

HELLO
February
SRDC
Board
meeting

THURSDAY  AT 3:30 PM
FEBRUARY
2025

SRDC BOARD ROOM
SLAYTON, MN



Southwest Regional Development Commission

Commissioner

Rick Anderson
 JoEllen Benson
 Bob Byrnes
 Miron Carney
 Donna Gravley
 Mark Haberman
 Eric Hartman
 Chris Hollingsworth
 Paul Langseth
 Mic VanDeVere
 Bob Van Hee
 Rick VonHoldt
 Dennis Welgraven

Representing

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

Promoting Growth & Opportunities for Southwest MN

We work to connect units of government, businesses, and communities with the resources, planning, and services needed to promote growth.

Together we can further opportunities in Southwest Minnesota

by promoting a growing workforce and business base

and ensuring population stability

COTTONWOOD | JACKSON | LINCOLN | LYON | MURRAY | NOBLES | PIPESTONE | REDWOOD | ROCK



SRDC
BOARD MEETING

Thursday, February 13, 2025
3:30 pm

2401 Broadway Ave
Slayton, MN 56172

AGENDA

| # | Time | | Page |
|----|------|--|--------------------------------|
| 1 | 3:30 | Call to Order & Pledge of Allegiance | |
| 2 | 3:31 | Introductions | |
| 3 | 3:35 | Additions to and Approval of Agenda Action Needed: Approve Agenda | |
| 4 | | Board of Director Appointment JoEllen Benson, Rock County Action Needed: Approve Board of Directors Rep | |
| 5 | 3:37 | Consent Agenda Items <ul style="list-style-type: none"> • December Receipts & Expenditures • RMEB Contract • Jackson County Revolving Loan Fund Contract • SW MN Housing Partnership Contract Action Needed: Approve of Consent Agenda Items | 5-9 10-13 14-18 19-22 |
| 6 | 3:40 | Finance Reports — <i>Treasurer Anderson & Exec. Director Trusty</i> <ul style="list-style-type: none"> • Treasurer’s Report, including bank accounts & investments • Administrative Report through December 2024 • Indirect Cost Proposal • FY 2026 Budget & Work Plan Timeline Action Needed: Approval of Treasurer’s Report Action Needed: Approval of Administrative Report | 23 24 25-38 39 |
| 7 | 4:10 | Legislative Report – <i>Chair Miron Carney / Executive Director Trusty</i> | |
| 8 | 4:20 | Deep Dive: Legislative – <i>Miron Carney / Executive Director Trusty</i> | |
| 9 | 4:35 | Executive Director’s Report — <i>Executive Director Trusty</i> | 40 |
| 10 | 4:50 | Chairman’s Report — <i>Chairman Langseth</i> | |
| 11 | 4:53 | Unfinished Business | |
| 12 | 4:53 | New Business | |
| 13 | 4:53 | Other Issues | |

| | | |
|----|------|--|
| | | <p>Announcements</p> <ul style="list-style-type: none"> • SRDC Office will be closed Monday, February 17 in observance of President’s Day • SRDC full commission meeting Thurs., March 13th at 4-H building located at the Murray County Fairgrounds • Commissioner vacancies: Lincoln Co Municipalities, Murray County Townships, Pipestone County Townships, Lyon County Townships, • School Board Rep, Lower Sioux and Cultural Diversity • |
| 14 | 4:55 | <p>Adjourn <i>***Written Planner Reports are located on pages 41 through 50 of the meeting packet. For questions or additional information regarding report information, please contact staff.***</i></p> |

OUR VISION

The vision of the Southwest Regional Development Commission is to channel progressive collaboration between cities, counties, and townships so that shared knowledge and resources can be used to help the region prepare for a future where people and businesses thrive.

- If we are successful, the region will see:**
- A growing workforce & business base
 - Population stability
 - Better lives for those living in the region
 - Solutions to regional challenges



2401 Broadway Ave., Slayton, MN
 507-836-8547

SRDC CASH RECEIPTS SUMMARY

Table with columns: DATE REC'D, RECEIVED FROM, CHECK #, AMOUNT, BY. Rows include various transactions such as 'C-RLF Loan Borrowers', 'Falcon Loan Borrowers', 'RLF Loan Borrowers', etc., ending with a total of 642,682.44.

Southwest Regional Development Commission
 Check/Voucher Register - Board Check Register
 From 12/1/2024 Through 12/31/2024

| Session ID | Check ... | Document... | Vendor Name | Transaction Description | Check Amount | Effective Date |
|---------------|-----------|-------------|-----------------------------|--|--------------|----------------|
| CD12192024... | 005 | 12/26/2024 | | REED/REDG payment Dec 2024 | 15,200.00 | 12/26/2024 |
| CD12192024... | 005 | 12/26/2024 | | REED/REDG payment Dec 2024 | 300.00 | 12/26/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Nadya N. Bucklin | Employee: Bucklin; Pay Date: 12/12/2024 | 1,941.70 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/12/2024 | 2,317.79 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/12/2024 | 222.26 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/12/2024 | 149.13 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Sheila F. Crowley | Employee: CrowleyS; Pay Date: 12/12/2024 | 1,630.90 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Sheila F. Crowley | Employee: CrowleyS; Pay Date: 12/12/2024 | 41.81 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Jodi L. Klein | Employee: KleinJ; Pay Date: 12/12/2024 | 1,447.31 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Jodi L. Klein | Employee: KleinJ; Pay Date: 12/12/2024 | 18.32 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Melissa Nelson | Employee: MansonM; Pay Date: 12/12/2024 | 1,867.05 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Kimberly Murphy | Employee: MurphyK; Pay Date: 12/12/2024 | 1,682.10 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/12/2024 | 1,611.97 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/12/2024 | 104.70 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/12/2024 | 55.10 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/12/2024 | 19.43 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Jayne I. Trusty | Employee: TrustyJ; Pay Date: 12/12/2024 | 3,218.35 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Jason L. Walker | Employee: WalkerJ; Pay Date: 12/12/2024 | 2,598.98 | 12/12/2024 |
| PRS12122024 | 12122... | 12/12/2024 | Christopher S. Webb | Employee: WebbC; Pay Date: 12/12/2024 | 1,706.69 | 12/12/2024 |
| APS122024 | 12202... | 12/20/2024 | Dennis A. Klingbile | Dennis Klingbile 7.11.24 to 12.12.24 Meetings | 150.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Dennis A. Klingbile | Dennis Klingbile 7.11.24 to 12.12.24 Meetings | 290.78 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Tiffany L. Lesmeister-Knott | Tiffany Knott 11/14/24 Meeting | 50.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Tiffany L. Lesmeister-Knott | Tiffany Knott 11/14/24 Meeting | 80.40 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Jeffrey Moen | Jeff Moen 11/14/24 Mtg - only req. one way on last expense | 48.91 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | JoEllen M. Benson | JoEllen Benson 12/12/24 Meetings | 50.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | JoEllen M. Benson | JoEllen Benson 12/12/24 Meetings | 75.04 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Keith A. Elbers | Keith Elbers 12.12.24 Meeting | 50.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Keith A. Elbers | Keith Elbers 12.12.24 Meeting | 80.40 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Mark A Haberman | Mark Haberman 12/12/24 Meeting | 50.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Mark A Haberman | Mark Haberman 12/12/24 Meeting | 43.55 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Paul Langseth | Paul Langseth 12/2 to 12/12/24 Meetings | 100.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Paul Langseth | Paul Langseth 12/2 to 12/12/24 Meetings | 96.48 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Richard Anderson | Rick Anderson 12.12.24 Meeting | 50.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Richard Anderson | Rick Anderson 12.12.24 Meeting | 30.82 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Robert J. Byrnes | Robert Byrnes 12.2.24 to 12.12.24 | 100.00 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Robert J. Byrnes | Robert Byrnes 12.2.24 to 12.12.24 | 42.88 | 12/20/2024 |
| APS122024 | 12202... | 12/20/2024 | Robert H. Van Hee | Bob VanHee 12/12/24 Meeting | 50.00 | 12/20/2024 |

Southwest Regional Development Commission

Check/Voucher Register - Board Check Register

From 12/1/2024 Through 12/31/2024

| Session ID | Check ... | Document... | Vendor Name | Transaction Description | Check Amount | Effective Date |
|---------------|-----------|-------------|----------------------------------|---|--------------|----------------|
| APS122024 | 12202... | 12/20/2024 | Robert H. Van Hee | Bob VanHee 12/12/24 Meeting | 93.80 | 12/20/2024 |
| PRS122624 | 12262... | 12/26/2024 | Nadya N. Bucklin | Employee: BucklinN; Pay Date: 12/26/2024 | 2,180.09 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/26/2024 | 1,725.78 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/26/2024 | 911.46 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Robin R. Weis | Employee: WeisR; Pay Date: 12/26/2024 | 57.82 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Sheila F. Crowley | Employee: CrowleyS; Pay Date: 12/26/2024 | 1,223.18 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Sheila F. Crowley | Employee: CrowleyS; Pay Date: 12/26/2024 | 449.53 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Jodi L. Klein | Employee: KleinJ; Pay Date: 12/26/2024 | 1,442.73 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Jodi L. Klein | Employee: KleinJ; Pay Date: 12/26/2024 | 22.90 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Melissa Nelson | Employee: MansonM; Pay Date: 12/26/2024 | 1,867.05 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Kimberly Murphy | Employee: MurphyK; Pay Date: 12/26/2024 | 1,682.10 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/26/2024 | 1,598.12 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/26/2024 | 165.31 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Kathleen M. Schreiber | Employee: SchreiberK; Pay Date: 12/26/2024 | 71.65 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Jayne I. Trusty | Employee: TrustyJ; Pay Date: 12/26/2024 | 3,218.35 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Jason L. Walker | Employee: WalkerJ; Pay Date: 12/26/2024 | 2,598.98 | 12/26/2024 |
| PRS122624 | 12262... | 12/26/2024 | Christopher S. Webb | Employee: WebbC; Pay Date: 12/26/2024 | 1,894.29 | 12/26/2024 |
| CD12172024... | 6 | 12/25/2024 | | Nov 2024 Wex Fees | 22.00 | 12/25/2024 |
| APS12052024 | 60882 | 12/5/2024 | Abila | Abila Multiple Clouds 12/26/24-1/25/25 | 813.77 | 12/5/2024 |
| APS12052024 | 60883 | 12/5/2024 | AFLAC | Aflac Nov 2024 | 434.16 | 12/5/2024 |
| APS12052024 | 60884 | 12/5/2024 | Association of Minnesota Coun... | AMC 2024 Annual Conference Booth Rent | 1,000.00 | 12/5/2024 |
| APS12052024 | 60885 | 12/5/2024 | Bluepeak | Bluepeak 11/24/24 to 12/23/24 | 61.48 | 12/5/2024 |
| APS12052024 | 60885 | 12/5/2024 | Bluepeak | Bluepeak 11/24/24 to 12/23/24 | 61.53 | 12/5/2024 |
| APS12052024 | 60886 | 12/5/2024 | City of Slayton | City of Slayton 10/22/24 to 11/19/24 | 22.08 | 12/5/2024 |
| APS12052024 | 60886 | 12/5/2024 | City of Slayton | City of Slayton 10/22/24 to 11/19/24 | 23.92 | 12/5/2024 |
| APS12052024 | 60887 | 12/5/2024 | Culligan Water Conditioning | 4 bottles water, 2 bags salt, cooler rental | 54.80 | 12/5/2024 |
| APS12052024 | 60887 | 12/5/2024 | Culligan Water Conditioning | 4 bottles water, 2 bags salt, cooler rental | 12.60 | 12/5/2024 |
| APS12052024 | 60888 | 12/5/2024 | Fryberger, Buchanan, Smith &... | Inv 18064 - Sept 2024 Charges | 1,000.00 | 12/5/2024 |
| APS12052024 | 60889 | 12/5/2024 | Grain Exchange | Grain Exchange gift card for Samuelson Xmas gift | 25.00 | 12/5/2024 |
| APS12052024 | 60890 | 12/5/2024 | Minnesota Counties Intergover... | WC Audit 2023: WCG46023-1 | 105.00 | 12/5/2024 |
| APS12052024 | 60891 | 12/5/2024 | Midwest Roofing & Coating, LLC | PACE SEP loan disbursement: Egan's Market | 10,000.00 | 12/5/2024 |
| APS12052024 | 60892 | 12/5/2024 | Murray County Christmas Fund | Murray Co Xmas Project donations | 2,377.55 | 12/5/2024 |
| APS12052024 | 60893 | 12/5/2024 | Nichole Johnson | Nichole Johnson Ind Contractor Explore SW Sept-Nov 2024 | 700.00 | 12/5/2024 |
| APS12052024 | 60894 | 12/5/2024 | Quill Corporation | HP black toner | 157.69 | 12/5/2024 |
| APS12052024 | 60895 | 12/5/2024 | Slayton EDA | EDA Lease Dec 2024 | 4,848.63 | 12/5/2024 |
| APS12052024 | 60896 | 12/5/2024 | SRDC | Explore SW Nov 2024 | 200.00 | 12/5/2024 |
| APS12052024 | 60897 | 12/5/2024 | SRDC | RMEB: Sept + Oct 2024 Planner + Audit | 2,040.00 | 12/5/2024 |

Southwest Regional Development Commission
 Check/Voucher Register - Board Check Register
 From 12/1/2024 Through 12/31/2024

| Session ID | Check ... | Document... | Vendor Name | Transaction Description | Check Amount | Effective Date |
|-------------|-----------|-------------|---------------------------------|--|--------------|----------------|
| APS12052024 | 60898 | 12/5/2024 | Stoneberg, Giles & Stroup, PA | Stoneberg: Adrian Auto judgment & lien search; CRLF | 79.50 | 12/5/2024 |
| APS12052024 | 60899 | 12/5/2024 | TeamKeeper | TeamKeeper inv 100280 and 101587 | 1,150.00 | 12/5/2024 |
| APS121224 | 60900 | 12/12/2024 | Chandler Co-Op | Chandler Coop Nov. 2024 | 118.21 | 12/12/2024 |
| APS121224 | 60901 | 12/12/2024 | Grants Management Systems ... | Monthly license, warranty, service and support | 100.00 | 12/12/2024 |
| APS121224 | 60901 | 12/12/2024 | Grants Management Systems ... | Monthly license, warranty, service and support | 40.00 | 12/12/2024 |
| APS121224 | 60902 | 12/12/2024 | Jason Nielsen | Jason Nielsen 11/20/24 Meeting; RLF | 50.00 | 12/12/2024 |
| APS121224 | 60903 | 12/12/2024 | Mike's Plumbing & Heating, Inc. | Replace water heater, labor | 56.00 | 12/12/2024 |
| APS121224 | 60903 | 12/12/2024 | Mike's Plumbing & Heating, Inc. | Replace water heater, labor | 84.00 | 12/12/2024 |
| APS121224 | 60904 | 12/12/2024 | Miles Partnership, LLLP | Explore MN: Official Travelers Guide 1/3 pg sq ad | 2,550.00 | 12/12/2024 |
| APS121224 | 60905 | 12/12/2024 | Murray County Christmas Fund | Murray Co Xmas Project - CSB+Currie T&C, Un Meth Church | 2,700.00 | 12/12/2024 |
| APS121224 | 60906 | 12/12/2024 | NADO | NADO 2025, Jay + Paul registration | 1,210.00 | 12/12/2024 |
| APS121224 | 60907 | 12/12/2024 | Nobles County Auditor/Treasurer | Egans Market: Loan closing fees; PACE SEP | 23.00 | 12/12/2024 |
| APS121224 | 60908 | 12/12/2024 | Nobles County Recorder | Egans Market: Loan closing fees; PACE SEP | 46.00 | 12/12/2024 |
| APS121224 | 60909 | 12/12/2024 | Northwest Gas | NW Gas 10/21/24 to 11/21/24 | 80.80 | 12/12/2024 |
| APS121224 | 60909 | 12/12/2024 | Northwest Gas | NW Gas 10/21/24 to 11/21/24 | 121.16 | 12/12/2024 |
| APS121224 | 60910 | 12/12/2024 | Schaap Sanitation | Schaap 12/1/24 to 12/31/24 | 30.51 | 12/12/2024 |
| APS121224 | 60910 | 12/12/2024 | Schaap Sanitation | Schaap 12/1/24 to 12/31/24 | 45.76 | 12/12/2024 |
| APS121224 | 60911 | 12/12/2024 | TCM Bank NA | TCM Bank closing date 12/1/24 | 917.99 | 12/12/2024 |
| APS121224 | 60911 | 12/12/2024 | TCM Bank NA | TCM Bank closing date 12/1/24 | 154.41 | 12/12/2024 |
| APS121224 | 60911 | 12/12/2024 | TCM Bank NA | TCM Bank closing date 12/1/24 | 10.00 | 12/12/2024 |
| APS121224 | 60912 | 12/12/2024 | The Computer Man, Inc. | Assist KS with Teams, KM new phone setup, CW new phone setup | 187.50 | 12/12/2024 |
| APS121224 | 60913 | 12/12/2024 | Verizon Wireless | Verizon 11/2/24 to 12/1/24 | 101.06 | 12/12/2024 |
| APS121224 | 60914 | 12/12/2024 | XCEL Energy | Xcel Energy 11/1/24 - 12/3/24 | 164.23 | 12/12/2024 |
| APS121224 | 60914 | 12/12/2024 | XCEL Energy | Xcel Energy 11/1/24 - 12/3/24 | 246.34 | 12/12/2024 |
| APS12182024 | 60917 | 12/18/2024 | Frontier Communications | Frontier 5078360034 12/10/24 - 1/9/25 | 480.29 | 12/18/2024 |
| APS12182024 | 60917 | 12/18/2024 | Frontier Communications | Frontier 5078360034 12/10/24 - 1/9/25 | 891.96 | 12/18/2024 |
| APS12182024 | 60918 | 12/18/2024 | Joyful Eyes Optometry, PLLC | Refund: RLF Loan Agreement Balance - Joyful Eyes | 50.50 | 12/18/2024 |
| APS12182024 | 60919 | 12/18/2024 | Kurt Richardson | AP Invoices | 100.00 | 12/18/2024 |
| APS12182024 | 60920 | 12/18/2024 | Midway Farm Equipment, Inc | RLF Loan Disbursement: Midway Farm Equipment, Inc. | 54,000.00 | 12/18/2024 |
| APS12182024 | 60921 | 12/18/2024 | NCPERS Group Life Ins. | NCPERS Jan 2025 | 112.00 | 12/18/2024 |
| APS12182024 | 60922 | 12/18/2024 | Stoneberg, Giles & Stroup, PA | Temple Rock (RLF) legal fees; half of total invoice | 4,600.25 | 12/18/2024 |
| APS123124 | 60923 | 12/31/2024 | Abila | Abila Multiple Clouds 1/26/25 to 2/25/25 | 813.76 | 12/31/2024 |
| APS123124 | 60924 | 12/31/2024 | AFLAC | Aflac Dec 2024 | 434.16 | 12/31/2024 |

Southwest Regional Development Commission
 Check/Voucher Register - Board Check Register
 From 12/1/2024 Through 12/31/2024

| Session ID | Check ... | Document... | Vendor Name | Transaction Description | Check Amount | Effective Date |
|---------------------|-----------|-------------|------------------------------|---|-------------------|----------------|
| APS123124 | 60925 | 12/31/2024 | Allen Jensen | Allen Jensen 12/20/24 Mtg | 25.00 | 12/31/2024 |
| APS123124 | 60926 | 12/31/2024 | Bluepeak | Bluepeak 12/24/24 to 1/23/25 | 61.49 | 12/31/2024 |
| APS123124 | 60926 | 12/31/2024 | Bluepeak | Bluepeak 12/24/24 to 1/23/25 | 62.03 | 12/31/2024 |
| APS123124 | 60927 | 12/31/2024 | Fleet Services Division | Monthly Lease rent 11/1/24 - 11/30/24 | 151.23 | 12/31/2024 |
| APS123124 | 60928 | 12/31/2024 | Jeremy D. Janssen | Jeremy Janssen 10/25 - 12/20/24 Mtgs | 75.00 | 12/31/2024 |
| APS123124 | 60929 | 12/31/2024 | John Hay | John Hay 10/25 - 12/20/24 | 75.00 | 12/31/2024 |
| APS123124 | 60930 | 12/31/2024 | Kevin Leopold | Kevin Leopold 10/25 - 12/20/24 Mtgs | 75.00 | 12/31/2024 |
| APS123124 | 60931 | 12/31/2024 | Marilyn Samuelson | Janitorial services Dec 2024 | 328.00 | 12/31/2024 |
| APS123124 | 60931 | 12/31/2024 | Marilyn Samuelson | Janitorial services Dec 2024 | 472.00 | 12/31/2024 |
| APS123124 | 60932 | 12/31/2024 | Murray County Christmas Fund | Murray Co Xmas Project | 2,270.00 | 12/31/2024 |
| APS123124 | 60933 | 12/31/2024 | Northwest Gas | NW Gas 11/21/24 to 12/18/24 | 182.77 | 12/31/2024 |
| APS123124 | 60933 | 12/31/2024 | Northwest Gas | NW Gas 11/21/24 to 12/18/24 | 274.16 | 12/31/2024 |
| APS123124 | 60934 | 12/31/2024 | Steven Bornhoff | Steven Bornhoff 10/25 - 12/20/24 | 75.00 | 12/31/2024 |
| APS123124 | 60935 | 12/31/2024 | The Computer Man, Inc. | Domain transfer - mnado.org; exp 11/27/25 | 18.00 | 12/31/2024 |
| APS123124 | 60936 | 12/31/2024 | Tracy L. Freking | Tracy Freking 10/25 - 12/20/24 Mtgs | 75.00 | 12/31/2024 |
| CD12162024... | BCBS1 | 12/20/2024 | | BCBS Jan 2025 | 13,480.51 | 12/20/2024 |
| Report Total | | | | | 172,185.78 | |

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

THIS CONTRACT, for technical services is entered into this 1ST day of January, 2025, 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, 2025 and shall continue through December 31, 2025. 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 2025 and are based on the activity to be performed as per Exhibits A-C.
 - o Exhibit A - \$100.00 Planner - \$175.00 Executive Director
 - o Exhibit B - \$85.00
 - o Exhibit C - \$60.00

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

Dan Wildermuth
Dan Wildermuth

Dan Wildermuth (Jan 30, 2025 12:42 CST)
Chairperson

Executive Director

Dennis Welgraven

Dennis Welgraven (Feb 1, 2025 12:14 CST)
Board Member

Date: _____

30/01/25
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

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- 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.

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, 2025, and continue through December 31, 2025. {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 \$125/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. The Communications services will be \$100/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 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

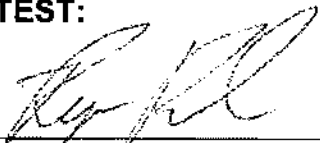
No proprietary data or services of the SRDC will be required for completion of this contract.

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.

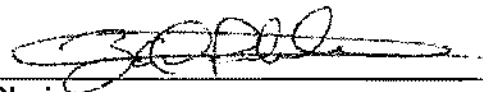
IN WITNESS WHEREOF, the parties have executed this agreement on the 21st, day of January, 2025

ATTEST:



County Administrator

COUNTY OF JACKSON



Chair

Date: 1/21/2025

Date: 1/21/2025

ATTEST:

Executive Director

**SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION**

Chair

Date: _____

Date: _____

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
CONTRACT WITH
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
FOR
TECHNICAL SERVICES**

THIS CONTRACT, for technical services is entered into this 1st day of January, 2025, by and between the Southwest Regional Development Commission (SRDC), and the Southwest Minnesota Housing Partnership (SWMHP).

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

The term of this contract commences January 1, 2025 and shall continue through December 31, 2025. The following work activities will be provided:

I. Financial Services will be provided to the Southwest Minnesota Housing Partnership as per the attached work activity list. (Exhibit A)

II. Support Services will be provided to the Southwest Minnesota Housing Partnership as per the attached work activity list. (Exhibit B)

III. Payment for Services

- A. The SWMHP will make payment to the SRDC. Statements will be billed monthly.
- B. The following rates apply for Fiscal Year 2025 starting 1-1-25 and are based on the position performing the service. In general, the service will be provided by the respective position or positions as shown on Exhibit A and/or B. In the event that a backup is needed, the rate for the backup position will be charged. This, however, is expected to occur infrequently.
 - 1. Administrative Specialist - \$ 60.00
 - 2. Accounting Specialist - \$ 65.00
 - 3. Finance Director - \$ 85.00
- C. Costs such as copies, phone, postage, etc. are charged specifically to SWMHP codes as utilized.

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 SWMHP 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 SWMHP employees and is not eligible for worker' or unemployment compensation benefits under the SWMHP. 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. Hold Harmless

SRDC shall indemnify, defend and hold SWMHP and its respective representatives, employees, officers, directors and agents harmless against all claims, suit, costs, damages, liabilities, losses, judgments, expenses (including attorneys' and other professional fees and expenses) and settlements arising out of or resulting from any breach of this Agreement by SRDC or otherwise arising out of, resulting from or otherwise relating to services under this Agreement. SRDC's indemnification of SWMHP shall not apply to claims, suits, costs, damages, liabilities, losses, judgments, expenses (including attorneys' and other professional fees and expenses) and settlements arising out of SWMHP's negligence or otherwise unlawful acts.

VI. Cancellation

This contract may be cancelled by the SWMHP 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 SWMHP. The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities with the other members possibly utilized as backup for time-sensitive 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.

IX. Contract Extension

This contract may be extended on an annual basis by mutual agreement of the Chairperson and the Director of both the SRDC and SWMHP with rate changes and duties reevaluated on a fiscal year basis.

SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION

SOUTHWEST MINNESOTA
HOUSING PARTNERSHIP

Chairperson

Chairperson

Executive Director

CEO

Date _____

Date _____

EXHIBIT A

Financial Services Work Activity list

Accounting Specialist

- Do monthly recurring receivables and splits for phone, office space costs, computer network, maintenance, etc. that are owned by both organizations and appropriately charge the respective organization. Deposit all checks in appropriate banks. Research or work with outside companies on billing questions and rate changes, etc. as needed

Finance Director

- Work with Executive Director or his designee on building, maintenance, general office equipment and cost splits and researching costs of equipment/maintenance carriers and other joint owned equipment as needed.

EXHIBIT B

Support Services Work Activity list

Administrative Specialist

Program/troubleshoot phone issues as needed

Faxes: send/deliver faxes throughout the day

Sort incoming mail daily

Answer phones throughout the day

Walk-ins throughout the day

Receipt checks on excel sheet as needed - Backup

Place postage on outgoing mail and take to post office daily

Stamp/copy/send checks once signatures are obtained - Backup

Order joint supplies (paper towels, toilet paper, copier toner, copy and colored paper, postage meter supplies, etc.DD) as needed

Pickup pop and stock fridge as needed

Take copier reading for both copiers for monthly billing

Request postage check, send in and download postage as needed

Tabs for applications

Change backup tapes for the computer systems weekly

Close/lock up office at end of day

Send out housing information packets and Home Stretch packets and Pre-foreclosure letters as applicable

Work requests as they come in...copy, type, punch and bind, etc. This includes work requests from all Housing areas.

Cut business cards as needed.

Other duties as requested by Housing staff members.

**TREASURER'S REPORT
MONTH END January 31, 2025**

Bank Account Information

INVESTMENTS -General Fund

| Bank | Amount | Due Date | APY Interest Rate |
|--|---------------|-----------------|------------------------------|
| United Prairie Bank - Worthington | \$ 104,460.72 | 5/25/2025 | 5.07% |
| Jackson Federal Savings & Loan-Jackson (X5272) | 110,423.23 | 01/20/26 | 3.96% |
| Currie State Bank-Currie | 117,821.98 | 09/02/25 | 4.33% |
| Currie State Bank-Currie | 100,000.00 | 09/02/25 | 4.33% |
| Jackson Federal Savings & Loan-Jackson (X5331) | 104,194.63 | 12/13/25 | 4.16% |
| Jackson Federal Savings & Loan-Jackson (X5332) | 104,194.63 | 12/13/25 | 4.16% |
| Magic Fund - First National Bank | 100,000.00 | 11/27/26 | 4.55% |

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.

| | |
|--------------------------|-------------------|
| TOTAL INVESTMENTS | 741,095.19 |
|--------------------------|-------------------|

ACCOUNTS-Dedicated and Undedicated Funds Program Accounts

| | | 1/31/2025 |
|---------------------------------|---------------|-------------------|
| Minnwest Bank South-Slayton | Checking | \$ 2,965.00 |
| Minnwest Bank South-Slayton | Savings | 644,552.43 |
| Minnwest Bank South-Slayton | Savings-F & H | 32,237.70 |
| First Independent Bank-Russell | Savings | 85,471.00 |
| United Prairie Bank-Worthington | Savings | 61,129.66 |
| Jackson Federal S&L-Jackson | Savings | 50,520.37 |
| TOTAL CASH ACCOUNTS | \$ | 876,876.16 |

Approximate Designated Funds-Projects

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

| | 1/31/2025 | 1/31/2024 |
|---|------------------------|----------------------|
| Total Investments | \$ 741,095.19 | \$ 719,519.90 |
| Total Cash Accounts | \$ 876,876.16 | \$ 608,218.62 |
| Total Dedicated Funds | \$ (466,254.20) | \$ (466,254.20) |
| TOTAL FUNDS AVAILABLE FOR CASHFLOW (| \$ 1,151,717.15 | \$ 861,484.32 |

SPECIAL REVENUE ACCOUNTS-NonAdministrative

| | | |
|--|---------------------|--|
| EDA Planning Funds | \$ 50 | |
| EDA Revolving Loan Funds-(business loans only) | 363,155 | |
| C-EDA Revolving Loan Funds-(business loans only) | 299,825 | |
| PACE Funds-EE-RLF | 283,784 | |
| PACE Funds-ARRA-(loans only) | 104,623 | |
| PACE Funds-SEP-(loans only) | 82,542 | |
| PACE Funds-(Electric Companies-funds to pay off loans & admin) | 10,149 | |
| PACE (County Funds used to pay down on REED loan) \$88,704 | - | |
| TOTAL SPECIAL FUNDS | \$ 1,144,128 | |

| |
|-----------------------------------|
| PACE Loan Funds 470,949 |
|-----------------------------------|



Southwest Regional Development Commission

Month End December 2024 Fiscal Year 2025

YTD Comparison % of Budget 50.00

| Revenues | FY25 Budget | | | | | YTD Comparison % of Budget | | | | | Year to Date | Under / Over Budget | % of Overall Budget | Explanation/Comments |
|--|------------------|-------------------|-------------------|-------------------|--------------------|----------------------------|-------------------|-------------------|--------------|--|--------------|---------------------|---------------------|----------------------|
| | July - September | October | November | December | October - December | July - September | October | November | December | October - December | | | | |
| Taxes | 465,617 | 1,325.51 | 10,868.17 | 40,681.78 | 144,383.47 | 195,933.42 | 197,258.93 | 268,358.07 | 42.4% | When current taxes received, payments primarily received in Dec and Jun | | | | |
| Contract for Services | 272,778 | 42,963.48 | 22,906.93 | 19,697.18 | 13,923.82 | 56,527.93 | 99,481.41 | 173,296.59 | 36.5% | Based on activity earned to date. | | | | |
| R9-McKnight | 191,275 | 191,275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 191,275.00 | 0.00 | 100.0% | We received all of the R9 McKnight money up front, in July 2024 | | | | |
| MnDOT-Regional | 75,000 | 37,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 37,500.00 | 37,500.00 | 50.0% | Based on Billings Yearly amt is \$75000 | | | | |
| Economic Development Adm | 105,119 | 9,822.68 | 10,303.06 | 5,964.79 | 2,978.61 | 19,246.46 | 29,069.14 | 76,049.86 | 27.7% | Grant Earned (Federal share) | | | | |
| EDA Trails Grant | 58,291 | 58,291.08 | 0.00 | 0.00 | 0.00 | 0.00 | 58,291.08 | 0.00 | 100.0% | Based on activity earned to date. (Federal share) Done Sept 2024 | | | | |
| RLF Admin (Covid & Regular) | 60,000 | 20,775.64 | 6,675.12 | 4,817.56 | 6,763.10 | 18,255.78 | 39,031.42 | 20,968.58 | 65.1% | Based on activity earned to date. | | | | |
| Commerce - State Comp Grant | 179,000 | 28,772.15 | 13,671.05 | 9,457.37 | 7,080.83 | 30,209.25 | 58,981.40 | 120,018.60 | 33.0% | \$290,000 over 2 Yrs 4 mths, est. start March 2024, est. to use in FY24 \$40,000 | | | | |
| CERTs Funds | 86,160 | 4,284.01 | 9,426.05 | 9,891.90 | 7,706.19 | 27,024.14 | 31,308.15 | 54,851.85 | 36.3% | 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 | 6,800 | 757.11 | 217.24 | 1,881.97 | 1,216.27 | 3,315.48 | 4,072.59 | 2,727.41 | 59.9% | Loan in/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 | 15,000.00 | 30,000.00 | 30,000.00 | 50.0% | Based on Billings (800 hours at \$75/hr for the year) | | | | |
| Interest & Miscellaneous | 19,184 | 11,706.52 | 1,107.71 | 878.52 | 1,195.99 | 3,182.22 | 14,888.74 | 4,295.26 | 77.6% | Bank in/loan orig fee **Bank interest is coming in higher than estimated and includes CD interest** | | | | |
| Building Reserves Used | 31,850 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31,850.00 | 0.0% | Need to replace the roof and only a small amount will be paid by Insurance (Quote is \$65,000, our portion is \$31,850 and SWMHP's portion is \$33,150) | | | | |
| Total Revenues | 1,611,074 | 422,463.18 | 75,175.33 | 93,271.07 | 200,248.28 | 368,694.68 | 791,157.86 | 819,916.22 | 49.1% | | | | | |
| Expenditures | | | | | | | | | | | | | | |
| Committee Expenses | 30,300 | 4,790.44 | 1,412.04 | 1,723.26 | 2,138.06 | 5,273.36 | 10,063.80 | 20,236.20 | 33.2% | Includes Board Retreat & Orientation, added Annual Mtg | | | | |
| Salaries & Fringe | 1,072,887 | 223,789.33 | 117,035.94 | 78,933.25 | 76,756.12 | 272,725.31 | 496,514.64 | 576,372.36 | 46.3% | Includes FY25 Salaries/Fringe (including 8% Increase Of Health Insurance/H.S.A) | | | | |
| Travel | 60,000 | 12,667.31 | 4,159.43 | 11,789.96 | 2,933.72 | 18,883.11 | 31,550.42 | 28,449.58 | 52.6% | Staff Travel | | | | |
| Office Space Costs | 44,194 | 2,166.86 | 748.17 | 692.55 | 841.11 | 2,281.83 | 4,448.69 | 39,745.31 | 10.1% | Utilities | | | | |
| Postage (on hand, not including Hsg Reimb) | 5,349 | 29.97 | 1,009.99 | 1,009.99 | 9.99 | 2,029.97 | 2,059.94 | 3,289.06 | 38.5% | We sent out the EDA Trails booklets, so had to get more postage in November. EDA Trails did reimburse us for most, we had to estimate because of the timing of the Contract ending and books showing up. | | | | |
| Communications | 9,219 | 3,936.66 | 582.54 | 642.83 | 642.84 | 1,868.21 | 5,804.87 | 3,414.13 | 63.0% | | | | | |
| Printing/Publication | 20,504 | 1,851.13 | 526.13 | 1,524.04 | 2,708.60 | 4,758.77 | 6,609.90 | 13,894.10 | 32.2% | | | | | |
| Insurance | 5,917 | 2,615.85 | 24.41 | 22.08 | 127.08 | 173.57 | 2,789.42 | 3,127.58 | 47.1% | Insurance dividend/Building Insurance | | | | |
| Supplies | 17,000 | 4,748.71 | 5,679.79 | 367.89 | 254.68 | 6,302.36 | 11,051.07 | 5,948.93 | 65.0% | August includes our Strategic Plan, this also includes our part of MADO | | | | |
| Program Supply (Trails EDA) | 11,418 | 11,418.27 | 0.00 | 0.00 | 0.00 | 0.00 | 11,418.27 | 0.00 | 100.0% | Reimbursed by Trails EDA | | | | |
| Computer | 41,250 | 3,883.06 | 1,162.76 | 912.77 | 2,268.26 | 4,343.79 | 8,226.85 | 33,023.15 | 19.9% | Quoted price for FY25 audit - Kinmer & Co. + estimated amt for FY22/FY23 Audits | | | | |
| Audits | 41,000 | 14,884.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 24,884.00 | 16,116.00 | 60.7% | | | | | |
| Consultant/Contracted Services/Legal | 33,275 | 80.00 | 40.00 | 0.00 | 0.00 | 40.00 | 120.00 | 33,155.00 | 0.4% | | | | | |
| Dues/Memberships & Other | 7,200 | 14.25 | 1,000.00 | 3,000.00 | 0.00 | 4,000.00 | 4,014.25 | 3,185.75 | 55.8% | Includes MADO Coordination (\$2000 per region) | | | | |
| Financing Fees & Expenses | 5,500 | 72.75 | 83.75 | 49.50 | 48.86 | 182.11 | 254.86 | 5,245.14 | 4.6% | | | | | |
| Equipment/Building Updates | 10,000 | 0.00 | 0.00 | 0.00 | 56.00 | 56.00 | 56.00 | 9,944.00 | 0.6% | | | | | |
| PACE loan interest paid | 508 | 0.00 | 0.00 | 0.00 | 391.79 | 391.79 | 391.79 | 116.21 | 77.1% | Paid in December and June **amt will be in January 2024** | | | | |
| Debt Service:Prin. & Int. | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | 100.0% | Paid in December | | | | |
| Building Lease Principal Pymt | 23,183 | 5,675.96 | 1,909.53 | 1,918.37 | 1,927.25 | 5,755.15 | 11,431.11 | 11,751.89 | 49.3% | Our portion of lease pymt | | | | |
| Total Expenditures | 1,448,704 | 292,624.55 | 135,374.48 | 112,586.49 | 101,104.36 | 349,065.33 | 641,689.88 | 807,014.39 | 44.3% | | | | | |
| Revenues Over (Under) Expenditures | 162,370 | 129,838.63 | -60,199.15 | -19,315.42 | 99,143.92 | 19,629.35 | 149,468 | | | | | | | |

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
Fiscal Year 2025
Indirect Cost Proposal
July 1, 2024 through June 30, 2025

Introduction

The Southwest Regional Development Commission was established on November 29, 1973 under and pursuant to the Regional Development Act of 1969 as amended (2001 Minnesota Statutes Section 462.381 to 462.398). As stated in this Act, the purpose of the Regional Development Commission is "to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns of each region of the state. The commission may assist with, develop or implement plans or programs for individual local units of government."

The Southwest Regional Development Commission provides planning and technical assistance in a variety of areas such as Community and Economic Development, Land Use, Environment, Solid Waste, Energy, Transportation, Active Living and Census Data. These services are primarily provided to a nine-county area which includes Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock Counties.

Cost Allocation Methodology

This Indirect Cost Proposal is for the Fiscal Year 2025. Although funding is received for various periods of time not necessarily coinciding with the organization's fiscal year, this budget reflects the anticipated funding levels for the 12 months ending June 30, 2025. The projected expenditures for the same period are based on the work elements as outlined in the Annual Work Program document, the official budget of the Southwest Regional Development Commission and the actual expenditures with the best estimates made based on the most current financial reports.

The total agency costs are included in this proposal with particular emphasis on those cost elements that are identified as common costs to all programs. The proposal will not increase common or shared costs but will provide for their identification and equitable distribution on an organization-wide basis. These identified costs are combined into one rate. The base used for this proposal is direct salaries, allocated release time and fringe. Distributing costs in this proportionate manner provides the assurance that each project receives a fair share and eliminates arbitrary decision-making. The organization has decided to direct charge items utilizing logical methods to more accurately reflect costs by line item rather than pooling costs agency-wide.

This proposal provides the basis for the issuance of budgeted rates effective July 1, 2024. The budgeted rates will be replaced at fiscal year end with the actual rates as shown in the audit report. Grants will be billed based on the year-to-date actual rate, therefore, once audited the final costs are known and there are no carry forward items.

The agency's computerized accounting system is structured to provide monthly actual rates, accumulating an actual year-to-date rate. Actual rates are reported to grantors. The monthly computation of actual rates provides for current comparisons to the budget, on-going monitoring and surveillance of costs and the ability to monitor actual cash flow.

Accounting System

The computerized accounting system provides an integrated system where the general operations, projects and subprojects can be accounted for separately in terms of detailed revenues and expenditures by funding source or in total for all funds. The database system provides for further clarification and reporting by fund, project,

function, location, subproject. The system provides the capabilities of leave costing and allocation producing current employee leave balances through the payroll system. The system provides the capability to integrate cost allocation in accordance with the Cost Allocation Plan.

Monthly the accumulated year-to-date cost pools are distributed to the appropriate program. Quarterly the required match revenue is transferred from the General Fund to individual projects. At year end, excess revenue in program accounts is reported as deferred revenue, excess expenditures reported as contracts or grants receivable in conjunction with the accrual basis of accounting. The audit is performed and rates are finalized as actual.

The entire financial management system will provide an effective administrative and financial tool as it provides a basis for consistent budgeting, accounting and reporting for the Entire Agency.

Identification of Costs

All costs included in this plan are supported by formal accounting records complying with generally accepted accounting procedures and in accordance with the principles contained in OMB Circular A-87, Cost Principles for State and Local Governments.

Direct Costs

OMB Circular A-87 identifies direct costs as "those that can be identified specifically with a particular cost objective". This proposal identifies costs within this description and budgets and accounts for such costs within the individual programs. With the aid of Cost Centers, costs will be directly charged to programs as efficiently as possible utilizing work hour percentages, square footage, number of copies, postal dollar costs, etc. to adequately charge programs for their respective usage versus pooling as an indirect cost.

Indirect Costs

OMB Circular A-87 identifies indirect costs as "those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objective specifically benefited, without efforts disproportionate to the results achieved". This proposal identifies indirect costs within this description, budgets and accounts for such costs within the cost pool.

Auditing of Costs

The Southwest Regional Development Commission annually contracts with an accounting firm for the overall agency audit. The audit is conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issues by the Comptroller General of the United States; and the provisions of the Minnesota Legal Compliance Audit Guide for Local Governments and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and accordingly, includes such tests of the accounting records and such other auditing procedures as considered necessary in the circumstances. As part of the examination, the audit provides for a study and evaluation of the commission's system of the internal accounting controls under GASB.

The more significant internal accounting controls are evaluated in the following categories:

- Cash Receipts
- Cash Disbursements
- Payroll
- Cost Allocation
- Cash and Investment Balances
- Receivables and Payables
- Property and Equipment

Cost Centers

The SRDC has established cost centers for various line items to directly charge costs to programs. All costs applicable to the line item including leases, maintenance/upkeep, time spent, depreciation, supplies, repairs, etc. are accumulated in the cost center and direct charged utilizing the method shown below.

| <u>Line Item</u> | <u>Direct charge method</u> |
|------------------|--|
| Office Space | Staff direct work hours |
| Vehicles | Usage-federal reimbursement rate |
| Internet | Staff direct work percent |
| Supplies | Direct charged to project as used with general supplies distributed by staff direct work percent. |
| Copies | Number of copies |
| Mail Services | Dollar value of postage and staff direct work percent for mail delivery and sending. |
| Computer | Staff direct work percent |
| Communications | Staff direct work percent |
| Insurance | Public Official's insurance - (Board portion to Unrestricted-Prj. 000), Bond, Liability by staff direct work percent |
| Adm.Services | Direct assistant work to project areas as recorded, groups based on salary, leave and fringe |

Cost Pools and Rates

The Southwest Regional Development Commission proposes to use three cost pools for the accumulation of costs that will be allocated to the various funds. The following rates are proposed for released time, fringe benefits, indirect costs (agency-wide).

| <u>Cost Category</u> | <u>Base for Distribution</u> | <u>Budgeted Rates</u> |
|---------------------------------|--|------------------------------|
| | | <u>July 2024 - June 2025</u> |
| Released Time (leave) | Chargeable Salaries | 18.0185% |
| Fringe Benefits | Gross Salaries | 39.2076% |
| Indirect Costs (Agency-wide) | Adjusted Direct Salaries plus Direct Released Time/Fringe Benefits | 39.6894% |

Each category of allocated cost is discussed in the following sections, the rate is calculated in the following exhibits and the accounting treatment and explanation for distribution is described.

Leave Benefits

Leave Benefits have been established by the Southwest Regional Development Commission and are formulated in the personnel policies.

Leave time is considered to be a salary cost within the financial management system. Leave is the first allocation made in the system in order to distribute leave costs on the basis of chargeable salaries to each program. Chargeable salary is defined as actual hours worked on the job by employees excluding leave hours and overtime/bonus pay and is substantiated by timesheets completed by all employees. The distribution of leave is an internal routine within the category of salary expenditures. Recognizing leave in this manner, the Commission is able to monitor actual leave costs, which preclude the need to arbitrarily charge leave directly to projects. Leave charges are related to direct salary charges in programs and together (leave time plus chargeable time) costs are equivalent to the budgeted annual salaries of employees. All projects will share leave costs based on consistent rates.

The accrual of leave costs as earned provides a more accurate and consistent costing for leave in proper accounting periods. It eliminates unfunded leave liabilities at the end of grant and contract periods. The accounting system provides for a beginning balance, leave earned, leave used and ending balance for leaves on a 2-week pay period basis. Leave is charged to programs using the actual YTD rate based on earnings and usage during the current fiscal year so there are no carry forward provisions needed.

The cost of leave benefits is projected on Exhibit B and based upon FY 2025 anticipated salaries cost and anticipated leave earning levels. The cost of leave is summarized on Exhibit C and included in the calculations which determine the budgeted released time rate and the budgeted fringe benefit rate.

Annual Leave

Any eligible employee who is separated from Commission employment by layoff, resignation, death or otherwise shall be paid for the number of working hours of unused vacation leave accumulated to his credit. Therefore, annual leave is considered to be a cost at the time it is earned. The Commission's cost of annual leave is \$48,040 based on each employee's accrued rate and is calculated on Exhibit B.

Sick Leave

The personnel policies provide 50% payment of accumulated sick leave upon retirement with a minimum of 20 years of service, 25% upon involuntary termination without cause, 20% upon voluntary termination, and 0% upon involuntary termination with cause based on the up to 520 hour maximum.

Therefore, 25% of sick leave (falling between 20% and 50% as most logical) will be considered to be a cost at the time it is earned. When sick leave is taken during employment, 75% of the cost will be considered as an expense.

The Commission's cost of sick leave earned is \$7,318 for FY 2025 is based on each employee's accrual rate and is calculated on Exhibit B. The cost of sick leave taken is based on an average number of days sick leave used by individual staff, taking into consideration anticipated longer leaves, or retirements if known. The estimated dollar cost of sick leave taken is \$13,663 as calculated on Exhibit B. The actual YTD rate is charged to projects based on current fiscal year earnings and usage.

Holiday & Other Leave

For Fiscal Year 2025, the estimated cost of holiday & other leave will be \$39,766 as calculated on Exhibit C. Funeral, jury, election, military leave and all staff retreats are considered a cost to the Commission when taken. Because of limited use in the past, and unforeseen use, 12 hours per FTE staff member is assumed for FY 2025. If during the fiscal year, other charges are incurred, they will be included in the actual leave rates.

Compensatory Leave

Employees are eligible to earn compensatory leave in accordance with the Personnel Policies. Compensatory leave is considered to be a cost at the time earned and expensed to the project where the work was performed. The agency does not budget for compensatory time and any accumulated compensatory time over 40 hours not liquidated at payroll period end is adjusted through the accounting system unless max hours were adjusted as per Executive Director's approval. The anticipated adjustment shows as a reduction to the indirect cost pool as all programs benefit.

Termination Pay/Unemployment Compensation/Meritorious Pay

Termination pay for regular employees, who are terminated for no cause of their own is provided at a rate of one week's pay after one full year of service and one week's pay for each complete year thereafter to a maximum of four week's pay. Unemployment compensation is provided as per state regulations when necessary. Due to the contingent nature of these categories, the costs are not generally included in the plan but will be expensed when utilized. A small amount of unemployment is showing in this plan to provide a more logical rate due to staff turnover. Meritorious Pay, if awarded at retirement/termination, is included as salary.

Fringe Benefits

Fringe benefits have been established by the Southwest Regional Development Commission per the personnel policies.

Employee fringe benefit costs are accumulated by expenditure category in the accounting system. The accumulated pool costs are distributed to each program element through a rate that represents the ratio of fringe benefits to total salaries.

The cost of these fringe benefits is projected on Exhibit B and based upon FY 2025 anticipated salaries cost. The cost of fringe benefits is summarized on Exhibit C and is included in the calculations which determine the budgeted fringe benefit rate. An actual year-to-date rate is utilized based on actual fringe received during the fiscal year so there are no carry forward provisions needed.

Indirect Costs

The category of expenditures falling within this classification is incurred for the benefit of all programs and activities. Certain portions of particular expenditure categories are identifiable as direct costs and other portions are not readily assignable because they benefit and support all activities.

Costs applicable to all programs are placed in a cost pool and are distributed on the basis of the YTD accumulated indirect rate. The basis for distribution is the adjusted total of direct salaries, allocated leave and allocated fringe benefits. A statement of Indirect Costs and budgeted rate calculation for the Commission is documented in Exhibit F. Timesheets are prepared by all staff to substantiate time worked in the indirect cost area and all other areas.

Salaries

| <u>Position</u> | <u>Description of Indirect Portion of Salaries</u> |
|-------------------------------------|---|
| Executive Director | Overall agency management, governmental unit development coordination, direction and supervision, overall agency computer system management |
| Economic Development Director | Governmental unit coordination minimal-in lieu of Executive Director |
| Finance Director | Agency accounting and financial management exclusive of fiscal agent accounting |
| Note: Professional Staff | Exempt employees may charge hours over 80 hours in a pay period when corresponds to personnel adjustment -- comp time on Exhibit F. |
| Account Specialist | Agency bookkeeping/accounting exclusive of fiscal agent bookkeeping/accounting |
| Administrative Specialist..... | Assistance primarily to the Finance Department staff and development coordination or management staff. |

Exhibit E shows the percentage of time and calculated salaries applicable to the indirect cost share of the above employee's salaries.

Indirect Salary Release Time and Fringe Benefits

The benefits for salaries are calculated through the application of the released time and fringe rates. The annual cost is derived by multiplying the chargeable salaries by the rates.

$$\begin{aligned} \text{Release Time} &= \$143,106 \times 18.0185\% = \$25,786 \\ \text{Fringe} &= \$ (143,106 + 25,786) \times 39.2076\% = \$66,218 \end{aligned}$$

* These rates are rounded to accurately reflect spreadsheet calculations for direct salaries.

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
SOURCE OF REVENUE PROGRAM DESCRIPTIONS
FISCAL YEAR 2025**

General - Tax Levy Revenue (000), (050), (319), (811 Leg.)

This project accounts for transactions relating to the following work program activities that are supported by the general tax levy received:

- Board of Directors/Full Commission policy/administration
- Legislative
- Transportation - MnDOT Match
- Economic Development Planning and Resource Assistance Match
- Contract Support/Technical Assistance
- Revolving Loan Fund administrative assistance support
- Communications
- New Program Development
- All-Staff Statewide Retreat

Minnesota Department of Transportation "MnDOT" Revenue (111)

This project accounts for a grant received from the Minnesota Department of Transportation. Transportation regional and statewide issues are supported by this grant.

Contract/Grant Revenue (113,114)

These projects account for transactions relating to funds received from transportation contracts formulated with local units of government and other nonprofits such as: RTCC-UCAP (Regional Transit Coordinating Council); funding may be federal or state grants also.

Energy Programs (211)

This project accounts for grants/contracts from the MN Department of Commerce through the University of Minnesota. These projects are to work to strengthen development of regional renewable energy including awarding and monitoring seed grants. Also included is a contract to assist Green Step cities and Utility/Committee Engagement.

Contract Revenue (214, 223)

This project accounts for transactions relating to funds received from development contracts formulated with local units of government and other nonprofits in the Physical Development area such as: Rural MN Energy Board facilitation and finance, Solid Waste Commission and GMR Parks and Trails.

PACE – Property Assessed Clean Energy (222) Adm & Pgm

This project is to track the pilot program that has continued and uses grant and loan dollars in a revolving loan pool to enable financing of business and commercial energy efficiency improvements. Pgm will track loan funds available. Adm will track costs to administer the program. Loan dollars are being repaid and are no longer available for lending.

Economic Development - EDA (311)

This project accounts for a grant received from the United States Department of Commerce to provide planning and technical assistance in implementing the Comprehensive Economic Development Strategy.

Contract Revenue (314)

This project accounts for transactions relating to funds received from development contracts/fiscal agent contracts formulated with local units of government and other nonprofits in the Economic Development area such as: Jackson County, Heron Lake and Falcon Development RLF/Servicing, grantwriting and administration of funded projects.

Economic Development (EDA) Revolving Loan Fund (381), Pgm

This project accounts for overall loan activity of the EDA Revolving Loan Fund.

Revolving Loan Fund Adm (381), Adm

This project accounts for the portion of loan interest fees and loan origination fees plus other funds utilized to administer the EDA Revolving Loan Fund.

Contract Revenue (414)

This project accounts for transactions relating to funds received from development contracts/fiscal agent contracts formulated with local units of government and other nonprofits in the Community Development area such as: comp plans, land use plans, grantwriting, ordinance work along with active living plans/implementation.

Fiscal/Administrative Agent (511 & 515) and (661, 662)

This project accounts for fiscal host, administrative work and/or support activities for the Southwest Minnesota Housing Partnership, the Rural Minnesota Energy Board, A.C.E. of SW Minnesota, Falcon Development, Murray County Christmas Fund project and Explore SW.

Rural MN Energy Board (RMEB) (711-719)

These projects account for fiscal host activities for the Rural Minnesota Energy Board.

Falcon Development (EDC) (740)

This project accounts for fiscal host activities for the (501C3) FDC corporation that has established a Revolving Loan Fund for businesses in the Heron Lake area.

A.C.E. of Southwest Minnesota

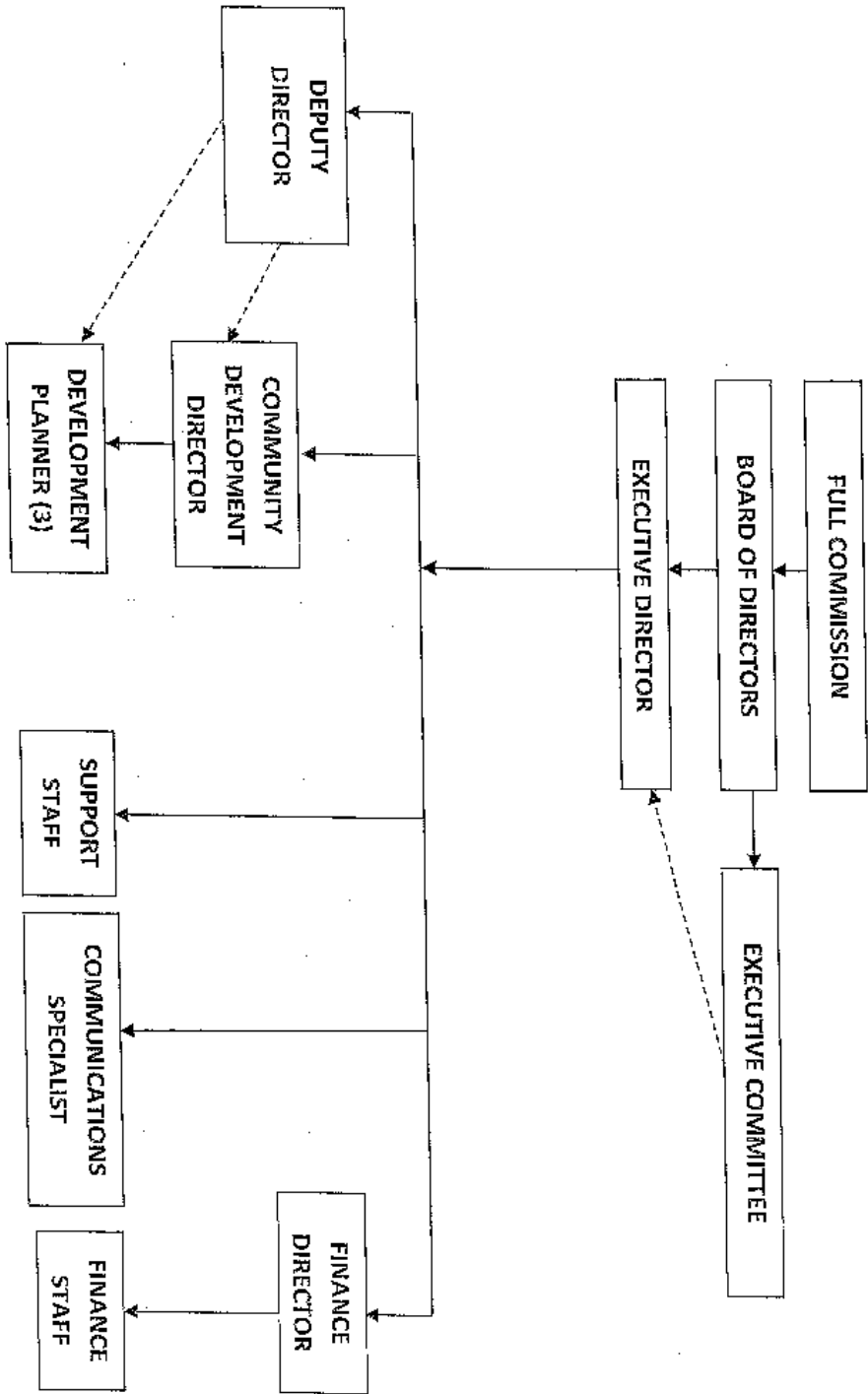
A.C.E. of Southwest Minnesota, formerly RSVP of SW MN, contracts with the SRDC to provide accounting oversight, bookkeeping, database, and other support activities. All financial activities of the Corporation/Joint Powers Board are on the Quickbooks financial system.

⋮

**STATEMENT OF NON-SALARY INDIRECT COSTS
WITH EXPLANATION OF INDIRECT**

| <u>Category</u> | <u>FY 2025 Estimated Indirect</u> | <u>Description of Indirect *</u> |
|----------------------------|---|--|
| Staff Travel / Training | \$53,607 | Travel associated with management, RSVP workers and financial or not easily assignable travel/staff development. |
| Postage | 4,257 | Postal costs-primarily financial related-not easily assignable |
| Print / Publication | 41,271 | Subscriptions/Copies-primarily financial & portion of annual report not easily assignable, includes outreach items. Adm Services/Software OT |
| Audits | 41,000 | Annual Commission Audit |
| Legal | 1,540 | Legal for general conduct of activities |
| Other | 273 | Miscellaneous items not easily assignable (i.e. general notary, etc.) |
| TOTALS | <u>\$141,948</u> | |

Exhibit A



G:\wfs\support\SRDCPP\OrganizationalChart2021

Southwest Regional Development Commission
 FY2025 Personnel Cost Worksheet

F:\... \Finance\Budget\FY25\budget\budget FY25.xlsx

7/1/2024

EXHIBIT B

| POSITION | Jul-Jun 2025 FY25 Salary | Work Days | Daily Rate | Annual Leave Earned | Sick Leave Earned | Sick Leave Taken | Holidays & Other Cost | TOTAL LEAVE | Chargeable Salary |
|---|--------------------------------|--------------|---------------|---------------------------|-------------------------|------------------------|-----------------------------|----------------|----------------------|
| Executive Director | 151,952 | 260 | 584.43 | 14,611 | 1,753 | 6,575 | 7,598 | 30,537 | 121,415 |
| Deputy Director/EconDev | 107,262 | 260 | 412.55 | 8,251 | 1,238 | 1,238 | 5,363 | 16,089 | 91,173 |
| Finance Director | 73,852 | 260 | 284.05 | 3,461 | 852 | 852 | 3,693 | 8,858 | 64,994 |
| Community Development Director | 91,108 | 260 | 350.42 | 5,261 | 1,051 | 1,051 | 4,555 | 11,919 | 79,189 |
| Planner II-Development Planner/Transportation | 58,120 | 260 | 223.54 | 1,721 | 258 | 671 | 2,906 | 5,556 | 52,564 |
| Planner II Communications | 59,701 | 260 | 229.62 | 1,856 | 279 | 689 | 2,985 | 5,809 | 53,892 |
| Planner II Development Planner | 69,814 | 260 | 268.52 | 2,171 | 326 | 806 | 3,491 | 6,793 | 63,021 |
| Planner I | 61,282 | 260 | 235.70 | 3,539 | 707 | 707 | 3,064 | 8,017 | 53,265 |
| Account Specialist | 58,144 | 260 | 223.63 | 2,239 | 336 | 335 | 2,907 | 5,817 | 52,327 |
| Adm. Specialist | 45,844 | 186 | 246.47 | 4,929 | 518 | 739 | 3,204 | 9,391 | 36,453 |
| | | | | | | | | | |
| SUBTOTALS | 777,079 | 2526 | 3059 | 48,040 | 7,318 | 13,663 | 39,766 | 108,787 | 668,292 |

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

Statement of Released Time and Fringe Benefits

EXHIBIT C

6/30/2024

RELEASED TIME

SRDC SITE

| | |
|----------------------------------|---------------|
| Vacation Leave Taken | 53,247 |
| Sick Leave Earned (25%) | 1,720 |
| Estimated Sick Leave Taken (75%) | 12,263 |
| Holidays & Other Leave Taken | <u>36,573</u> |

TOTAL RELEASED TIME 103,802

$$\frac{\text{Total Released Time}}{\text{Total Chargeable Salaries}} = \frac{103,802}{576,087} = 18.0185 \%$$

FRINGE BENEFITS

| | |
|------------------------|---------------|
| FICA & Medicare | 56,938 |
| PERA | 58,230 |
| Health Insurance | 114,394 |
| Health Insurance H S A | 21,466 |
| Section 125 Charges | 336 |
| Worker's Compensation | 1,479 |
| Unemployment Paid | <u>13,726</u> |

TOTAL FRINGE BENEFITS 266,569

$$\frac{\text{Total Fringe Benefits}}{\text{Total Gross Salaries}} = \frac{266,569}{679,890} = 39.2076 \%$$

NOTE: The actual year-to-date rate is calculated in the accounting system on a monthly, year-to-date and annual basis and charged to the projects; therefore, no carryforward provision is required.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
 Statement of Allocated Costs - Entire Agency
 Fiscal Year 2024 Actual

EXHIBIT F
 05/30/24

| | | | | |
|--|---|----------|---|-----------------------|
| | | | (Melissa, Judi, Kathy minus holiday/other costs/sick leave earned/sick leave taken/vacation earned from budget payroll breakdown) | |
| *Salaries (chargeable) | | | 143,108 | |
| Leave | Rate | 18.0165% | 25,786 | |
| Total Personnel Salaries | | | 168,892 | |
| Fringe | Rate | 39.2376% | 66,218 | |
| Total Personnel | | | | 235,110 |
| Staff Travel/Training | | | 53637 | |
| Postage | | | 4257 | |
| Print/Publication | | | 12127 | |
| Adm Services/Software OT | | | 28144 | AA-In salaries |
| Audits | | | 41000 | |
| Legal | | | 1540 | |
| Other | | | 273 | |
| Total Nonpersonnel | | | 141847 | |
| SUBTOTAL Allocated Costs | | | 377057 | |
| Less Personnel Adjustment-Comp Time | | | 1414 | |
| TOTAL Allocated Cost Charge to RDC Programs | | | 375643 | |
| Total Allocated Costs (RDC) | | | 375,643 | 39,6894 Indirect |
| Adjusted Direct Salaries, Leave and Fringe | | | 946,457 | |
| | | | SWM:HP | A. C. E. Retreat |
| 576,087 | =Total Chargeable Salaries w/o Overtime | | 2,772 | 31,535 0 |
| 103,802 | =Leave Rate | 0.180165 | 499 | 5,082 0 |
| 673,889 | =Total Salaries & Leave | | 3,271 | 37,217 0 |
| 266,568 | =Fringe Rate | 0.392076 | 1,282 | 14,582 0 |
| 946,457 | =Total Salaries, Leave & Fringe | | 4,553 | 51,800 0 |
| 235,110 | =Less Indirect Personnel | | | |
| 711,346 | =Direct Salaries, Leave & Fringe | | | |
| 4,727 | =**Direct Salaries, Leave & Fringe (AdmAsst) (583-DJ-883, 993-00-965, 003-DJ-976) | | | |
| 51,800 | =***Direct Salaries, Leave & Fringe (A.C.E. Finance/AdmAsst) | | | |
| 4,553 | =*****Direct Salaries, Leave & Fringe (SWMHP Finance/AdmAsst) | | | |
| 650,259 | =Adjusted Direct Salaries, Leave & Fringe | | | |

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
FISCAL YEAR 2026
BUDGET AND WORK PLAN PROCESS**

2025

| | |
|----------------|---|
| February-March | SRDC Standing Committees discuss work program and budget requests for FY2026. |
| April 4th | SRDC Budget and Personnel Committee meets to discuss the SRDC FY2026 Budget and Work Program. |
| April 10 | <u>If needed</u> , SRDC Budget & Personnel Committee meets prior to the Board meeting to finalize the budget and work program for FY2026. |
| April 10 Board | SRDC Fiscal Year 2026 Work Program and Budget are presented to the SRDC Board of Directors for approval and referral to the Public Hearing. |
| May 8 | Public Hearing on SRDC Fiscal Year 2026 Work Program and Budget |
| May 8 | SRDC Fiscal Year 2026 Work Program and Budget that incorporates any comments received during the Public Hearing is presented to the Full Commission for approval. |

G:\WORKFOLDER\FINANCE\BUDGET\FY26\Time Table for Budget FY26

EXECUTIVE REPORT

FEBRUARY 2025

The last month has been busy putting the final touches on the draft solid waste plan. The Solid Waste Commission met on January 27th and I was scheduled to give an update on the plan before we turn it in to MPCA for initial review. However, the meeting ran long with discussion about the future of C&D waste in the region. It was decided that the Solid Waste Administrators and the Solid Waste Commissioners would meet at our offices on February 24th to have a facilitated discussion about the practicalities of locating lined C&D facilities, where available transfer stations could be accessed, etc. MPCA agreed to begin review of the plan prior to approval by the Solid Waste Commission so that work was completed and forwarded to MPCA for review.

On January 16th, **Launch Your Future Today (LYFT)** held their first conference at Jackpot Junction in Morton. The day kicked off with Mark C. Perna as the opening speaker. Mark specializes in the generational differences between existing work/educational cultures and Generation Z. Gen Z is the first generation that doesn't take anything on faith and if they don't see an adequate reason to do something they simply won't. They also put more emphasis on parts of their life other than work and are willing to relocate and then see what they can find around for work. It energized the audience and was followed by a panel made up of the youth involved in the LYFT program who shared their experiences.

Of course, much time in January has spent trying to pin down the effects of the new administration in DC and the stalemate in the Minnesota Legislature. OMB issued an opinion ceasing all provision of federal dollars under existing grants and contracts until they could be analyzed for compliance with the plethora of executive orders being issued by the administration.

Federal courts have since blocked this action, so it remains to be seen what the impact of this mess will be on our programs and funding. Naturally, we are in the middle of renewing our planning grant with federal EDA in the midst of the uncertainty.

Given the ruling by the Minnesota Supreme Court about the definition of a quorum, it looks like the Minnesota Legislature won't even really convene until after the March Special Election. Miron and I have talked and came to the conclusion that at this point, there is not much to be gained by having a presence at the State Capitol. We will continue to monitor the situation.

As noted in last month's report, **McKinstry** was invited to the RMEB meeting on January 27th and there was good discussion around their performance contracting program for public entities.

Also on the 27th, the **MADO Executive Directors** met via Zoom for their monthly call. We are all seeing a slow down in lending in our RLF programs, with many of the agencies having more money available to lend than they can recall having for quite some time. Perhaps once the dust settles from the transition to the new administration things will pick back up.

ECONOMIC DEVELOPMENT REPORT

FEBRUARY 2025

CEDS | EDA PLANNING

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

SRDC is facilitating the next MADDO Economic Development Staff Quarterly on 2/6/2025 with guest speakers from EDA and SBA.

Our EDA planning grant is due 2/17/2025. The recent EDA reauthorization now allows for a 60% grant rate; however, funding at \$70,000/year remains. This is a 3-year planning grant.

Our current CEDS can be found at <http://www.swrdc.org/wp-content/uploads/2022/01/CEDS-2022-2027.pdf>. Every five years, EDA requires an updated CEDS for the region. Our next CEDS is due on 12/31/2026. If you are interested in being on the CEDS committee, please contact staff.

INFRASTRUCTURE PROJECTS

Staff recently assisted the **city of Steen with an MPCA Small Communities Planning grant** for stormwater improvements. The application was submitted for \$27,700 (includes 10% match) for stormwater improvement planning.

The **City of Hardwick** will be applying for a \$30,000 USDA SEARCH planning grant that will enable them to plan for water system improvements. The hope is for system updates to the water system that will enable remote reading of residential water meters. The city has requested assistance from SRDC regarding USDA ADA requirements. SRDC is involved with the ADA Checklist for Existing Buildings and providing technical assistance with the required Accessibility Transition plan.

Staff have a planning session with the **City of Wilder** on 1/29/2025 regarding city sewer improvements.

EDA PLANNING

EDA Investment Opportunities: Priorities can be found at [Investment Priorities | U.S. Economic Development Administration \(eda.gov\)](#). Priorities has recently changed with the reauthorization to include Critical Infrastructure, Workforce, Innovation and Entrepreneurship, Economic Resiliency, and Manufacturing. You can find EDA funding opportunities at [All Funding Opportunities | U.S. Economic Development Administration \(eda.gov\)](#).

EDA expects an **EDA disaster NOFO** to be out soon; therefore, has requested an online meeting with eligible counties on 2/18/2025. Eligible units of government, higher education, etc., based on FEMA disaster declarations ([dec_4797.pdf](#)), are those within Cottonwood, Jackson, Murray, Nobles, Pipestone, Redwood, and Rock counties.

SRDC assisted the **City of Adrian** on their grant submission to EDA for an electric substation under the public works and economic adjustment assistance NOFO. The requested grant award was 50% of the project cost (\$3,258,900) or \$1,629,450. The grant was submitted on 5/3/2024 and the award notification was received on 9/30/2024. SHPO compliance is complete. The EDA kick-off meeting was on 10/24/2024. The project is currently in the initial planning phase. The SRDC provides administrative and financial services, acting as a liaison among the City of Adrian, DGR Engineering, and the EDA.

ECONOMIC DEVELOPMENT REPORT

FEBRUARY 2025



EECBG (Energy Efficiency and Conservation Block Grant)-

Energy Planning for Small Communities-

EECBG is a funding source for planning efforts designed to assist small communities (this includes cities or counties under 15,000 in population) in implementing strategies to reduce energy use, to reduce fossil fuel emissions, and to improve energy efficiency. There is no match requirement, and it is eligible to all cities in our region and the counties of Cottonwood, Jackson, Lincoln, Murray, Pipestone, and Rock. SRDC received \$99,959.78 of which 10% is allocated for project administration. Grants to eligible communities are maxed at \$20,000. Planning efforts could include resiliency plans, energy audits, engineering studies, etc.

SRDC recently shared our EECBG PowerPoint with other MN RDCs. Staff are available to meet with eligible entities. One project was recently approved for \$20,000.



Southwest Minnesota Youth Committee

The committee meets quarterly to gather members who support career and technical education programs and to educate students and parents about local career and training opportunities. The committee will next meet on 2/6/2025 and 5/1/2025.

Southwest Regional Transportation Coordinating Council (RTCC):

The group will next meet on 3/4/2025. SRDC is responsible for representing economic development on the council.

Friends in the Field:

The group will next meet on 4/9/2025.

Southwest Regional Transportation Coordinating Council (RTCC):

The group will next meet on 3/4/2025. SRDC is responsible for representing economic development on the council.

Workforce Summit:

Employers and economic staff in the EDA regions of 8 and 6W will soon be receiving a "Save the Date" for a Workforce Summit to be held on Tuesday, April 29 at Heritage Event Center near Taunton, MN.



REVOLVING LOAN FUND (RLF) REPORT

FEBRUARY 2025

COVID-19 RLF | TRADITIONAL RLF | CONTRACTED RLF

RLF

The committee consists of five members and meets as needed. The committee covers both the COVID-19 RLF and Traditional RLF. The committee meets as needed. The committee last met on 12/12/2024 and 1/24/2025.

Interest Rates: SRDC RLF has been financing projects using an interest rate of 75% of prime. This 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/>.

Funds Available for Lending

Funds Available: Funds on hand are the following; RLF \$362,542.96 (as of 1-23-25) and CRLF \$299,318.59 (as of 1-9-25). CRLF funds will remain federalized until seven years have passed. The latest loans closed were for businesses in Adrian and Mountain Lake.

Delinquent and/or Loan nearing Default Status

SRDC was summoned on August 19 as an interested named party as SRDC RLF (and Jackson County RLF) is a lender with similar collateral (business and real estate) as the primary lender. SRDC's attorney responded to confirm collateral positions. The business is up for sale. The business closed in mid-July 2024. There is an online hearing scheduled on 2/11/2025 to express expected timelines and firm up collateral positions.

Committee members were recently updated on a potential loan in Lyon County that may be sold for less than what it will take to pay of the SRDC loan. A joint

meeting with the lender and loan client has been scheduled.

Now, more than ever, the committee has had to consider interest only and/or modification requests. Some of the requests are due to seasonality and others are due to changes in the market. Currently, there are six projects where requests have been made.

Two letters recently were sent out requesting payoff, plans for sale, or collateral collection. More information to come on these as the 3/1/2025 deadlines approach.

WE ARE HERE TO HELP

Funding Opportunities for Businesses and Entrepreneurs

SRDC administers several funding opportunities for businesses and entrepreneurs in Southwest Minnesota. Financing from the SRDC makes projects possible when gap financing or up-front funds are not available. Two primary funding opportunities include the SRDC Revolving Loan (RLF) and Property Assessed Clean Energy (PACE)

SRDC
SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

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Slayton, MN
507-836-8547

For more information
check out the website at
www.swrdc.org

REVOLVING LOAN FUND (RLF) REPORT

FEBRUARY 2025

COVID-19 RLF | TRADITIONAL RLF | CONTRACTED RLF

Contracted RLFs

SRDC helps with business start-ups, retentions, expansions, and financing. Additionally, SRDC assists with three revolving loan fund programs within the region and are in communication with another as of recent.

Jackson County RLF: There are six active loans. Approximately \$177,000 is available for lending. One is in default and a summons letter was received on August 19. The committee will next meet on 1/29/2025.

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.

Falcon Development Corporation (FDC): Information on FDC can be found online at <https://www.swrdc.org/revolving-loan-funds/>. FDC is a local organization that focuses on improving economic development within a 30-mile radius of Heron Lake. The funds provided by FDC are not federalized, which means that Davis Bacon is not applicable to construction projects. The interest rates for these funds can now go as low as 75% of the prime rate. The FDC Board has a maximum of 7 members. The committee currently has six members. The committee will next meet on 2/5/2025.

If you have questions about the business lending via SRDC RLF or its contracted RLFs, please contact Robin Weis, Deputy Director, at 507-836-1638 or via email at robin@swrdc.org.



Jeff Manthei: From Hometown Roots to Thriving Business Owner

On February 1, 2021, Jeff Manthei took a significant step in his career by purchasing an insurance agency in Belview, MN. A lifelong resident of the town, Jeff had already established a background in crop insurance when the opportunity arose.

"I grew up here and knew the community well," Jeff shared. "I had been working in crop insurance and had a connection with Dave Asche, who, along with his wife Vicki, owned the agency. I'd known them my entire life."

Jeff began asking the Asches about their succession plans, but tragically, Dave passed away unexpectedly in September 2020. Shortly after, Vicki reached out to Jeff to discuss the possibility of taking over the business. By February 1, 2021, Jeff officially became the new owner.

Since taking over, Jeff's business has experienced exponential growth. *"Owning a business in the community where I grew up has been incredibly rewarding," he said. "I've known many of the people here, or they've known my parents. My dad taught school here for nearly 30 years, so there's a strong sense of familiarity and trust."*

For complete story see the SRDC website

P.A.C.E. REPORT

FEBRUARY 2025

(Property Assessed Clean Energy)

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. Interest rates for new projects are set at 3% under Prime, with a floor of 3%.

Funds Available: Funds are currently available in the approximate amount of PACE ARRA \$37,226 (as of 1-3-25), PACE SEP \$30,921.31 (as of 1-3-25), and PACE EERLF \$208,500 (as of 1-23-25). The latest loan approved was for a Renville County agricultural property owner for solar installation at \$60,000. The committee last met on 1/27/2025.

Currently, there are four PACE loans that are in default as they have not paid their 2024 property taxes in full.

Staff have been in discussions with four lenders thus far on participatory lending. One additional meeting with a primary lender is scheduled and at least two more lender meetings are to be scheduled. The reason for participatory lending is to allow PACE funds to go farther.

PACE Committee: The committee meets as needed, often in conjunction with RMEB (Rural Minnesota Energy Board) meeting dates. Committee members are Metz, Wildermuth, Wachal, VanDeVere, and Paap.

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. Referrals for energy audits

are often made to RETAP, MNTAP, CEE, or EnergySmart.

PACE Success Stories

A few recent success stories can be found at <https://www.swrdc.org/regional-spotlight/>

The PACE application that includes a checklist can be found at https://www.swrdc.org/wp-content/uploads/dlm_uploads/2022/08/PACEapplication.pdf

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

Are you looking to cut your energy bill?

PACE Loans are a new way to finance energy efficiency and renewable energy upgrades to buildings of commercial property owners, industrial and agri-business.

Energy saving measures are repaid on property tax assessment which eliminates burden of upfront costs providing low-cost, long-term financing

- Heating/Cooling
- Lighting
- Refrigeration
- Insulation • Air Sealing

- Solar Energy Systems
- Wind Turbines
- Geothermal

This Program is administered by the SRDC on behalf of the Rural Minnesota Energy Board.

COUNTIES SERVED

•Blue Earth •Brown •Cottonwood •Faribault •Freeborn •Jackson •Lincoln •Lyon •Martin •Mower •Murray •Nicollet •Nobles •Pipestone •Redwood •Renville •Rock •Watonwan

COMMUNITY DEVELOPMENT REPORT

FEBRUARY 2025

USDA | FOOD BUSINESS CENTER

Regional Food Business Center

The USDA Regional Food Business Center is focused on promoting economic opportunities within its regions and creating a more diverse and resilient food system. The North Central Food Business Center (NCFBC) was established to serve Minnesota, North Dakota, and South Dakota, with a grant of \$15 million allocated over five years. The Southwest Regional Development Commission (SRDC) is responsible for providing technical assistance to constituents in its nine-county service area.

North Central Regional Food Business Center:

The Southwest Regional Development Commission (SRDC) is dedicated to gathering ideas and suggestions from diverse groups and individuals. To promote growth and development over the next four years, the SRDC is operating according to the NCFBC action plan. Our ongoing efforts aim to support and strengthen businesses and projects, facilitating their expansion and growth.

The fall of 2024, SRDC staff worked with **Egans Market, Adrian, MN** on a successful Minnesota Department of Agriculture's Meat, Poultry, Egg, and Milk Processing (MPEM) Grant application. Egans Market received an award in the amount of \$11,378.00. This award will cover 50% of their flooring project. The floors at Egans Market are approximately 45 years old and are worn and deteriorating. The USDA required the replacement. New flooring will help ease the burden on several fronts by enhancing sanitation efficiency, supporting contamination control protocols, and helping promote safe personnel conditions.

Highwater Creek Meat Market also received the MDA's Meat, Poultry, Egg, and Milk Processing (MPEM) Grant award. In their application, they emphasized increasing safety for food products and employees. They will be purchasing new equipment such as: meat slicer, power bandsaw, splitting saw, patty machine, curing pump, and tenderizer. The current equipment is old and not as easily cleaned and maintained as new and updated equipment.

The SRDC worked diligently in December and January to assist six businesses in Southwest Minnesota in applying for the MDA Good Food Access Program Equipment and Physical Improvement Grant. This grant will assist grocery stores and small food retailers make physical improvements and purchase equipment to stimulate sales of affordable nutritious, and culturally appropriate foods. The applications were due to the MN Department of Ag on January 16, 2025. Awards will be announced in March 2025.

Southwest Minnesota Meat

Processor Workforce Development Initiative

The Minnesota Department of Agriculture (MDA) has allocated \$250,000 to the Southwest Regional Development Commission (SRDC) to support its Southwest Minnesota Meat Processor Workforce Development Initiative. This funding, provided through the MDA's Meat Processing Train & Retain Grant program, will assist small- to medium-sized meat and poultry processors in hiring, training, and retaining new employees.

The Southwest Regional Development Commission (SRDC) has teamed up with the Mid-Minnesota Development Commission and the Upper Minnesota Valley Regional Development Commission to address workforce development needs. CareerForce services will be offered through the Southwest Minnesota Private Industry Council and Central Minnesota Jobs and Training Services. Additionally, Ridgewater College and the University of Minnesota will help tackle challenges in the meat and poultry processing sector.

The SRDC is proud to participate in this initiative, which aims to invest in 30 individuals by addressing training gaps through both formal and on-the-job support. This program will also offer unique retention strategies and work to minimize employment barriers. Currently, four individuals have engaged in the on-the-job training option, and the first round of formal training kicked off with spring semester that started on January 13, 2025.

COMMUNITY DEVELOPMENT REPORT

FEBRUARY 2025

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

ENERGY

Rural Minnesota Energy Board (RMEB): RMEB met on January 27, 2025, at 1:00 PM. One discussion item was whether the RMEB would support ending the moratorium on nuclear power development in Minnesota. The discussion was tabled until commissioners could speak to their colleagues in their respective counties. The presenters were McKinstry, who provided details about how counties could enter into performance contracting to accomplish large scale efficiency and renewable projects across the county. The only projects that would be the ones that save more than they cost. The next meeting will be held on March 24.

Murray County Historical Society Strategic Plan 2025 – 2030: On January 16 staff conducted a strategic planning session for MCHS. Participants reviewed progress on the past plan and then created goals and objectives for the new plan under four themes. The themes were: 1) Programming and Outreach, 2) Facilities, 3) Membership/Fundraising, and 4) Volunteers. Staff then updated the plan and send it to the Historical Society's approval in March 2025.

SWHHS Public Health – 6-month strategic plan implementation check-in: On January 14 staff met again with leadership to evaluate their progress on their new strategic plan and to see if anything in the plan needed to be changed or updated. Staff hope to make it a practice to include implementation check-ins with any plan that we create in the future to ensure that the documents are put into practice rather than gathering dust on shelves.

PV-SUCCESS

CERTs staff are currently planning outreach for Lyon County – including surveys, interviews, and workshops. The Lyon County portion of this project will help inform the PV-Success research project, as well as contribute to the Sustainability chapter of the Lyon County Comprehensive Plan.

The PhotoVoltaics Supporting Cultural and Community EcoSystem Services (PV-SUCCESS) project is a collaboration between CERTs, GPI (Great Plains Institute), and MTERA (Midwest Tribal Energy Resources Association). PV-SUCCESS is a research project that will study ecosystem services provided by local landscapes. The goals are to understand how large-scale solar development affects them and to develop informational tools that communities can use for planning related to solar development. The project will focus on solar developments that are larger than 1 MW (about 10 acres).

Goals:

- Increase local understanding of large-scale solar and support community engagement on planning to increase benefits and mitigate risks of future projects.
- Contribute to research on the relationship between large-scale solar and ecosystem services, with the goal of increasing benefits to host communities.

CERTs will explore local perspectives on land uses and ecosystem services, experiences with and views on large-scale solar through interviews, surveys, and workshops in different communities with large scale solar projects.

COMMUNITY DEVELOPMENT REPORT

FEBRUARY 2025

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



DWSMA (Drinking Water Supply Management Area) Project

Supporting solar development within local drinking water protection areas. A \$498,000 Energy Future

Grant from the U.S. Department of Energy will allow the Minnesota Department of Health (MDH) to evaluate the benefits of using solar energy to help provide renewable power while also providing economically viable and environmentally sustainable land use options in southwest Minnesota, where nitrate levels in drinking water has been an ongoing concern.

The grant will fund engineering feasibility studies that will examine energy, environmental, and financial opportunities and barriers for solar energy development in and near four community public water systems in southwest Minnesota.

The land in these Drinking Water Supply Management Areas (DWSMAS) has been used primarily for agricultural purposes, which poses a risk of nitrate contamination to the groundwater. Shifting this land use by installing solar energy in DWSMAS can reduce threats to groundwater and health risks for consumers by reducing the pathways for nitrate contamination, while protecting landowner economic returns and ownership.

Over the next year, MDH will develop innovative solar energy plans for the rural communities in partnership with the Great Plains Institute and a project team including local community organizations. CERTs will be one of the technical consultants.

The four communities that have been identified for this work in SW Minnesota include: Adrian – Adrian Public Utility, Pipestone County – area served by Lincoln-Pipestone Rural Water, Murray County – area served by Red Rock Rural Water, Rock County – area served by Rock County Rural Water.



NOW INVITING PROJECT IDEAS

DO YOU HAVE AN IDEA TO IMPROVE THE SUSTAINABILITY OF YOUR GREATER MINNESOTA COMMUNITY? ALL 5 RSDP REGIONAL BOARDS ARE INVITING PROJECT IDEAS THROUGH FEBRUARY 14. WE'D LOVE TO HEAR YOUR IDEA!

RSDP Idea Briefs

RSDP is accepting idea brief proposals for projects that can improve sustainability in communities. The project should address a community-identified need or opportunity related to one or more of RSDP's focus areas: sustainable agriculture and food systems, clean energy, natural resources, and resilient communities. It should expand community collaborations and support environmental, social, and economic sustainability for public purpose or benefit. Priority is for projects that are from, led by, or that include meaningful participation of historically underrepresented communities. Ideas can be submitted directly on the RSDP website. The deadline to submit an idea brief is Friday, February 14.

COMMUNITY DEVELOPMENT REPORT

FEBRUARY 2025

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

Solid Waste Commission:

The Southwest Solid Waste Commission met on November 25, 2024. Billy Pollema from Zahn Tech joined the meeting to present about their business in Lennox, SD. Zahn Tech receives 10,000 tons of garbage (every grade of plastic, fiberglass, rubber, and metal) and transforms that waste into reusable, organic, construction grade products like fenceposts. The Solid Waste Administrator group has been discussing ways the counties can collaborate to transport plastics to Zahn Tech's site in Lennox, SD.

Prior to the January 27, 2025, regular meeting, the Solid Waste Commissioners were provided a draft copy of the Southwest Solid Waste 10-year plan and asked to respond to the SRDC with feedback or necessary edits. The MPCA was present at the meeting to share updates on the impending Construction & Demolition Rule changes.

The Solid Waste Commissioners and the Solid Waste Administrators will hold a special working meeting on February 24, 2024. They will work together to create a plan for the future of the C & D landfills in Southwest Minnesota. Having a clear and well-thought-out plan is essential, especially given the environmental and community impacts these landfills can have in our region.

The next regular meeting is scheduled for March 24, 2025.

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 decreases individual county costs, helps pull together resources, and arranges materials exchange for counties in the Southwest Minnesota Solid Waste Commission.

Land Use:

Lyon County, Comprehensive Plan: The Lyon County Comp Plan Steering Committee will be meeting on the second Tuesday of the month starting in January to focus on a chapter a month. The upcoming schedule is as follows: January-Develop a Vision Statement, February-Land Use Chapter, March-Housing Chapter, April-Transportation Chapter.

Lyon County, Camden Regional Trail Master Plan: Planner Webb will host 2 more community open houses in Tyler and Tracy in conjunction with Lyon County Staff on January 22. The bulk of the writing of the Master Plan will occur in February and March.

City of Tracy, Zoning Ordinance Update: Planner Webb held an introductory meeting with City of Tracy staff on 1/28 to begin the process of updating their zoning ordinance which was originally written in 1968 and last updated in 2005.

LAND USE PLANNING

Land Use Planning lays out the future location and usage of a development activity within a project area. These plans are written to avoid conflicting land uses or development within a jurisdiction in order to balance development practices and the health of a community. SRDC can help your community plan for the future development within your community through planning services.

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LEARN MORE AT
WWW.SRDC.ORG

TRANSPORTATION REPORT

FEBRUARY 2025

TRANSPORTATION COMMITTEE | ATPs | TRANSPORTATION PLANNING
ACTIVE TRANSPORTATION & SRTS

AREAS TRANSPORTATION PARTNER-SHIPS (ATP)

ATP 7 will hold its next meeting on Friday, March 14 at 10 AM in Mankato.

ATP 8 will hold its next meeting on Friday, March 7 at 10 AM in Willmar.

TRANSPORTATION PLANNING

Active Transportation Planning Assistance Grant: MnDOT announced that ten Minnesota cities will receive funding support from the latest round of Active Transportation Planning Assistance to help them increase the number of people walking and biking to destinations in their communities.

“MnDOT’s Active Transportation Planning Assistance program brings together neighbors to dream big and develop a work plan for building their own network for walking and bicycling,” says Will Wlizio, MnDOT Active Transportation coordinator. “This assistance helps cities reduce pollution, curb traffic, revitalize Main Streets, and increase residents’ health and safety.”

The cities of Mountain Lake and Worthington were awarded planning assistance grants.

E-Bike Rental Program at End-O-Line Park in Currie: Planner Webb has been facilitating meetings between Southwest Health and Human Services, Murray County, and other local stakeholders in order to gauge the potential for an E-Bike Rental Program at End-O-Line Park in Currie. If funding is secured, then the goal is that 4 E-Bikes will be in place at the park by June 1 for residents and visitors to use the bikes on the Casey Jones State Trail Loop located in Lake Shetek State Park.

Coordinating

TRANSPORTATION PROGRAMS

with the Region

For over 30 years, SRDC has helped coordinate transportation programs within the region. Our transportation planning is focused on maintaining and improving the various modes of transportation within our nine-county region and across Greater Minnesota. SRDC assists communities with planning, maintaining, and improving all modes of transportation. We accomplish this by working with the Minnesota Department of Transportation (MnDOT), local units of government, legislators, community members, and organizations across Southwest Minnesota.

Much of our collaborative efforts are made possible through a recurring MnDOT planning grant which helps to keep the cost of our work to a minimum. Under this grant, technical assistance is available to assist communities along U.S., State, and County State-Aide highways.

More information visit our website
www.swrdc.org

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The graphic features a green and blue color scheme with a circular inset showing a white SUV driving on a road. A hand is shown writing on a circular board with the words 'Program', 'Impact', 'Marketing', 'Needs', and 'Strategy'.



HAPPY

BIRTHDAY

HAPPY
Birthday
KATHY!



January
26th

HAPPY
Birthday
JODI



February 9th

SRDC
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