Southwest Regional Development Commission

OVERALL WORK PROGRAM

FOR

FISCAL YEAR 202

PROGRAM CATEGORY

Commission Management and Administration

Management and Policy Administration Objective: To propose and amend as necessary the management policies needed for the efficient administration of the Commission.

1. Conduct at least five (5) Board of Directors, and on alternate months six (6) combined Board/Full Commission meetings annually.
2. Review and approve amendments to the Work Program and Budget including the indirect cost plan, as necessary, to reflect unanticipated changes.
3. Review and approve the Annual Report for Fiscal Year 2026 to be submitted as per statute by September 1st of each year.
4. Review and approve the 5 year assessment and forward to the Legislature as required by statute.
5. Review, propose, and approve policy changes needed as a result of new legislation or audit recommendations.
6. Ensure the implementation of the current fiscal year Work Program for the SRDC.
7. Prepare the next fiscal year Work Program including the Budget.
8. Prepare and approve the minutes for the Executive, Budget and Personnel Committee, Board of Directors, and Full Commission meetings.
9. Conduct outreach following the SRDC Communications Plan.

General Administrative Objective: To provide administrative support for the operations of the Commission and its committees and to provide informative reports on Commission activities to local units of government and the general public.

1. Conduct Pre-Board staff meetings to inform SRDC staff of current activities and management policies as amended and approved by the Board of Directors and the Full Commission.
2. Conduct professional staff meetings to ensure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
3. Act as the Commission's agent in contract negotiations with final review by the Board or Full Commission.
4. Supervise and/or coordinate the tasks of the SRDC staff members and conduct or assist in employee evaluations.
5. Coordinate and/or review the preparation of staff activity reports and the Annual Report.
6. Carry out the directives of the Board of Directors and the Full Commission including updating by-laws, operations manual, personnel policies, etc. as needed.

7. Provide adequate opportunities for staff training.
8. Submit information across all media platforms concerning events or actions of the Board of Directors and the Full Commission.
9. Coordinate reviews among SRDC staff of applications for state and federal funding.
10. Seek project review comments from affected local governments and interested groups, while conducting project reviews as requested.
11. Submit comments to applicants and funding agencies subsequent to Commission review and file Commission review responses for future reference.

Financial Administration Objective: Provide financial services support for the operations of the Commission.

1. Gather data, analyze the information, and complete individual contract budgets and the Fiscal Year budget including the Work Program budget and the indirect cost plan, and revise as necessary with the approval of the Budget & Personnel, Board, and Full Commission.
2. Compile, review, and enter all financial data.
3. Review for accuracy the financial records of the Commission (receipts, payroll, disbursements, general journal, general ledger, and related computer reports).
4. Utilize the computer printouts and additional background information to prepare monthly, quarterly, and annual financial reports, the audit report and requests for payment for the grants, contracts, and payroll tax deductions and for the Budget and Personnel, Board and Full Commission.
5. Implement financial procedure changes recommended by the auditors, the Board, and/or the Full Commission.
6. Prepare and submit to the County Auditors a proposed levy request by September 15, each year, and a final levy request if changed on or before five working days after December 20th each year.
7. Update depository designations as needed.

Office Administration Objective: Provide secretarial and general office administrative support for the operations of the Commission.

1. Receive, relate messages, and transfer calls to all personnel and distribute the mail.
2. Type and/or complete, copy, mail or distribute, and file all written material prepared by SRDC staff members including meeting notices, agendas, minutes, daily correspondence, reports, studies, surveys, newsletters, etc.
3. Update and maintain all mailing lists, committee rosters, and other resources in the Master Database in MS Access.
4. Order all office supplies.

5. Schedule and set up meeting facilities and make travel arrangements as delegated.

PROGRAM CATEGORY

Development

Overall Objectives: SRDC is committed to a continuous process of sustainable development planning and assistance to the Region's customers, primarily local units of government, business, industry, and non-profits. The planning and assistance of sustainable development activities encompasses six major categories within development: CEDS Committee, General Economic Development Assistance, General Development, Local Assistance, Planning and Implementation Tools, and Regional Development. SRDC also provides Transportation Planning Services under an agreement with the Minnesota Department of Transportation. The Work Plan for Transportation is located following the Development Section. SRDC will work with the public and private sectors to provide resource assistance that will enhance development across the Region. Such development activities undertaken by the SRDC shall be consistent with the SRDC's Comprehensive Economic Development Strategy (CEDS).

Economic Development Objective: Assist businesses and local units of government with technical needs relating to financing, infrastructure, and other various development activities.

1. Convene the Comprehensive Economic Development Strategy (CEDS) Committee to address development and planning issues in the Region.
2. Assist local units of government in leveraging and administering a multitude of funding programs for infrastructure repair and replacement related to economic development. Provide outreach to communities throughout the region by working to leverage financial resources from State and Federal programs.
3. Monitor legislation for businesses to relocate to Southwest Minnesota, expand, or begin a new venture.
4. Provide resources, technical assistance, and networking opportunities as needed to Economic Development Professionals within the region.
5. Capitalize and lend funds through the SRDC Revolving Loan Funds.
6. Administration and servicing of the SRDC Revolving Loan Funds as directed by the Revolving Loan Fund Committee.
7. Administration and servicing of local revolving loan funds under contract.
8. Assist businesses in structuring loan packages and leveraging public and private resources.

9. Promote and engage in succession planning efforts, and mentoring programs that fit the needs of Southwest Minnesota.
10. Assist with the expansion of childcare services and day services for adults in the region.

General Development/Planning Objective: Research, develop, and implement, short- and long-term development and planning strategies for local units of government throughout the region and for the region as a whole.

1. Develop long-term strategies and implement identified strategies. Monitor the data and economic indicators available to examine the impact events have had on the area's economy.
2. Conduct/complete plans and studies pertaining to region-wide issues.
3. Encourage multi-government or individual governmental units to coordinate and cooperate on development issues.
4. Provide staff and analytical support to regional ad hoc committees so identified by the Commission.
5. Identify and provide information on legislative issues as they relate to development activities within the region.
6. Monitor and review proposed state and federal development regulations and legislative activity affecting Southwest Minnesota.
7. Solicit local input and keep local officials informed on critical issues.
8. Assist with the development of legislative issues/positions, and the conveyance of those positions to the appropriate parties.
9. Act as liaison between local units of government and state and federal regulatory agencies.
10. Address water quality and availability in the region.

Local Assistance Objective: Provide technical assistance to local units of government within the region and assist in the implementation of statewide development efforts.

1. Write and administer grants, loans, and contracts for communities.
2. Assist communities with Capital Improvement Plans, Surveys, and Analyses.
3. Conduct community assessments for communities, townships, and counties which identify needs, and outline specific strategies to meet those needs.
4. Provide resource assistance and information referral to customers of SRDC.
5. Assist with Statewide Health Improvement Partnership Community Leadership Teams.
6. Provide Assistance and Planning in regarding Active Living programs.
7. Respond to Census data requests to fulfill obligation as a Census Data Center.
8. Provide assistance to local units of government in relation to energy issues that affect the region, including electrical transmission lines and energy inputs that affect economic viability (wind-power/bio-fuels/solar/electric vehicle).

Planning and Implementation Objective: Provide technical assistance to local units of government within the region to conduct and implement planning efforts and translate plans into actionable strategies.

1. Provide Long Range planning strategies for natural and human-caused disasters that occur within the Region.
2. Produce and/or provide comments/assistance on Comprehensive Plans, Land Use Plans, Water Plans, a Regional Solid Waste Plan, Active Living Plans, Resiliency Plans, and other planning documents as requested by local units of government.
3. Provide assistance with Implementation tools including Zoning Ordinances and Updates.
4. Provide assistance and support to local units of government to address development issues or projects, including environmental officers, zoning administrators, or city officials.
5. Assist local governmental entities non-profits and businesses in the development and maintenance of websites, social media sites, and communication strategies.
6. Assist local and regional entities with the development of marketing strategies for the promotion of the region.

Regional Development Objective: Provide technical assistance to regional entities as requested.

1. Provide staff and analytical support to the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators Association.
2. Assist the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators with implementation of the Regional Solid Waste Plan.
3. Provide staff and analytical support to the Rural Minnesota Energy Board and the Southwest Clean Energy Resource Team.
4. Administer the Rural Minnesota Energy Board Property Assessed Clean Energy (PACE) Program.
5. Promote and coordinate energy audits /assessments and/or feasibility studies for businesses, agricultural producers, non-profits, churches, others, etc.
6. Assist and promote regional recruitment efforts that attract and retain higher skill, and higher wage demographics to the region.
7. Explore opportunities for regional fire and EMS coordination.
8. Conduct facilitated discussions around diversity, equity and inclusion with the Commission.

RDC Transportation Planning Grant Agreement Workplan

Contract Information		Funding Information	
RDC:	SRDC	MnDOT Contract Funds:	$75,000.00
Fiscal Year:	2026	RDC Matching Funds:	$13,235.00
Contract Number:		Total Contract Amount:	$88,235.00

Activity Type	Dollar Amount Budgeted			Percent of Total Contract	Expenditures Jul 1 to Dec 31 (click for report)	Expenditures Jan 1 to Jun 30 (click for report)	Remaining Budget
	Staff Time	Expenses (e.g. travel, meals, lodging)	Total				
ATP Coordination and Involvement	$18,967.00	$1,500.00	$20,467.00	23%	$0.00	$0.00	$20,467.00
This section is for activities associated with the RDCs work related to Minnesota's Area Transportation Partnerships (ATPs). ***Anticipated activities in this area include:***							
ATP and ATP Subcommittee meeting participation and meeting coordination ATIP Development (project selection, preparation, outreach, etc) Transportation Alternative Program Administration (outreach, LOI review, application assistance, project selection, etc):							
TAC Administration	$4,420.00	$500.00	$4,920.00	6%	$0.00	$0.00	$4,920.00
This section is for activities associated with administering the RDC's Transportation Advisory Committee. ***Anticipated activities in this area include:***							
• TAC and RDC Board meeting, meeting preparation of transportation issues • TAC and RDC Board meeting, administration of transportation issues							
Transportation Planners Meetings	$6,840.00	$540.00	$7,380.00	8%	$0.00	$0.00	$7,380.00
This section is for activities associated with the standing meetings between MnDOT and the RDC Transportation Planners. ***Anticipated activities in this area include:***							
• Transportation Planners meeting participation • Transportation Planner meeting coordination as a co-chair							

Statewide Planning	$11,380.00	$750.00	$12,130.00	14%	$0.00	$0.00	$12,130.00

This section is for key activities at the state level as identified by the MnDOT RDC liaison through consultation with MnDOT functional areas. ***Anticipated activities in this area include:***

•Provide public engagement assistance for the Greater MN Transit Investment Plan/Greater MN Transit Plan
•Participate in engagement/evaluation work tied to bike/ped/SRTS demonstration projects
•Participate in MnDOT's Office of Transit and Active Transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation and evaluation of walking and bicycling. MnDOT will schedule and distribute information
•Assist with non-motorized data collection/portable counter administration
•Continue with involvement in maintenance of the statewide Functional Classification System
•Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program)
•Assist with outreach for other statewide projects
•Representation on statewide work groups and committees
•Provide needed support for IIJA planning requirements and program implementation
•Assist with transportation and sustainability planning efforts related to electric vehicles, climate resilience, and increasing transportation options
• Assist with CHIP and other scoping meetings along with MnDOT District Staff.

Regional Planning	$39,823.00	$1,750.00	$41,573.00	47%	$0.00	$0.00	$41,573.00

This section is for key activities at the regional level as determined cooperatively by the MnDOT District Planner and RDC. ***Anticipated activities in this area include:***

• Attend 10-year Capital Highway Investment Plan (CHIP) outreach with counties, cities, and townships
• Coordination with communities on utility condition for project scoring and project development
• Regional Trail Program planning, coordination, and outreach
• Participation in the Towards Zero Deaths initiative
• Community, Business, Economic Development, and Transportation activities and outreach related to the trunk highway system
• Participation in the Statewide Health Improvement Partnership and Active Living planning related to transportation and transportation alternatives
• Fulfill transportation related data requests
• Reviewing and assisting with project scoping
• Safe Routes to School planning, application, implementation and information assistance, including deploying parent surveys, etc. for projects being scoped for possible inclusion in STIP update
• Freight and Passenger Air and Rail Planning for future service
• District transit planning and coordination
• Diversity, Equity, and Inclusion engagement efforts and outreach related to transportation
•Help gather Transportation Alternatives investment data for on-line Story Maps (e.g. pictures on the ground (ideally of it being used), potentially trail counts to show use, etc.)
•MnDOT District staff & RDC staff quarterly meetings.
• American's With Disabilities Act meeting preparation, coordination, attendance, assistance, and outreach
• Regional planning efforts, local planning assistance, and other activities as agreed upon by the District Planner and RDO
• Support D8 urban pritoization study
• Support Active Transportation Planning Assistance Acitivities in Mountain Lake and Worthington/Nobles County

Conference Attendance	$1,500.00	$265.00	$1,765.00	2%	$0.00	$0.00	$1,765.00

This section is for key activities related to RDC participation in statewide or regional transportation-related conferences. The total amount changed in this section may not exceed 2% of total contract amount. ***Anticipated activities in this area include:***

• Minnesota Transportation Planner's Conference
• Minnesota APA Conference
• Attend Regional TZD Meetings and Workshops

TOTALS	**$82,930.00**	**$5,305.00**	**$88,235.00**	**100%**	**$0.00**	**$0.00**	**$88,235.00**
				Percent of Total Contract:	**0%**	**0%**	**100%**
Other Transportation Activities			$0.00	0%	$0.00	$0.00	$0.00

This section is for other transportation activities the RDC performs that are not covered by the MnDOT Transportation Planning Grant. Please note funding source. ***Anticipated activities in this area include:***

Possible Safe Streets 4 All Federal Grant and Walk Audits in partnership with SWHHS