023
APS10312023	60355	10/31/2023	Quill Corporation	Desk calendar, wall calendar, calculator ribbon	60.26	10/31/2023
APS10312023	60356	10/31/2023	Snick's Signs	Replace SRDC 2-sided sign	1,192.00	10/31/2023
APS10312023	60357	10/31/2023	The Computer Man, Inc.	Logitech Wireless Mouse M325 - 3	74.85	10/31/2023
Report Total					85,238.66	

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION  
CONTRACT WITH  
A.C.E. OF SOUTHWEST MINNESOTA  
FOR  
TECHNICAL SERVICES**

**THIS CONTRACT** for technical services is entered into this 1<sup>ST</sup> day of January, 2024, by and between the Southwest Regional Development Commission (SRDC), and A.C.E. of Southwest Minnesota (A.C.E.).

**WITNESSED;** In consideration of the mutual promises and covenants herein contained, the SRDC and A.C.E. agree to the following terms and conditions:

The Term of this agreement commences January 1, 2024 and shall continue through December 31, 2024. The following work activities will be provided:

**I. Financial Services will be provided to A.C.E. as per the attached work activity list-including A.C.E. responsibilities. Reports will be provided showing the hours worked by individual staff members included in the monthly report billed. Financial Services include staff member's salaries, leave and fringe and administrative support for use of supplies, computer and other items necessary to work completion. A budget of \$15,000 is included here for financial services. (Exhibit A)**

**II. Support Services will be provided to A.C.E. as per the attached work activity list. Reports will be provided showing the hours worked by individual staff members included in the monthly report billed. Support Services include staff member's salaries, leave and fringe and administrative support for use of supplies, computer and other items necessary to work completion. A budget of \$23,000 is included here for support services. (Exhibit B)**

**III. Payment for Services**

- A. A.C.E. will make payment to the SRDC. Statements will be billed monthly.
- B. A.C.E. will be billed for costs incurred by the SRDC to perform services listed on the attached exhibits.

**IV. Hold Harmless**

A.C.E. agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

A.C.E. agrees to indemnify and hold harmless the SRDC against any action legal and/or administrative for any A.C.E./RSVP performance prior to December 31, 2006.

**V. Cancellation**

This agreement may be cancelled by A.C.E. or SRDC at any time, with cause, upon ninety (90) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

**VI. Assignment**

SRDC shall neither assign nor transfer any rights or obligations under this agreement without prior written consent of A.C.E.

**VII. Staffing**

The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.

**VIII. Amendments**

Any amendments to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION

A.C.E. OF SOUTHWEST MINNESOTA

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Board Member

Date \_\_\_\_\_

Date \_\_\_\_\_

## **EXHIBIT A**

### **Financial Services Work Activity list**

- Maintain an accounting system using Quickbooks for A.C.E. activities on a Calendar Year basis. All revenues and expenses will be included by separate project areas as set up to track activities of A.C.E. Payroll, taxes, payables and related activities will be completed.
- A separate checking account will be maintained with other accounts as deemed appropriate.
- Requests of funds will be completed as instructed by Joint Powers Board for county per capita fees and as requested by the A.C.E. Executive Director.
- Input journal entries for match, quarterly updates, grant or project yearend.
- Work with the A.C.E. Executive Director on general financial administration assistance and/or referrals to agencies that can address concerns of A.C.E. in relation to tax information, insurance, etc.
- Financial sections of any required grant/contract budgets, reports and updates will be prepared as needed. Grant analyses will be completed as deemed necessary.

#### **A.C.E. Responsibilities**

- Provide the SRDC with all approved expenditures and financial information necessary to properly account for A.C.E. project funds in a timely manner.
- Provide information to SRDC to request per capita fees and any other funds
- Provide completed timesheets, expense sheets and volunteer information as needed to properly record payments and categorize expenses or match requirements.
- Update Program Managers and oversee work activities, match and timelines for financial work completion.
- Provide match, primarily in-kind, documented, and project specific ready for journal entry input.
- A budget will be prepared with updates as necessary.
- Provide any necessary information in completing reports for contract/grant information for grantor organizations.
- Financial sections of any required grant/contract budgets, reports and updates will be prepared. Year-end closeout spreadsheets will be finalized to aid in closeout procedures of the financial records. The 990 will be completed.



## **EXHIBIT B**

### **Support Services Work Activity list**

#### **Database Activities:**

- 1.) Enter Station timesheets, new Volunteer sheets & new Stations information.
- 2.) Calculate, verify & approve Volunteer expense sheets to be processed.
- 3.) Keep Program Managers updated on Stations that report and do not report and any Volunteers listed who are not in the database.
- 4.) Update Volunteers & Stations in Volunteer Reporter Software.
- 5.) Setup appropriate welcome letters for new Volunteers & new Stations.
- 6.) Run-off Station sheets for Program Managers to take & deliver or send out.
- 7.) Track stations that need new MOU's.
- 8.) Retrieve information on Volunteer Reporter Software for monthly & quarterly reports.
- 9.) Keep SharePoint updated with current forms, updated time and expense sheets, etc.
- 10.) Input number served for each station into Volunteer Reporter database for grant reporting.
- 11.) Keep database updated with inactive volunteers and stations. Clean up database and station sheets as needed.

#### **Support Activities:**

- 1.) Log in-coming checks and copy for finance.
- 2.) Stamp checks when appropriate.
- 3.) Send out welcome letters, volunteer handbook, and volunteer insurance brochure to new volunteers and stations.
- 4.) Put stamps on mail and take to post office.
- 5.) Reconcile bank statements monthly.
- 6.) Help with grant writing and grant reporting as requested by Director.

## **EXHIBIT B (Continued)**

### **Support Services Work Activity list**

- 7.) Copy new volunteer and station enrollment forms for each Program Manager for their files. File originals at the SRDC office.
- 8.) Mail volunteer expense checks and forms.
- 9.) Tally Performance Measure surveys.
- 10.) Miscellaneous support activities as directed by the Director.

#### **Program Manager Support Activities:**

- 1.) Provide Program Managers with requested copies of forms, labels, information, etc.
- 2.) Copy off newsletters, flyers, etc. as requested.
- 3.) Look up volunteer information as needed.
- 4.) Help with questions on SharePoint.
- 5.) Update all time and expense sheets each pay period as well as budget sheets and leave balances.
- 6.) Miscellaneous support activities as directed by the Program Mangers and/or Director.

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION  
CONTRACT WITH  
FRIENDS OF THE CASEY JONES TRAIL ASSOCIATION  
FOR  
TECHNICAL SERVICES**

**THIS CONTRACT** for technical services is entered into this 1st day of January, 2024, by and between the Southwest Regional Development Commission (SRDC), and Friends of the Casey Jones Trail Association (CLIENT).

**WITNESSED;** In consideration of the mutual promises and covenants herein contained, the SRDC and CLIENT agree to the following terms and conditions:

The Term of this agreement commences January 1, 2024 and shall continue through December 31, 2024, unless the contract period is extended by mutual agreement between the parties of this contract.

**I. Contract Agreement**

**A. The work program shall include:**

1. SRDC will provide technical assistance upon the request of CLIENT regarding the implementation of communications, marketing, and/or outreach efforts as well as assistance with the research and pursuit of grant and funding opportunities, and strategic planning.
  - Technical assistance may be in the form of assistance of the development of communication strategies; coordinating outreach and communications, including the development of messages, graphics, or photography; development and/or maintenance of the CLIENT's website and/or social media channels; grant research and writing; assistance with event planning; or assistance with strategic planning efforts.
2. SRDC will be responsible to attend meetings for CLIENT as needed. CLIENT will continue to collaborate with SRDC to determine where technical assistance time is needed and communicate that need.
3. SRDC will coordinate projects with CLIENT and provide such information as is necessary to complete projects in a timely manner.

**II. Financial Participation**

- A. Professional services will be provided by SRDC at \$100 an hour for Communications Specialist services and Planner Services.
- B. Other charges directly reimbursable to SRDC by CLIENT include printing and mileage at SRDC's established rate of reimbursement. CLIENT will be billed by SRDC monthly. The invoice shall be submitted by email to [endoline@co.murray.mn.us](mailto:endoline@co.murray.mn.us) or mail to:

*Mike Koets*  
~~Jacob Enheim~~, Treasurer  
Friends of the Casey Jones Trail Association  
PO Box 57  
Slayton, MN 56172

- C. The total contract cost for the project attributed to CLIENT will not exceed \$3,500 including expenses.

### III. Records and Documentation

- A. Accounting. SRDC shall be responsible for keeping records which disclose time spent on the project along with travel or printing costs.
- B. Reports. SRDC shall provide written monthly progress reports to CLIENT according to the schedule established.
- C. Hold Harmless. CLIENT agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

### IV. Cancellation

This agreement may be cancelled by CLIENT or SRDC at any time, upon ninety (90) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

### V. Assignment

SRDC shall neither assign nor transfer any rights or obligations under this agreement without prior written consent of CLIENT.

### VI. Staffing

The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.

### VII. Amendments

Any amendments to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

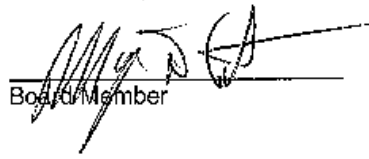
\_\_\_\_\_  
Chairperson

  
Executive Director

Date \_\_\_\_\_

**FRIENDS OF THE CASEY JONES  
TRAIL ASSOCIATION**

  
Chairperson

  
Board Member

Date 11-16-23

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION  
CONTRACT WITH  
EXPLORE SOUTHWEST MINNESOTA  
FOR  
TECHNICAL SERVICES**

**THIS CONTRACT** for technical services is entered into this 1st day of January, 2024, by and between the Southwest Regional Development Commission (SRDC), and Explore Southwest Minnesota (CLIENT).

**WITNESSED;** In consideration of the mutual promises and covenants herein contained, the SRDC and CLIENT agree to the following terms and conditions:

The Term of this agreement commences January 1, 2024 and shall continue through December 31, 2024. The following work activities will be provided:

**I. Financial Services will be provided to Explore SW MN as per the attached work activity list-including Explore SW MN responsibilities. (Exhibit A)**

**II. Payment for Services**

A. Explore SW MN will make payment to the SRDC. Statements will be billed in conjunction with regular meetings of Explore SW MN.

B. The following rates apply for Calendar Year 2024 and are based on the activity to be performed as per Exhibits A.

i. Exhibit A - \$80.00

**III. Hold Harmless**

Explore SW MN agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

**IV. Cancellation**

This contract may be cancelled by Explore SW MN or SRDC at any time, with cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

**V. Assignment**

SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of Explore SW MN. SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.



**VI. Amendments**

Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

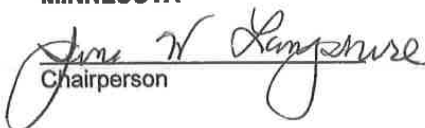
**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

Date \_\_\_\_\_

**EXPLORE SOUTHWEST  
MINNESOTA**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Board Member

Date 11-20-23

It should be noted that billable expenses will be limited to tasks not normal to the Overall Work Program of the SRDC.

**AGREEMENT FOR SERVICES**  
**Between**  
**FALCON DEVELOPMENT CORPORATION (FDC)**  
**And the**  
**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION (SRDC)**

**I. Agreement for Service**

- A. This agreement between the FDC and the SRDC is entered into for the purpose of utilizing the expertise of the Staff of the SRDC for administrative/financial services and servicing of new and pre-existing loans of the Falcon Development Corporation Revolving Loan Fund in cooperation with the Falcon Development Corporation Board. Services provided by the SRDC to the FDC include, but are not limited to:
1. a. Attendance at FDC meetings, if requested, and consultation with the Board President.
  - b. Preparation of agendas, application forms, loan agreements, administrative procedures and policies, summaries and analysis of loan requests, and other reports as needed.
  - c. Discussions with potential loan recipients to review their applications.
  - d. Financial services will be provided. Please see Exhibit A.
  - e. Any other activities or duties relating to the Revolving Loan fund as directed by the FDC or as deemed necessary by the Commission's Economic Development Staff.
  2. a. Loan Files and Servicing: A checklist is used to establish a file protocol for the FDC files, and SRDC Staff continues to collect and/ or file any necessary information related to loan servicing. Servicing may include but not be limited to verifying UCC filings and renewal dates, and/or filing UCC documents; requesting annual tax return information, obtaining insurance verification for hazard, life, and workers compensation as applicable; and tracking that other conditions of the loan have been met as set in the loan agreement or as requested by the FDC.
  - c. Any other activities or duties relating to the Revolving Loan fund as directed by the FDC Board or as deemed necessary by the SRDC's Staff.

- d. The FDC shall allow access to loan-related information and existing loan documents as needed to perform the servicing as described above.
- B. The work activities as specified above will begin January 1, 2024 and continue through December 31, 2024.
- C. Independent Contractor Status. The SRDC is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting SRDC as the agent, representative, or employee of the FDC for any purpose or in any manner whatsoever. SRDC acknowledges and agrees that SRDC is not entitled to receive any of the benefits received by FDC employees and is not eligible for workers' or unemployment compensation benefits under the FDC. SRDC also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due SRDC and that it is SRDC's sole obligation to comply with the applicable provisions of all federal and state tax laws.
- D. Indemnification. SRDC shall indemnify, hold harmless and defend the FDC, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the FDC, its officers or employees may herein sustain, incur or be required to pay, arising out of or by reason of any act or omission of SRDC, its agents, servants or employees, in the execution, performance, or failure to adequately perform.
- E. Likewise, the FDC agrees to indemnify and hold harmless the SRDC against any legal actions that arise on behalf of the FDC, its agents, servants or employees while engaged in the performance of the Contract or brought by any entity whatsoever arising out of decisions made by the FDC Board or claimed to be arising out of the performance of FDC Board under this agreement for services.
- F. Insurance. General Terms. In order to protect itself and to protect the FDC under the indemnity provision set forth above SRDC shall, at SRDC's expense, procure and maintain policies of insurance covering the term of this Contract, as set forth below:

General Liability: \$1,500,000 per occurrence

Public Employees Liability: \$1,500,000 per occurrence

Employee Dishonesty/Faithful Performance Blanket Bond \$50,000

Workers Comp: \$500,000 each employee accident or disease; \$1,500,000 each accident or disease

Auto: Bodily Injury and Property Damage \$1,500,000 per occurrence limit

## **II. Budget and Payment Schedule**

- A. The FDC shall pay for the services of the Southwest Regional Development SRDC at a cost of \$100/hour for Professional Staff administrative services described in Section I.A.1. (a - d) and oversight of servicing work. The servicing will be primarily performed under this contract (described in Section I.A.2. (a-d)) by supplemental staff at the rate of \$60/hour. The amount of servicing time is dependent on the extent of servicing requested by the FDC, the cooperation of loan clients in submitting the requested information, and the number and nature of new loans that may be approved and need to be serviced. SRDC Financial Services will be provided at a cost of \$80 per hour.
- B. The County will, in addition to the hourly rate, also reimburse the SRDC for travel, meals, and lodging at the applicable IRS rate. However, where possible the SRDC will conduct Falcon Development Corporation Revolving Loan Fund business at a time when other normal RDC business is done within the area, thereby keeping mileage and meal expenses to a minimum.
- C. The SRDC will submit a monthly request for payment for the number of hours worked and reimbursable costs.

## **III. Cancellation**

This contract may be canceled by the SRDC or the FDC at any time with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the SRDC will be entitled to payment for work or services already performed. Upon cancellation, there will be no claims for damages due to the withdrawal of either party.

## **IV. Assignment**

The SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the FDC.

## **V. Proprietary Information**

No proprietary data or services of the SRDC will be required for completion of this contract.

**VI. Amendments, Extensions, or Revisions**

Any amendments, extensions, or revisions to this Contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the \_\_\_\_\_, day of \_\_\_\_\_

**ATTEST:**

**Falcon Development Corporation**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **EXHIBIT A – FINANCIAL SERVICES**

- Maintain an accounting system with a separate fund code for Falcon Development Corporation activities on a Calendar Year basis. All receipts and expenditures/loan disbursements will be included by separate project areas as set up to track activities of the FDC.
- A financial status report will be provided to all regular meetings of FDC and other meetings as requested.
- Financial sections of any required reports including the annual 990 form and updates will be prepared as needed.
- Requests of funds will be completed as instructed - ACH setup for loan clients.
- A separate savings account will be maintained with transfers made to the general SRDC checking account as expenditures are paid on behalf of Falcon Development Corporation.
- Account for loan disbursement/repayments by loan clients through RLSS loan software.
- The FDC financial information will be included in the annual SRDC audit.

### **Falcon Development Corporation Responsibilities**

- Provide the SRDC with all approved expenditures and financial information necessary to properly account for the FDC project funds in a timely manner.
- Provide information to SRDC to request any other funds.
- Pay the SRDC \$300 for inclusion of financial records in the annual fiscal year audit.
- Continue the approval of the Executive Director and Treasurer of the SRDC to act as authorized signers on the Falcon Development Corporation savings account to allow transfers to disburse loan funds and pay bills.

**AGREEMENT FOR SERVICES**  
**Between**  
**The City of HERON LAKE**  
**And the**  
**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

**Agreement for Service**

- A. This agreement between the City and the Commission is entered into for the purpose of utilizing the expertise of the Economic Development Staff of the Commission for administrative services of the Heron Lake Revolving Loan Fund in cooperation with the City of Heron Lake Advisory Board. Services provided by the Commission to the City include, but are not limited to:
1. Facilitation of discussions on loan fund startup and preparation of all materials related as directed by the City. Examples include by-laws, loan guidelines, promotional materials, application, etc. Review of Department of Employment and Economic Development (DEED) original grant agreement to the City for requirements to be met in re-lending.
  2. Attendance at Advisory Board, EDA and/or City Council meetings as requested.
  3. Preparation of agendas, application forms, administrative procedures and policies, summaries and analysis of loan requests, and other reports as needed and requested.
  4. Discussions with potential loan recipients to review their applications as requested.
  5. Preparing loan commitments, loan-closing checklists, working with attorney or other designated agent on preparation of loan closing documents, and all servicing issues if requested. This would include maintenance of files for insurances, financials, special condition compliance, and responding when the City notifies there is a payment delinquency situation. An annual site visit will also be performed if desired.
  6. Preparation of reports and monitoring any compliances required by DEED.
  7. Any other activities or duties relating to the Revolving Loan fund as directed by the City or as deemed necessary by the Commission's Economic Development Staff.
- B. The work activities as specified above will begin January 1, 2024 and continue through December 31, 2024.

- C. Independent Contractor Status. The Commission is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting Commission as the agent, representative, or employee of the City for any purpose or in any manner whatsoever. Commission acknowledges and agrees that Commission is not entitled to receive any of the benefits received by City employees and is not eligible for workers' or unemployment compensation benefits under the City. Commission also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due Commission and that it is Commission's sole obligation to comply with the applicable provisions of all federal and state tax laws.
- D. Indemnification. Any and all claims that arise on behalf of Commission, its agents, servants, employees while engaged in the performance of the Contract shall in no way be the obligation or responsibility of the City. Commission shall indemnify, hold harmless and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent or willful act or omission of Commission, its agents, servants or employees, in the execution, performance, or failure to adequately perform Commission's obligations pursuant to this Contract.
- E. Likewise, the City agrees to indemnify and hold harmless the SRDC against any legal actions that arise on behalf of the City, its agents, servants or employees while engaged in the performance of the Contract or brought by any entity whatsoever arising out of decisions made by the City or claimed to be arising out of the performance of City under this agreement for services.
- F. Insurance. General Terms. In order to protect itself and to protect the City under the indemnity provision set forth above Commission shall, at Commission's expense, procure and maintain policies of insurance covering the term of this Contract, as set forth below:
- General Liability: \$500,000 per claimant; \$1,500,000 per occurrence  
Public Employees Liability: \$500,000 per claimant; \$1,500,000 per occurrence  
Employee Dishonesty/Faithful Performance Blanket Bond \$50,000  
Workers Comp: \$500,000 each employee accident or disease; \$1,500,000 each accident or disease  
Auto: Bodily Injury and Property Damage \$500,000 per claimant limit; \$1,500,000 per occurrence limit; Uninsured and Underinsured motorist \$25,000 per claimant; \$50,000 per occurrence

## **I. Budget and Payment Schedule**

- A. The City shall pay for the services of the Southwest Regional Development Commission at a cost of \$100/hour for the activities described in Section A for planner time, and \$60/hour specialist/support activities. The amount of administrative time is dependent on requests by the City for assistance.
- B. The City will, in addition to the hourly rate, also reimburse the Commission for travel, meals, and lodging. However, where possible the Commission will conduct Heron Lake City Revolving Loan Fund business at a time when other normal RDC business is done within the City, thereby keeping mileage and meal expenses to a minimum.
- C. The Commission will submit a monthly request for payment for the number of hours worked and reimbursable costs.

## **II. Cancellation**

This contract may be canceled by the Commission or the City at any time with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Commission will be entitled to payment for work or services already performed. Upon cancellation, there will be no claims for damages due to the withdrawal of either party.

## **III. Assignment**

The Commission shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the City.

## **IV. Proprietary Information**

No proprietary data or services of the Commission will be required for completion of this contract.

## **V. Amendments, Extensions, or Revisions**

Any amendments, extensions, or revisions to this Contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the \_\_\_\_\_, day of \_\_\_\_\_, 2023.

**ATTEST:**

**CITY OF HERON LAKE**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_





November 22, 2023

City of Hills, MN  
Attn: Connie Wiertzema  
City Clerk-Treasurer  
City of Hills  
301 S Main Ave.  
Hills, MN 56138

Re: Community Strategic Planning

Dear Connie,

After the city council voted to move forward with working with the SRDC on a strategic plan I am sending over the following proposal and contract. I am looking forward to working with you and the community of Hills in developing community priorities.

Should you or your council members have any questions regarding this proposal, please do not hesitate to contact me. We appreciate the opportunity to work with Hills on this project.

Sincerely,

Christopher Webb  
Transportation Planner  
Southwest Minnesota Regional Development Commission



## Scope of Work

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### Engaging with the Community (**January – February**)

- Facilitate 3 public engagement focus groups (city council, school, other).
- Create a community survey.

### Identifying Priorities (**February – March**)

- Collect and analyze community survey results.
- Research project examples.
- Facilitate Work Session with the city council on identifying priorities.

### Developing a Work Plan (**March – April**)

- Develop a work plan in which all identified projects are prioritized and specific actions are developed as much as possible: who, when, how, and how much.

### Final Presentation / Next Steps (**May – September**)

- SRDC staff will present a strategic final plan to the city council (**May**).
- Work with city staff and an attorney to develop a new city zoning ordinance.

## City Responsibilities

---

This project requires significant participation from the city council and community. We kindly request the following from the City:

- Promote community meetings, and the community survey.
- Set dates and times for community engagement focus groups.
- Schedule, conduct, mail and print information for City public hearings/meetings as required and assure that all publication and notification requirements are met.
- Ensure legal notices for the adoption of plans, zoning changes, public meetings, public hearings and/or other work sessions of the council meet the legal publication requirements.
- Pay for all costs related to public hearings and corresponding publications and notifications.
- Pay for all direct costs associated with the work of this contract including but not limited to: printing, postage, supplies, and travel;
- Provide the SRDC with specific information, plans and documents as needed to complete the process.



## Professional Fees

---

### ***Breakdown of estimated costs:***

<b><i>Plan Activity / Work</i></b>	<b><i>Estimated Cost</i></b>
Planning Preparations & Project Research (30)	\$3,000
3 Community Focus Groups (15)	\$1,500
Community Survey – Developing & Completing Analysis (15)	\$1,500
Materials, Printing and Mileage (estimated)	\$1,000
Developing the Final Strategic Plan (20)	\$2,000
Final Presentation (5)	\$500
<b><i>Strategic Plan Sub-Total</i></b>	<b><i>\$9,500</i></b>
Developing Land Use Map (10)	\$1,000
Developing New City Ordinance (15)	\$1,500
<b><i>Zoning Ordinance Sub-Total</i></b>	<b><i>\$2,500</i></b>
<b><i>Project Total</i></b>	<b><i>\$12,000</i></b>



## **CONTRACT FOR TECHNICAL ASSISTANCE**

### **SOUTHWEST REGIONAL DEVELOPMENT COMMISSION AND THE CITY OF HILLS, MN**

WHEREAS, this Contract for Services is by and between the City of HILLS, MINNESOTA, hereinafter referred to as the CITY, and the SOUTHWEST REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the SRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the SRDC; and

WHEREAS, the nature of the said services is to assist the CITY with strategic planning and community engagement; and

WHEREAS, the SRDC agrees to provide technical assistance as required in this Contract and shall begin to provide said services beginning January 1, 2023; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

### **SECTION I. SCOPE OF WORK / CITY RESPONSIBILITIES**

The Scope of Work Section states the responsibilities of the SRDC.

The City Responsibilities Section states the responsibilities of the City.

### **SECTION II. CONTRACT PERIOD**

- A. Services provided under the terms of this Contract will be performed January 2024 – September 2024.
- B. The time period for this Contract may be amended upon request and signed approval by both the SRDC and CITY.

### **SECTION III. COMPENSATION FOR SERVICES**

- A. The SRDC shall be compensated for services provided in Section I of this Contract.
- B. The CITY agrees to pay the SRDC the rate of \$100/hour.



- C. Expenses for travel, printing, postage, etc. will be billed separately. As work progresses, if expenses near the estimate identified in the proposal SRDC staff will contact the City regarding the status prior to doing additional work;
- D. The SRDC will provide the CITY with a final invoice indicating services provided and the total amount due.
- E. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, etc. However, they might also include other factors deemed relevant, including the skill required to perform the services properly; time limitations imposed by either you or the circumstances; and ability of the SRDC staff assigned to the project.
- F. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

#### **SECTION IV. GENERAL PROVISIONS**

- A. Changes in SRDC Services  
In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the SRDC, the SRDC shall be entitled to additional compensation as agreed to by both the SRDC and CITY. This Contract shall be amended, or a new contract shall be created to reflect additional services and compensation.
- B. Liability  
The CITY agrees to waive the SRDC and the SRDC's commissioners, officers, directors, employees, partners, and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.
- C. Indemnification  
In the performance of this Contract, the City must indemnify, save, and hold harmless the SRDC from any claims or causes of action, including attorney's fees incurred, to the extent caused by the City's:
  - Intentional, willful, or negligent acts or omissions; or
  - Actions that give rise to strict liability; or
  - Breach of contract or warranty.



**D. Termination**

This agreement may be terminated with or without cause by either the SRDC or CITY upon fourteen (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the SRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section III of this Contract agreement.

**E. Severability**

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the SRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

**SECTION VI. ACCEPTANCE**

The SRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

\_\_\_\_\_  
CHAIR, SRDC COMMISSION

\_\_\_\_\_  
MAYOR - CITY OF HILLS, MN

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR, SRDC

ATTEST:

\_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT FOR SERVICES**  
**Between**  
**JACKSON COUNTY**  
**And the**  
**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION (SRDC)**

**I. Agreement for Service**

A. This agreement between the County and the SRDC is entered into for the purpose of utilizing the expertise of the Staff of the SRDC for administrative services and servicing of new and pre-existing loans of the Jackson County Revolving Loan Fund in cooperation with the Jackson County Advisory Board. Services provided by the SRDC to the County include, but are not limited to:

1. a. Attendance at Advisory Board meetings, County Commissioners' meetings, if requested, and consultation with the County Coordinator.
- b. Preparation of agendas, application forms, loan agreements, administrative procedures and policies, summaries and analysis of loan requests, and other reports as needed.
- c. Discussions with potential loan recipients to review their applications.
- d. Any other activities or duties relating to the Revolving Loan fund as directed by the County or as deemed necessary by the Commission's Economic Development Staff.
2. a. Servicing pre-existing loans. A checklist is used to establish a file protocol for the County's files, and SRDC Staff continues to collect and/ or file any necessary information related to loan servicing. Servicing may include but not be limited to verifying UCC filings and renewal dates, and/or filing UCC documents; requesting annual tax return information, obtaining insurance verification for hazard, life, and workers compensation as applicable; and tracking that other conditions of the loan have been met as set in the loan agreement or as requested by the County.
- b. For new loans, file set-up and servicing will become immediate and continuous.
- c. Any other activities or duties relating to the Revolving Loan fund as directed by the County through the County Coordinator's office or as deemed necessary by the SRDC's Staff.



- d. The County shall allow access to loan-related information and existing loan documents as needed to perform the servicing as described above. The County shall supply servicing Staff with a month-to-month loan payment history followed by an updated monthly spreadsheet.
- B. The work activities as specified above will begin January 1, 2024 and continue through December 31, 2024. {The SRDC is not responsible for actions or omissions in relation to servicing of the existing loans that were closed prior to April 15, 2008, and only will assume responsibility for the loan servicing effort as of that date.} Some historical documents may not be obtainable, which shall not be the fault of the SRDC.
- C. Independent Contractor Status. The SRDC is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting SRDC as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. SRDC acknowledges and agrees that SRDC is not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits under the County. SRDC also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due SRDC and that it is SRDC's sole obligation to comply with the applicable provisions of all federal and state tax laws.
- D. Indemnification. SRDC shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may herein sustain, incur or be required to pay, arising out of or by reason of any act or omission of SRDC, its agents, servants or employees, in the execution, performance, or failure to adequately perform.
- E. Likewise, the County agrees to indemnify and hold harmless the SRDC against any legal actions that arise on behalf of the County, its agents, servants or employees while engaged in the performance of the Contract or brought by any entity whatsoever arising out of decisions made by the County or claimed to be arising out of the performance of County under this agreement for services.
- F. Insurance. General Terms. In order to protect itself and to protect the County under the indemnity provision set forth above SRDC shall, at SRDC's expense, procure and maintain policies of insurance covering the term of this Contract, as set forth below:

General Liability: \$1,500,000 per occurrence  
Public Employees Liability: \$1,500,000 per occurrence  
Employee Dishonesty/Faithful Performance Blanket Bond \$50,000  
Workers Comp: \$500,000 each employee accident or disease; \$1,500,000 each accident or disease  
Auto: Bodily Injury and Property Damage \$1,500,000 per occurrence limit

## **II. Budget and Payment Schedule**

- A. The County shall pay for the services of the Southwest Regional Development SRDC at a cost of \$100/hour for Professional Staff administrative services described in Section I.A.1. (a - d) and oversight of servicing work. The servicing will be primarily performed under this contract (described in Section I.A.2. (a-d)) by supplemental staff at the rate of \$60/hour. The amount of servicing time is dependent on the extent of servicing requested by the County, the cooperation of loan clients in submitting the requested information, and the number and nature of new loans that may be approved and need to be serviced.
- B. The County will, in addition to the hourly rate, also reimburse the SRDC for travel, meals, and lodging at the applicable IRS rate. However, where possible the SRDC will conduct Jackson County Revolving Loan Fund business at a time when other normal RDC business is done within the County, thereby keeping mileage and meal expenses to a minimum.
- C. The SRDC will submit a monthly request for payment for the number of hours worked and reimbursable costs.

## **III. Cancellation**

This contract may be canceled by the SRDC or the County at any time with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the SRDC will be entitled to payment for work or services already performed. Upon cancellation, there will be no claims for damages due to the withdrawal of either party.

## **IV. Assignment**

The SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the County.

## **V. Proprietary Information**

No proprietary data or services of the SRDC will be required for completion of this contract.

**VI. Amendments, Extensions, or Revisions**

Any amendments, extensions, or revisions to this Contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the \_\_\_\_\_, day of \_\_\_\_\_

**ATTEST:**

**COUNTY OF JACKSON**

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION  
CONTRACT WITH  
RURAL MINNESOTA ENERGY BOARD  
FOR  
TECHNICAL SERVICES**

**THIS CONTRACT**, for technical services is entered into this 1<sup>ST</sup> day of January, 2024, by and between the Southwest Regional Development Commission (SRDC), and the Rural Minnesota Energy Board (RMEB).

**WITNESSED**; In consideration of the mutual promises and covenants herein contained, the SRDC and the RMEB agree to the following terms and conditions:

The Term of this contract commences January 1, 2024 and shall continue through December 31, 2024. The following work activities will be provided:

- I. Professional Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list. (Exhibit A)**
- II. Financial Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list-including RMEB responsibilities. (Exhibit B)**
- III. Support Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list. (Exhibit C)**
- IV. Payment for Services**
  - A. The RMEB will make payment to the SRDC. Statements will be billed in conjunction with regular meetings of the RMEB.
  - B. The following rates apply for Calendar Year 2024 and are based on the activity to be performed as per Exhibits A-C.
    - Exhibit A - \$100.00 Planner - \$150.00 Director
    - Exhibit B - \$80.00
    - Exhibit C - \$45.00

**V. Hold Harmless**

RMEB agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

**VI. Cancellation**

This contract may be cancelled by the RMEB or SRDC at any time, with cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

**VII. Assignment**

SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the RMEB. The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.

**VIII. Amendments**

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

**RURAL MINNESOTA  
ENERGY BOARD**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_

It should be noted that billable expense will be limited to tasks not normal to the Overall Work Program of the SRDC.

## **EXHIBIT A – PROFESSIONAL SERVICES**

The following Work Program guidelines will be used to administer this project.

Objective: To staff the Rural Minnesota Energy Board. Staffing of the RMEB shall include the following work elements:

### Professional Staff:

- Provide staff assistance to the Rural Minnesota Energy Board.
- Compilation of information as requested by the Rural Minnesota Energy Board.
- Assist in disseminating pertinent RMEB information.
- Complete staff analysis of energy proposals affecting the Rural Minnesota Energy Board.
- Promote cooperative solutions to various energy situations.
- Assist in energy grant writing and planning.
- Drafting correspondence of the Rural Minnesota Energy Board.
- Coordination of tasks of the Rural Minnesota Energy Board.

## **EXHIBIT B – FINANCIAL SERVICES**

- Maintain an accounting system with a separate fund code for RMEB activities on a Calendar Year basis. All revenues and expenses will be included by separate project areas as set up to track activities of the RMEB.
- A financial status report will be provided to all regular meetings of RMEB and other meetings as requested.
- Financial sections of any required grant/contract reports and updates will be prepared as needed.
- Requests of funds will be completed as instructed-annually for county membership fees or as indicated in grant or contract agreements.
- A separate savings account will be maintained with transfers made to the general SRDC checking account as expenditures are paid on behalf of RMEB.
- Prepare general financial administration assistance and/or referrals to agencies that can address concerns of the RMEB in relation to tax information, insurance, etc.
- The RMEB financial information will be included in the annual SRDC audit.

## **RMEB Responsibilities**

- Provide the SRDC with all approved expenditures and financial information necessary to properly account for the RMEB project funds in a timely manner.
- Keep all contract/grant information current with any grantor organizations and provide any necessary information in completing reports.
- Provide information to SRDC to request membership fees and any other funds.
- Pay the SRDC \$300 for inclusion of financial records in the annual fiscal year audit.

## **EXHIBIT C - SUPPORT SERVICES**

Support Staff: (charges will be incurred in this area only when no professional staff hours are charged in conjunction).

- Type, copy, mail or distribute, and file all written material prepared for the RMEB including meeting notices, agenda, minutes, correspondence, reports, studies, surveys, etc.
- Update all the RMEB mailing lists and committee rosters.
- Set up meeting facilities as designated by the RMEB.



**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION (SRDC)**  
**Contract With The**  
**SOUTHWEST REGIONAL SOLID WASTE COMMISSION (SRSWC)**

General. This Agreement is entered into by and between the Southwest Regional Development Commission, hereinafter referred to as the "SRDC", and the Southwest Regional Solid Waste Commission, hereinafter referred to as the "SRSWC".

I. Contract Agreement:

- A. The work program attached to this contract is acceptable to the SRSWC and is hereby made a part of this contract.
- B. The work elements specified in this contract shall be completed during the period of January 1, 2024 through December 31, 2024 unless the contract period is extended by mutual agreement between the parties of this contract.

II. Financial Participation: The SRDC shall make available personnel with the necessary training and experience to accomplish the assigned tasks. Professional staff services provided by the SRDC shall be:

Planning assistant staff at a rate of \$60 per hour. Responsibilities shall include sending out meeting invites, taking meeting minutes and preparing meeting materials as requested.

Planning staff at a rate of \$90 per hour. Responsibilities will include arranging and providing technical assistance that is not covered by regional planning efforts.

Other charges directly reimbursable to the SRDC by the SRSWC are: Mileage, at the SRDC's established rate of reimbursement; Meals; Meeting Expenses; and other expenses as authorized by the SRSWC.

III. Payment for Services Performed: The SRSWC will make payment to the SRDC. Statements will be billed in conjunction with regular meetings of the SRSWC.

IV. Independent Contractor Status: The SRDC is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting SRDC as the agent, representative or employee of the SRSWC or any purpose or in any manner whatsoever. SRDC acknowledges and agrees that SRDC is not entitled to receive any of the benefits received by SRSWC employees and is not eligible for worker' or unemployment compensation benefits under the SRSWC. SRDC also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due SRDC and that it is SRDC's sole obligation to comply with the applicable provisions of all federal and state tax laws.

- V. Audit and Inspection: Accounts and records related to the funds provided under this contract shall be accessible to authorized representatives of the SRSWC for the purposes of examination and audit.
- VI. Hold Harmless: SRSWC agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.
- VII. Miscellaneous:
- A. The contract shall be subject to all pertinent state statutes and regulations.
- B. The contract shall be subject to modification at any time provided there is mutual agreement between the SRDC and SRSWC on the nature of the modification.
- C. Any portion of this contract deemed invalid by a court of competent jurisdiction shall be held severable and shall not affect the remaining portions.

**IN WITNESS, WHEREOF, THE SRDC** has caused this contract to be duly executed on its behalf and the SRSWC has caused the same to be duly executed on its behalf.

**SOUTHWEST REGIONAL  
SOLID WASTE COMMISSION**

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Authorized Official

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Attested By

Date: \_\_\_\_\_

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

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Authorized Official

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Attested By

Date: \_\_\_\_\_

## **WORK PROGRAM**

The following Work Program guidelines will be used to administer this project.

Objective: To staff the Southwest Regional Solid Waste Commission. Staffing of the Southwest Regional Solid Waste Commission shall include the following types of work elements:

### SRDC Planning Assistant Staff:

- Provide staff assistance to the Southwest Regional Solid Waste Commission.
  - Type, copy, mail or distribute, and file all written material prepared for the SRSWC including meeting notices, agenda, minutes, correspondence, reports, studies, surveys, etc.
- Update all the SRSWC mailing lists and committee rosters.
- Set up meeting facilities as designated by the SRSWC.
- Prepare and mail the Meeting Agenda and associated materials as instructed by the SRSWC Chairperson.
- Drafting correspondence of the Southwest Regional Solid Waste Commission.

### SRDC Planning Staff

- Compilation of information as requested by the Southwest Regional Solid Waste Commission.
- Assist in disseminating pertinent SRSWC information.
- Complete staff analysis of Solid Waste proposals affecting the Southwest Regional Solid Waste Commission.
- Promote cooperative solutions to various solid waste situations.
- Assist in solid waste grant writing and planning.
- Coordination of tasks the Southwest Regional Solid Waste Commission requests of the Solid Waste Administrators.

General:

- The SRDC Staff shall be supervised by the Southwest Regional Solid Waste Commission in cooperation with the SRDC Director.
- The SRDC Director will provide other staff as deemed necessary to assist in completion of the work elements.

**TREASURER'S REPORT  
MONTH END November 30, 2023**

**Bank Account Information**

**INVESTMENTS -General Fund**

<b>Bank</b>	<b>Amount</b>	<b>Due Date</b>	<b>APY Interest Rate</b>
United Prairie Bank - Worthington	\$ 100,000.00	5/25/2024	4.45%
Jackson Federal Savings & Loan-Jackson	104,310.86	01/20/24	4.05%
Currie State Bank-Currie	112,095.31	09/02/24	5.09%
First Independent Bank-Russell (I have emailed Bank for Dec CD Rates)	103,764.94	12/05/23	1.50%
Investors Choice - Slayton	102,065.77	08/02/24	4.65%
Minnwest Bank Slayton	100,000.00	02/15/24	2.00%

NOTE: The security deposit for the office building in the amount of \$50,000 is at the Slayton City Clerk's office at an investment rate of .75% . We currently have extra security at Minnwest Bank-Slayton and United Prairie Bank-Worthington to allow deposits above FDIC limits.

<b>TOTAL INVESTMENTS</b>	<b>622,236.88</b>
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**ACCOUNTS-Dedicated and Undedicated Funds Program Accounts**

		<b>11/30/2023</b>
Minnwest Bank South-Slayton	Checking	\$ 3,000.00
Minnwest Bank South-Slayton	Savings	377,418.04
Minnwest Bank South-Slayton	Savings-F & H	1,928.56
First Independent Bank-Russell	Savings	40,567.62
United Prairie Bank-Worthington	Savings	61,108.12
Jackson Federal S&L-Jackson	Savings	150,180.60
<b>TOTAL CASH ACCOUNTS</b>	<b>\$</b>	<b>634,202.94</b>

**Approximate Designated Funds-Projects**

Regional Cultural Diversity Coalition	\$	-
MN Rural Broadband Coalition		-
Assigned Funds		(11,296.85)
<b>Committed to: Acquisition of Capital Assets-Equipment</b>		(91,318.26)
<b>Committed to: Acquisition of Capital Assets-Building</b>		(243,151.09)
<b>Committed to: Unemployment Claims</b>		(53,013.00)
<b>Committed to: Employee Retirement Transition</b>		(10,973.00)
<b>Compensated Absences Payable</b>		(56,502.00)
<b>TOTAL DEDICATED FUNDS</b>	<b>\$</b>	<b>(466,254.20)</b>

			<b>11/30/2022</b>
Total Investments	\$	622,236.88	\$ 414,139.85
Total Cash Accounts	\$	634,202.94	\$ 638,242.93
Total Dedicated Funds	\$	(466,254.20)	\$ (468,267.69)
<b>TOTAL FUNDS AVAILABLE FOR CASHFLOW (</b>	<b>\$</b>	<b>790,185.62</b>	<b>\$ 584,115.09</b>

**SPECIAL REVENUE ACCOUNTS-NonAdministrative**

EDA Planning Funds	\$	50	
EDA Revolving Loan Funds-(business loans only)		354,272	Total EDA RLF <b>356,857</b>
Currie State Bank-RLF Savings-(business loans only)		2,585	
C-EDA Revolving Loan Funds-(business loans only)		276,444	
PACE Funds-(loans only)		123,520	PACE Loan Funds <b>260,186</b>
PACE Funds-SEP-(loans only)		136,666	
PACE Funds-(Electric Companies-funds to pay off loans & admin)		29,677	
PACE (County Funds used to pay down on REED loan) \$88,704		-	
<b>TOTAL SPECIAL FUNDS</b>	<b>\$</b>	<b>923,214</b>	

# ECONOMIC DEVELOPMENT REPORT

December 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) 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>.

### EDA PLANNING

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

The latest NOFO for disaster funds can be found at Fiscal Year 2023 Disaster Supplemental | U.S. Economic Development Administration (eda.gov). The following counties are eligible under the disaster distress criteria: Jackson, Lincoln, Lyon, Nobles, Redwood, and Rock.

### Staff submitted the following applications on December 1.

Energy Resiliency Project- substation transformer addition- City of Adrian

\$3,258,900 Project Cost- 80% Grant request/20% Match

Water Resiliency Project- water source- City of Lamberton

\$1,384,000 Project Cost- 80% Grant request/20% Match

**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 for renovations to a main street tax-forfeited building to house three separate family childcare providers in Hills. The City of Hills was awarded \$120,000 for this project. A final request for funds is expected to be submitted by year end.

**Southwest Minnesota Youth Committee:** The committee meets in February, May, August, and November. The new coordinator for this group is Maria Peters from SWPIC. This group gathers members who support career and technical education programs and educate students and parents about local career and training opportunities. The committee last met on November 2.

**Southwest Regional Transportation Coordinating Council (RTCC):** The group last met on September 20 and will meet again on December 20. SRDC represents economic development on the council.

**Friends in the Field:** The group last met on October 11 with a focus on the public and economic value of community events and festivals. Speakers were from the Tourism Center at the U of M and Community Growth, Equity, and Inclusion at the City of Willmar.

Here is the link: [https://umn.zoom.us/rec/play/0-4tW28Q4ykHyGmlewC--wxhXc7rEz0p2E7QeuRBMMExYNetd6srECPnHT0g0uQ3dl-jF5awMm36UxdQ.H15KyRtgn791tH\\_K?canPlayFromShare=true&from=my\\_recording&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fumn.zoom.us%2Frec%2Fshare%2Fffz\\_sel11bd0qSzib6zgqGLqHYMWL49YyRRh-MEUnzFVqMDOcsaEpuoWovKZ2rPel.wt2zdDPCG\\_ObSCmg](https://umn.zoom.us/rec/play/0-4tW28Q4ykHyGmlewC--wxhXc7rEz0p2E7QeuRBMMExYNetd6srECPnHT0g0uQ3dl-jF5awMm36UxdQ.H15KyRtgn791tH_K?canPlayFromShare=true&from=my_recording&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fumn.zoom.us%2Frec%2Fshare%2Fffz_sel11bd0qSzib6zgqGLqHYMWL49YyRRh-MEUnzFVqMDOcsaEpuoWovKZ2rPel.wt2zdDPCG_ObSCmg)

**The topic for January is: Shared Power in Community.**

# REVOLVING LOAN FUND (RLF) REPORT

NOVEMBER 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 November 20. Two three-month interest only requests were approved. The committee will meet in December, TBD, to consider one loan request from a business operating in Windom and another loan request from a business operating in Jackson.

### Interest Rates:

EDA's guideline for minimum interest rate is 4% under prime, which equates to 4.5% currently, or 75% of prime, whichever is less. SRDC RLF has been using 75% of the WSJ (Wall Street Journal) Prime Rate for recent loans, which adheres to regulations governing RLF awards.

**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 has now begun. Staff was accepted into the first cohort. The following were training topics: General RLF Tactics, Marketing Strategies, Credit, Underwriting, Smaller RLF Strategies, Loan Committee, Board Development, Portfolio Management, and Servicing. The most recent training courses were November 16 on Technology and November 30 on Emerging Industries. The last session for Cohort 1 is scheduled for December 14 on Final Thoughts.

## COVID-19 RLF (C-RLF)

**Funds Available:** Funds on hand are in the approximate amount of \$276,444.06. These funds will remain federalized until seven years have passed. Reporting will soon be required twice per year.

### Traditional RLF

**Funds Available:** Funds on hand are in the approximate amount of \$354,271.77. These funds are defederalized.

### 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/>.

### 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.

**Jackson County RLF:** There are seven active loans. County commissioners voiced their continued financial support of the program, given funds are minimal. Staff expects one early payoff by year end. Financing capacity currently via JCRLF is \$61,872.12.

**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. There are funds available for businesses in their service area that have gap financing needs. The HLRLF committee next meets on December 13 at 10 a.m. to consider one loan request.

**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. Approximately \$50,000 is available for lending; however, FDC does have two CDs which total \$75,000 that could also be used if needed. FDC committee next meets on December 13 at 9 a.m.



### **Property Assessed Clean Energy (PACE)**

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.

**Funds Available:** Funds are currently available in the approximate amount of PACE ARRA \$123,519.87  
And PACE SEP \$136,666.20.

**PACE Committee:** The committee meets as needed, often in conjunction with RMEB (Rural Minnesota Energy Board) meeting dates. The latest committee meeting was September 25. 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%. Staff expects to receive an application from a Redwood County property by month end.

**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 DOC included within their application non-competitive funds of \$300,000 to expand the financing capacity of the RMEB PACE program. Weis is scheduled to educate loan committee members in Region 5 Development Commission on January 31 under contract.

**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. There has been an increase in the number of recent referrals made to RETAP.

### **PACE Success Stories**

To promote PACE, a success story on Broadway Beauty in Slayton can be found at <https://www.swrdc.org/broadway-beauty-salon/>. Tally Ho Koffee in Edgerton can be found at <https://www.swrdc.org/tally-ho-koffee/>. These stories were also submitted to the local papers with several publishing them.

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 energy audits, please contact Robin Weis, Deputy Director, at 507-836-1638 or via email at [robin@swrdc.org](mailto:robin@swrdc.org).*

## **COMMUNICATIONS REPORT**

**DECEMBER 2023**

**Friends of the Casey Jones State Trail:** The Friends of Casey Jones met on November 16th at the Slayton, MN Pizza Ranch to reorganize and elect new officers. Their next meeting will be held in the SRDC Board Room on Thursday, December 14 at 11:30 am. Chris and Sheila are helping to facilitate their meetings with Sheila being elected as secretary for the group.

**Explore Minnesota:** Explore Minnesota had a meeting on Tuesday, December 12th at the SRDC. The group is focusing on the upcoming year and deciding where to focus their advertising efforts. They received a \$5K grant from Explore MN, which must be utilized by June 30, 2024. The group is required to spend \$10,000 on marketing in the first six months of the year. They also discussed the importance of having a presence at various travel shows.

**Christmas Door Decorating Contest:** If you travel the halls of the building, you may notice Christmas has taken over the decor. A Christmas door decorating contest was initiated amongst not only the SRDC employees along with SW Housing Partnership as well. Photos have been taken of each door and posted on Facebook to help determine a winner. The SRDC Board will also be asked to vote on their favorite.

**Board Photos:** The staff of SRDC recently had photos taken, and profiles created and shared on Facebook. Shortly, these same profiles will become framed photos for the walls of the office. Discussion then took place in regard to doing the same for the SRDC Board Members. Each member is asked to fill out the basic profile questionnaire and have a photo taken and each week a member will be featured on the SRDC Facebook page.

# COMMUNITY DEVELOPMENT REPORT

NOVEMBER 2023

ENERGY | LAND USE, PLANNING & ZONING | SOLID WASTE & NATURAL RESOURCES | USDA REGIONAL FOOD BUSINESS CENTER

## ENERGY

Rural Minnesota Energy Board (RMEB): The board met on November 27 at 1 P.M. During the first hour, members of the Solid Waste Commission joined to engage with a waste-to-energy panel.

The panelists were:

Tony Hill – Olmsted County Environmental Services/MRRA

Brief overview of Minnesota Resources Recovery Association - MRRA

Impact of current facilities – energy generated, landfill capacity saved, etc.

Current issues from an operator's perspective

Brian Martinson – Environment and Natural Resources Policy Analyst; Association of Minnesota Counties

Legislative overview

Legislative issues/concerns/implications

Jared Graham, Director of Plant Operations of Xcel Energy's Refuse Derived Fuel Plants in Red Wing and Mankato

Future of Waste-to-Energy from Xcel's perspective

Suggestions and recommendations

The next meeting will be on January 22, 2024, at 1 P.M.

## Clean Energy Resource Teams (CERTs):

**Seed Grants: For community-based projects related to energy efficiency, renewable energy, electric vehicles, and energy storage** within Minnesota. Our region received 12 applications representing various cities and organizations, including five multiregional projects. The steering committee met on October 30 to review these proposals, and decided to fund seven of these projects, with varying amounts of the \$43,000 available. Part of the criteria is that \$23,000 needs to go to projects that are "from, led by, and/or include meaningful participation by historically underserved populations."

The projects funded include: three lighting upgrade projects – two in Slayton (at the library/senior center and in the 4-H building) and one in the Comfrey municipal building, a manufactured home building basics training project by Slipstream, an air-source heat pump feasibility assessments project by SWMHP, a home education and energy saving program by UCAP, and an energy efficiency video storytelling project by Erika Gilsdorf.

### Seed grants are for projects that:

- Help people learn about clean energy and get energized.
- Build community by engaging a variety of partners.
- Remove barriers, making clean energy more accessible for everyone.
- Are highly visible in the community and can be an example for other communities.

**Renewable Energy Siting through Technical Engagement and Planning (R-STEP)** \$2 million Grant Proposal: Community Development Director Walker has been working with CERTs Co-Director Melissa Birch on the role SRDC would play in their grant proposal. Should the Minnesota Siting Collaborative get funded, we anticipate working with other project partners on the following activities as detailed in the proposal: contribute content for new and updated resources for local governments and review and comment on resources for other audiences; assist with outreach and resource sharing; co-host 1-2 events strengthening dialogue between developers and local governments; co-host training sessions with regional development organization and other organizations; and provide technical assistance and/or facilitation in at least two jurisdictions.

**Food Shelves:** The Minnesota Department of Human Services recently announced \$7 million worth of competitive grants to food shelves for technical assistance, to plan and design, acquire, and renovate/transform facilities. This can be used for improvements like refrigeration equipment, furnishings, or renewable energy projects such as installing solar panels. Up to 100% of project costs can be covered by this grant. With building upgrades and energy efficiency projects, food shelves can reduce their operating costs and create a more accessible and welcoming environment for their customers. Seven food shelves in our region have shown interest in this opportunity, and the application deadline was November 16. We will know who has been awarded funds in the next month.

**World Mart** – Work on completing the battery and modular solar panel installations is still under way. The project team has planned a trip to the West Central Research and Outreach Center (WCROC) and the U of M Morris campus for December 14, with some of Nathalie's business partners and a group of U of M engineering students. At WCROC the group is going to learn about the WCROC solar trailer and tour their facilities to learn about other renewable energy projects. At the Morris campus, another tour will introduce them to a new battery storage project and other green building projects. This tour will help Nathalie and her team with making decisions on the installation process and in their clean energy outreach to other food truck vendors.

**Energizing Rural Communities:** The second stakeholder meeting was held at the White Earth Tribal and Community College (WETCC) in Mahanomen on Wednesday, Dec. 6. This was an opportunity for the college, White Earth Nation, to further clarify needs and assets, and highlight partnerships and collaborations that could be strengthened in regard to WETCC's solar certification program. This is the second of three stakeholder meetings that are planned. Notes on what was discussed will then be used to guide the next meeting.

## **Land Use, Planning & Zoning**

**City of Hills:** Planner Webb met with the Hills, MN City Council on Tuesday, November 14, 2023. He presented a proposal for completing a Strategic Plan/Zoning Ordinance Update for the City. A contract for Technical Assistance is being voted on by the Hills City Council on Tuesday, December 12. Planner Webb anticipates that most of the work related to that contract will be completed from January to May of 2024.

**SWHHS Strategic Plan:** Staff held a second scoping meeting on November 14 with public health leaders serving Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties at Southwest Health and Human Services. During that meeting, participants finalized a scope for a full strategic plan and made an action plan to address staffing shortages. Staff submitted a full proposal to conduct the planning process in 2024 and agreed to assist with planning for how new funding streams could be spent in the near term.

## **Solid Waste & Natural Resources**

**Solid Waste Commission:** The Southwest Solid Waste Commission held its regular meeting on November 27, 2023. Conversation among the Commission continued about the MPCA proposed rulemaking on demolition landfills. Heidi Ringhofer, MPCA, indicated there will likely be no ruling by 12-31-23. Following the regular meeting, several members of the Southwest Solid Waste Commission attended the start of the Rural Minnesota Energy Board to hear three panelists who joined the meeting to discuss Waste to Energy Facilities. Panelists included; Tony Hill, Olmsted County Environmental Services/MRRA; Brian Martinson, Environment and Natural Resources Policy Analyst- Association of Minnesota Counties; and Jared Graham, Director of Plant Operations of Xcel Energy's Refuse Derived Fuel Plants in Red Wing & Mankato.

Regarding the Minnesota Pollution Control Agency (MPCA) proposed Construction & Demolition (C&D) rule changes, Heidi Ringhofer (MPCA), has no knowledge of a ruling by December 31, 2023, and it is possible there will be a deadline delay.

The Southwest Solid Waste Commission is scheduled to meet again on January 22, 2024.

### **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.

The full group of Solid Waste Administrators has not met. The sub-committee met to talk about the 10-year plan. A draft plan is due June 1, 2024. The sub-committee acknowledges that our newer staff may not be as experienced as they need to be and agrees that we may need to work with a consultant on writing the plan. We can subcontract under SEH under SRDC's contract. Administrator Hartman has a contact person with SEH. We are looking at a re-write not a new plan necessarily. With the issues at hand, we are not ready to determine where we will be in 10 years. SRDC Executive Director Trusty is going to go through the solid waste contract checklist and identify the things we can do. He will send a draft out to the sub-committee for mark-up within the next two weeks.



### USDA Regional Food Business Center

The USDA Regional Food Business Centers have been established to drive economic opportunities across their regions creating a more diversified and resilient food system. Out of this, the North Central Food Business Center (NCFBC) was formed to include MN, ND, SD with a grant amount of \$15 million over five years. The Southwest Regional Development Commission (SRDC) will be compensated \$60K per year for providing technical assistance in our region.

### North Central Regional Food Business Center:

The SRDC continues to reach out and meet with various groups and individuals seeking ideas and suggestions. We are in the process of writing an action plan that will define a foundation to be developed on and refined over the next five years. Emerging ideas in our region are: Commercial Kitchen availability and use; Meat Lockers; Rural Grocery Stores; Transportation needs to get food to people and people to food; Education for families to include cooking from scratch and how to preserve foods; area Backpack programs and much more.

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## Staff Strength Training



# TRANSPORTATION REPORT

DECEMBER 2023

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

## TRANSPORTATION ADVISORY COMMITTEE (TAC)

Planner Webb attended the TAC meeting held on December 12 at the MnDOT District 8 headquarters in Willmar. This is the next meeting to discuss the Urban Highway Prioritization Study.

## AREAS TRANSPORTATION PARTNERSHIPS (ATP)

Planners Webb attended the ATP Meeting held on December 8 in Marshall. This meeting discussed the Transportation Alternative Projects for the 2028 solicitation.

## 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:** Planner Webb and Community Development Director Walker attended the quarterly Transportation Planners meeting held in St. Cloud on Nov. 29 and 30. Planner Webb attended in person and Community Development Director Walker attended virtually.

The 2024 meeting scheduled was finalized.

February – Virtual Only

May – St. Cloud, held in conjunction along with the 2024 MN Transportation Conference

August – Bemidji

November – St. Cloud

## ACTIVE LIVING & SAFE ROUTES TO SCHOOL (SRTS)

### SRTS Infrastructure

\$10.9 million available

\$1 million maximum award – no funding match

Constructed in 2024 or 2025

Open 10/9 for Letters of Intent – applications due 2/2/24

<http://www.dot.state.mn.us/saferoutes/infrastructure-grants.html>

Next October 2024 will be similar funding available

This 100% funded grant covers costs to construct infrastructure that improves access and safety on prioritized routes to and at schools.

Adrian, Windom, Pipestone, Lakefield, and Redwood Falls are making full applications for MnDOT SRTS Infrastructure Grants.

### SRTS Planning Assistance Grant

This 100% funded grant will include technical assistance to provide an analysis of existing conditions, public outreach and identification of potential infrastructure and non-infrastructure solutions to help more children walk and bicycle safely to school.

The City of Windom, City of Minneota, and City of Lamberton are all potential applicants to apply for this funding in Spring, 2024.

### **SRTS Design Assistance Grant**

Design assistance is a new form of engineering studies. It intends to bridge the gap between safe routes to school plan strategies and implementation. Design assistance reports will verify existing methods and identify new engineering strategies to improve walking and bicycling routes to and from schools. The resulting document will include project summary sheets with concept-level drawings and a list of potential infrastructure projects prioritized by effectiveness in addressing safety risks, possible usage, and cost.

Applications are due by January 12.

Tracy is planning to apply for this Design Assistance Grant Opportunity.

### **Active Transportation**

Funded \$4.5 million for applications from 2022 eleven high-scoring projects

\$13.2 million available – no match funds required

Greater MN focused – Met Council has its own AT Funding from sales tax

\$1 million maximum award – no funding match

Constructed in 2024 or 2025

Open 10/9 for Letters of Intent – applications due 2/2/24

<https://www.dot.state.mn.us/active-transportation-program/infrastructure-grants.html>

Next October 2024 will be similar funding available

This 100% funded grant covers construction costs to implement infrastructure improvements to make walking, biking, and rolling better and safer in your community.

Jackson, Marshall, and Redwood Falls are making full applications for MnDOT Active Transportation Infrastructure Grants.

### **Active Transportation Safety Education**

Required training for all schools within the first 3 weeks

K-3 Pedestrian safety education

4-8 Bicycle and Pedestrian safety education

\$500,000 each year for education

If funds are left over after meeting the needs of 5–14-year-olds, additional funding may support 15–17-year-olds and adult education, and adults learn to ride.

### **Transportation Alternative Infrastructure Grant (Federal)**

This 80%/20% funded grant covers construction costs to implement infrastructure improvements to make walking, biking, and rolling better and safer in your community.

City of Marshall (District 8) is currently applying for 2 TAP Infrastructure Grants for solicitation year 2028.

Rock County was awarded \$573,902 in TAP Federal Grant Funds to complete rehab of the Blue Mounds County Trail that connects the City of Luverne's Trail Loop to the Blue Mounds State Park. The rehab project also includes 3.2 miles of trail inside of the Blue Mounds State Park. The county will coordinate with the DNR to complete this project in 2025.

## **REGIONAL TRAILS PLANNING**

Planners Webb and Bucklin are spearheading this project. Communications Specialist Crowley produced a new Quarterly Newsletter that went out at the end of October. A stakeholder meeting was held at the SRDC Board Room on Tuesday, December 5 at 2 pm to discuss the latest updates and to determine focus groups and interviews to conduct this winter.

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

**Friends of the Casey Jones State Trail:** The Friends of Casey Jones met on November 16th at the Slayton, MN Pizza Ranch to reorganize and elect new officers. Their next meeting will be held in the SRDC Board Room on Thursday, December 14 at 11:30 am.

The Friends were successful in receiving a bonding bill request for \$1.32 million for the 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 is expected to begin in 2024.



# Executive Director's Report

DECEMBER 2023

November was a very busy month leading into another busy December. Dennis and Robin and I attended the NADO Annual Training Conference in Cleveland at the beginning of the month, my report on the conference is attached.

Prior to the November Commission meeting, I conducted new member orientation for Commissioners Bittner, McClure and Kottke. If there are any Commissioners who haven't been through orientation yet, or who would like a refresher, please let me know and we'll get something scheduled.

We held our quarterly in-person MADO Executive Director meeting at the end of November in Bloomington. We met as a group with Sacha-Rose Phillips from the McKnight Foundation to discuss funding for capacity building in rural areas as well as with Frank Kolash from MPCA to discuss the availability of funds from MPCA for a number of different purposes. The RDCs have all applied for the Department of Commerce's Competitiveness Fund. This will help the RDCs, and other organizations identified in the statute passed last session, to add capacity for grant writing assistance to local units of government to apply for federal IRA or IIJA dollars, (Bipartisan Infrastructure Law and Inflation Reduction Act). The application was due on November 13th. Staffing continues to be an issue with many of the RDCs as experienced staff are heavily recruited for either other government positions or for positions in the private sector that typically pay more and have better benefits. The private sector in particular seems to be using flexible scheduling and hybrid or remote work opportunities to recruit. Alejandra and Kristian from Region 9 gave a presentation on the various forms of immigrant work visas and what they mean and how to use them. There was much discussion about H1B visas, and the difference between those and the H2B visas which many of the workers at Prime Pork in Windom had.

To help our staff members identify their strengths and explore the strengths of others, we conducted a StrengthsFinder's Discovery session on November 17th. Darla Waldner, who is the Executive Director of the Northwest Regional Development Commission and a Certified Trainer, lead the session and one of her staff assisted. We all took the assessment again to see what our strengths are. The session went well, and it offered staff a chance to get to know each other a little better as well.

Once again, MADO had a booth at the Association of Minnesota Counties Annual Conference. This year's conference was at the Minneapolis Hyatt. Executive Directors and/or staff from many of the RDCs were in attendance. On Thursday after AMC, the RDCs and other invitees that provide technical assistance in rural areas attended an all day workshop put on by the McKnight Foundation in St. Paul to discuss and identify gaps in service provision in the rural areas and what needs exist to make sure that the rural areas have adequate capacity to access state and federal program dollars as they become available.

Team Member	EXECUTING									INFLUENCING								RELATIONSHIP-BUILDING								STRATEGIC THINKING									
	Contributions: Concrete Reality, Details, Goals, Processes.									Contributions: Convincing, Igniting, Enrolling, Energizing								Contributions: Connecting, Inviting, Listening, Accepting								Contributions: Creating Possibilities, Direction, Information, Ideas.									
	Needs: practical, applicable, step-by-step guide, goal, systems, processes, rules									Needs: verbal processing, connection to a cause, validation, energy								Needs: authentic relationship, encouragement, listening, non-judgement								Needs: room to imagine, High level why/what, Give/share info, Explore ideas/meaning									
	Achiever	Arranger	Belief	Consistency	Deliberative	Discipline	Focus	Responsibility	Restorative	Activator	Command	Communication	Competition	Maximizer	Self-Assurance	Significance	Woo	Adaptability	Developer	Connectedness	Empathy	Harmony	Includer	Individualization	Positivity	Relator	Analytical	Context	Futuristic	Ideation	Input	Intellection	Learner	Strategic	
Nadya Bucklin	5																									3						2	4	1	
Sheila Crowley			3															4	1		2			5											
Jodi Klein																		3	5		2	1									4				
Kim Murphy						4														2					5						3			1	
Melissa Nelson	5																		3		1					4							2		
Kathy Schreiber	5			3		4		2														1													
Jay Trusty																											5	2			1	4	3		
Jason Walker	3																										4			5	1		2		
Chris Webb		2		4										3										1						5					
Robin Weis		3												1										4		5				2					
	EXECUTING									INFLUENCING								RELATIONSHIP-BUILDING								STRATEGIC THINKING									
Persons w/4 or more	Kathy																	Sheila, Jodi								Jason, Jay									
Persons w/3																		Melissa								Nadya									
Persons w/2	Chris																	Kim, Robin								Kim									
Persons strength in top 2	Kathy, Chris									Robin								Sheila, Jodi, Kim, Melissa, Kathy, Chris								Nadya, Kim, Melissa, Jay, Jason, Robin									



November 7 - 10, 2023  
Hilton Cleveland Downtown  
Cleveland, Ohio

### **Tuesday, November 7<sup>th</sup> Highlights**

#### **Concurrent Session: Making it Count: Achieving, Measuring and Reporting Results with Data Analysis**

Alison Turner, Senior Economic Development Researcher for the Argonne National Laboratory. Ms. Turner gave a presentation on a research project the lab did at the behest of EDA and the tools that they developed/updated, the National Economic Resilience Data Explorer, (NERDE) and the Economic Development Capacity Index. NERDE presents data by both Economic Development District and at the county level.

<https://www.anl.gov/dis/national-economic-resilience-data-explorer-nerde>

<https://www.anl.gov/dis/economic-development-capacity-index>

A survey of NADO members was conducted in 2020, the results of which highlighted the data most often requested:

- ☐ 52% of identified data sources were national (Census, BEA, BLS etc.) ☐ 27% mentioned State specific data sources ☐ Demographics data is the most widely accessed
- ☐ Clear desire for data around: – Labor market – Economic forecast – Corporate interest

Ms. Turner also defined the 3-D principals of data:

- ☐ **Discovery**
  - Asking questions
  - Understanding Space, Time, and Source
- ☐ **Diagnosis**
  - Evaluation of quality



– Relationships between metrics

□ **Decision Making**

– Coming back to the question

Concurrent Learning Lab: Equitable Regional Development: Looking through the Lens of Wealth Creation: Doing Economic Development Differently

Melissa Levy, Regional Development Researcher/Wealth Creation Specialist, and Carrie Kissel, Associate Director from the NADO Research Foundation led a class on how to put the wealth creation approach into practice through the use of asset inventories, SWOT analysis, strategy development, and evaluation. We each picked an example from our region. I used renewable energy and highlighted the built environment and the political willingness around the development of wind in the region. The group then broke down into smaller groups to do asset mapping of specific scenarios that were provided by the instructors, such as a brewery and a bio-fuel plant.

**Thursday, November 9<sup>th</sup> Highlights** (I laid low in my room on Wednesday because of a nasty head cold).

Concurrent Session: Equitable Regional Development: Equity and Inclusion Fundamentals

Chinenye Nkemere, Director of Strategy, and Bethany Studenic, Managing Director of Enlightened Solutions gave a presentation on Diversity and Inclusion in Rural and Semi-rural areas. Some of the more interesting things I learned at this session was that there are huge generational differences, America has become increasingly diverse with each generation. For Americans under 18, there is no racial majority. By 2045, there will be no racial majority in the U.S. In our region, of course, Worthington has already reached this milestone. While many think of diversity as only an urban phenomenon, 22% of rural populations are racially/ethnically diverse and that percentage will only get higher, especially as the younger generations move to more rural areas. In many areas of the country the rise of remote working has led to the in-migration of families to rural areas.

Concurrent Session: Regional Resilience, Renewable and Resilient Energy Solutions for Your Region

Matthew Popkin, Manager, US Cities & Communities, Rocky Mountain Institute, Sam Sharp from Region 9 in Mankato, and Mike Foley, Director, Department of Sustainability – Cuyahoga County, Ohio talked about different ways to increase energy resiliency locally. Region 9 talked about their partnership with Greater MSP on the development of a Bio-Economy Development Zone and some of their work on resiliency planning with their communities. The highlight for me was the discussion of “brightfields” or the development of renewable energy projects sited on top of brownfields, especially in urban areas. This was a good lead into the Mobile Workshop that I went on with



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