

Southwest Regional Development Commission—Full Commission

* Board of Directors

Commissioner	Representing
Rick Anderson	Lyon County Commissioners*
Carrie Bendix	Southwest Minnesota Private Industry Council
JoEllen Benson	Rock County Townships
Kristie Blankenship	Southwest Minnesota Housing Partnership
Bob Byrnes	City of Marshall & RLF Committee Chair*
Miron Carney	Murray County Municipalities, Immediate Past Chair, Legislative Committee Chair*
Elliot Christensen (Tabia Goodthunder)	Lower Sioux Community (Alternate: Lower Sioux Community)
Pam Cooreman	Lyon County Municipalities
Bill Crowley	Murray County Townships
Dan Delaney	Pipestone County Municipalities
Keith Elbers	Rock County Municipalities, SRDC Secretary*
Lori Grant	Lyon County Townships
Donna Gravley	Cottonwood County Commissioners*
Mark Haberman	Jackson County Municipalities
Eric Hartman	Region 8 School Boards*
Chris Hollingsworth	Pipestone County Commissioners*
Dennis Klingbile	Lincoln County Municipalities*
Tiffany Knott	Redwood County Townships
Paul Langseth	Nobles County Townships, SRDC Chair*
Steve Kellen	Nobles County Municipalities
Jeff Moen	Lincoln County Townships
See Moua-Leske	Cultural Diversity
Bob Paplow	Nobles County Commissioners
Richard Peterson	Jackson County Townships, SRDC Treasurer*
Jenny Quade	Cottonwood County Municipalities
VACANT	Cottonwood County Townships
Stephen Schnieder	Region 8 School Boards
Wally Slinger	Pipestone County Townships
Sherri Thompson	Rock County Commissioners
Mic VanDeVere	Lincoln County Commissioners, Transportation Committee Chair
Bob Van Hee	Redwood County Commissioners*
Rick VonHoldt	City of Worthington*
Don Wachal	Jackson County Commissioners
Dennis Welgraven	Murray County Commissioners, SRDC Vice-Chair*
Justine Wettschreck	Economic Development
Beth Wilms	Health and Human Services

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



PUBLIC HEARING / BUSINESS MEETING

Thursday, July 13, 2023
1:00PM

Cansayapi Wicoicage Oti (Lower Sioux Incubator)
39527 Reservation Hwy 1, Morton, MN

AGENDA

<u>#</u>	<u>Time</u>		<u>Page</u>
	1:00pm	PUBLIC HEARING	
		SRDC BUSINESS MEETING	
1	1:10pm	Call to Order & Pledge of Allegiance	
2	1:12pm	Introductions	
3	1:17pm	Additions to and Approval of Agenda Action Needed: Approve Agenda	2
4	1:20pm	Consent Agenda Items <ul style="list-style-type: none">• May Receipts and Expenditures Report• May 11, 2023 Full Commission Meeting Minutes• June 8, 2023 Board of Directors Meeting Minutes Action Needed: Approve Consent Agenda Items	3 - 7 8-16 17-21
5	1:25pm	Finance Reports — <i>Treasurer Peterson & Executive Director Trusty</i> <ul style="list-style-type: none">• Treasurer's Report, including bank accounts & investments Action Needed: Approval of Treasurer's Report <ul style="list-style-type: none">• Administrative Report through May 2023 Action Needed: Approval of Administrative Report	21 22
6	1:35pm	Budget & Personnel — <i>Committee Chair Peterson</i> <ul style="list-style-type: none">• FY 2024 Budget Review• Job Description Review<ul style="list-style-type: none">○ Administrative Assistant○ Communications Specialist○ Community Development Director○ Development Planner○ Development Planner, Transportation Action Needed: Approval of FY 2024 Budget Review	23 24 25-26 27-28 29-30 31-32
7	1:50pm	Adjournment Followed by: <ul style="list-style-type: none">• Tour of Lower Sioux Community Incubator• Photo of Full Commission• Photo of Staff• Refreshments	

Southwest Regional Development Commission

Check/Voucher Register - Board Check Register

From 5/1/2023 Through 5/31/2023

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
CD052023 W...	006	5/20/2023		April 2023 Wex Admin Fees	13.75	5/20/2023
PRS050423	05042...	5/4/2023	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 5/4/2023	1,717.12	5/4/2023
PRS050423	05042...	5/4/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/4/2023	11.07	5/4/2023
PRS050423	05042...	5/4/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/4/2023	1,760.00	5/4/2023
PRS050423	05042...	5/4/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 5/4/2023	1,480.58	5/4/2023
PRS050423	05042...	5/4/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 5/4/2023	46.37	5/4/2023
PRS050423	05042...	5/4/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/4/2023	1,418.35	5/4/2023
PRS050423	05042...	5/4/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/4/2023	47.26	5/4/2023
PRS050423	05042...	5/4/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/4/2023	47.26	5/4/2023
PRS050423	05042...	5/4/2023	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 5/4/2023	1,726.59	5/4/2023
PRS050423	05042...	5/4/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 5/4/2023	1,827.44	5/4/2023
PRS050423	05042...	5/4/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/4/2023	2,274.38	5/4/2023
PRS050423	05042...	5/4/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/4/2023	699.93	5/4/2023
PRS050423	05042...	5/4/2023	Jessica L. Welu	Employee: WeluJ; Pay Date: 5/4/2023	1,508.44	5/4/2023
PRS051823	05182...	5/18/2023	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 5/18/2023	1,743.32	5/18/2023
PRS051823	05182...	5/18/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/18/2023	5.57	5/18/2023
PRS051823	05182...	5/18/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/18/2023	1,726.75	5/18/2023
PRS051823	05182...	5/18/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/18/2023	27.68	5/18/2023
PRS051823	05182...	5/18/2023	Melissa Nelson	Employee: MansonM; Pay Date: 5/18/2023	11.07	5/18/2023
PRS051823	05182...	5/18/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 5/18/2023	1,465.15	5/18/2023
PRS051823	05182...	5/18/2023	Kimberly Murphy	Employee: MurphyK; Pay Date: 5/18/2023	18.57	5/18/2023
PRS051823	05182...	5/18/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/18/2023	4.77	5/18/2023
PRS051823	05182...	5/18/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/18/2023	1,181.91	5/18/2023
PRS051823	05182...	5/18/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/18/2023	241.10	5/18/2023
PRS051823	05182...	5/18/2023	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 5/18/2023	85.09	5/18/2023
PRS051823	05182...	5/18/2023	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 5/18/2023	2,869.08	5/18/2023
PRS051823	05182...	5/18/2023	Jason L. Walker	Employee: WalkerJ; Pay Date: 5/18/2023	1,860.19	5/18/2023
PRS051823	05182...	5/18/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/18/2023	776.07	5/18/2023
PRS051823	05182...	5/18/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/18/2023	9.25	5/18/2023
PRS051823	05182...	5/18/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/18/2023	1,384.70	5/18/2023
PRS051823	05182...	5/18/2023	Robin R. Weis	Employee: WeisR; Pay Date: 5/18/2023	1,508.44	5/18/2023
PRS051823	05182...	5/18/2023	Jessica L. Welu	Employee: WeluJ; Pay Date: 5/18/2023	150.00	5/18/2023
APS052323 ...	05262...	5/26/2023	Dennis A. Klingbile	Dennis Klingbile 4-13-23 to 5-11-23 meetings	162.44	5/26/2023
APS052323 ...	05262...	5/26/2023	Dennis A. Klingbile	Dennis Klingbile 4-13-23 to 5-11-23 meetings	162.44	5/26/2023
APS052323 ...	05262...	5/26/2023	Stephen P. Schnieder	Stephen Schnieder 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Stephen P. Schnieder	Stephen Schnieder 5-11-23 meeting	107.42	5/26/2023
APS052323 ...	05262...	5/26/2023	Steven A. Kellen	Steven Kellen 5-4-23 to 5-11-23 meetings	100.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Steven A. Kellen	Steven Kellen 5-4-23 to 5-11-23 meetings	144.10	5/26/2023
APS052323 ...	05262...	5/26/2023	William R. Crowley	Bill Crowley 5-11-23 meeting	50.00	5/26/2023

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Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS052323 ...	05262...	5/26/2023	William R. Crowley	Bill Crowley 5-11-23 meeting	93.01	5/26/2023
APS052323 ...	05262...	5/26/2023	JoEllen M. Benson	JoEllen Benson 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	JoEllen M. Benson	JoEllen Benson 5-11-23 meeting	81.22	5/26/2023
APS052323 ...	05262...	5/26/2023	Keith A. Elbers	Keith Elbers 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Keith A. Elbers	Keith Elbers 5-11-23 meeting	98.25	5/26/2023
APS052323 ...	05262...	5/26/2023	Michael L. VanDeVere	Mic VanDeVere 3-29-23 to 5-11-23	150.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Michael L. VanDeVere	Mic VanDeVere 3-29-23 to 5-11-23	200.43	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard Anderson	Rick Anderson 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard Anderson	Rick Anderson 5-11-23 meeting	39.30	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard D. Peterson	Richard Peterson 4-13-23 to 4-20-23 meetings	200.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard D. Peterson	Richard Peterson 4-13-23 to 4-20-23 meetings	133.62	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard D. Peterson	Richard Peterson 5-11-23 meetings	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Richard D. Peterson	Richard Peterson 5-11-23 meetings	148.68	5/26/2023
APS052323 ...	05262...	5/26/2023	Robert J. Byrnes	Robert Byrnes 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Robert J. Byrnes	Robert Byrnes 5-11-23 meeting	34.06	5/26/2023
APS052323 ...	05262...	5/26/2023	Robert H. Van Hee	Bob Van Hee 5-11-23 meeting	50.00	5/26/2023
APS052323 ...	05262...	5/26/2023	Robert H. Van Hee	Bob Van Hee 5-11-23 meeting	81.88	5/26/2023
APS050423	60089	5/4/2023	507 Designs	507 Design - apparel - Nelson	89.00	5/4/2023
APS050423	60090	5/4/2023	Abila	Abila - Multiple Clouds - 4-26-23 to 5-25-23	615.19	5/4/2023
APS050423	60091	5/4/2023	AFLAC	Aflac inv#738248	155.88	5/4/2023
APS050423	60092	5/4/2023	Aflac Inc	Aflac Dental - inv#244662	251.95	5/4/2023
APS050423	60093	5/4/2023	Bluepeak	Bluepeak - 4-24-23 to 5-23-23	60.73	5/4/2023
APS050423	60093	5/4/2023	Bluepeak	Bluepeak - 4-24-23 to 5-23-23	60.73	5/4/2023
APS050423	60094	5/4/2023	City of Jackson	City of Jackson - Seed Grant	4,366.90	5/4/2023
APS050423	60095	5/4/2023	City of Slayton	City of Slayton 3-21-23 to 4-19-23	22.08	5/4/2023
APS050423	60095	5/4/2023	City of Slayton	City of Slayton 3-21-23 to 4-19-23	23.92	5/4/2023
APS050423	60096	5/4/2023	Culligan Water Conditioning	Culligan 4-30-23	10.80	5/4/2023
APS050423	60097	5/4/2023	Darren Veldhuisen	Snow Removal - April 2023	20.00	5/4/2023
APS050423	60097	5/4/2023	Darren Veldhuisen	Snow Removal - April 2023	30.00	5/4/2023
APS050423	60098	5/4/2023	Frontier Communications	Frontier - Monthly Maint. - 4-25-23 to 5-24-23	36.39	5/4/2023
APS050423	60098	5/4/2023	Frontier Communications	Frontier - Monthly Maint. - 4-25-23 to 5-24-23	67.59	5/4/2023
APS050423	60099	5/4/2023	Grants Management Systems ...	GMS 4-30-23	138.75	5/4/2023
APS050423	60099	5/4/2023	Grants Management Systems ...	GMS 4-30-23	46.25	5/4/2023
APS050423	60100	5/4/2023	Grants Management Systems ...	inv#13337 - 5 Special Assmt. Fee - PACE	10.00	5/4/2023
APS050423	60101	5/4/2023	Nobles County Auditor/Treasurer	NW Gas 3-25-23 to 4-22-23	98.63	5/4/2023
APS050423	60101	5/4/2023	Northwest Gas	NW Gas 3-25-23 to 4-22-23	147.94	5/4/2023
APS050423	60101	5/4/2023	Northwest Gas	NW Gas 3-25-23 to 4-22-23	125.00	5/4/2023
APS050423	60102	5/4/2023	One Office Solution	Board Rm Chair - FY24 Budget - inv#508046-00	125.00	5/4/2023
APS050423	60102	5/4/2023	One Office Solution	Board Rm Chair - FY24 Budget - inv#508046-00	125.00	5/4/2023

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Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS050423	60102	5/4/2023	One Office Solution	Board Rm Chairs - FY24 Budget - inv#510040-00	3,375.00	5/4/2023
APS050423	60102	5/4/2023	One Office Solution	Board Rm Chairs - FY24 Budget - inv#510040-00	3,375.00	5/4/2023
APS050423	60102	5/4/2023	One Office Solution	One Office - Meter Reading 3-25-23 to 4-20-23	281.52	5/4/2023
APS050423	60103	5/4/2023	Pipestone Publishing Company...	Pipestone Publishing Subscription to 4-14-24	60.00	5/4/2023
APS050423	60104	5/4/2023	Quill Corporation	Quill - envelopes - inv#32114741	44.18	5/4/2023
APS050423	60104	5/4/2023	Quill Corporation	Quill - Self stick notes - inv#32091445	10.45	5/4/2023
APS050423	60104	5/4/2023	Quill Corporation	Quill - Table tent cards - Inv#32141365	33.14	5/4/2023
APS050423	60104	5/4/2023	Quill Corporation	Quill - Nxt travel screen wipes - inv#32092917	41.76	5/4/2023
APS050423	60105	5/4/2023	Slayton EDA	Slayton EDA Bldg Lease - May 2023 Orig/Addn	4,848.63	5/4/2023
APS050423	60106	5/4/2023	The Computer Man, Inc.	Annual Cloud Backup - inv#293282 5-1-23	300.00	5/4/2023
APS050423	60106	5/4/2023	The Computer Man, Inc.	Annual Cloud Backup - inv#293282 5-1-23	300.00	5/4/2023
APS050423	60106	5/4/2023	The Computer Man, Inc.	Adobe - Kim (prorated)	16.99	5/4/2023
APS051223	60107	5/12/2023	Chandler Co-Op	Chandler Coop - April 2023	67.72	5/12/2023
APS051223	60108	5/12/2023	Dakota Edge Outdoors	Dakota Edge Outdoors - 1st Qtr 2023	26.00	5/12/2023
APS051223	60109	5/12/2023	Fleet Services Division	Fleet Services - April 2023 Lease	555.22	5/12/2023
APS051223	60110	5/12/2023	Frontier Communications	Frontier 4-4-23 to 5-3-23	541.37	5/12/2023
APS051223	60110	5/12/2023	Frontier Communications	Frontier 4-4-23 to 5-3-23	291.51	5/12/2023
APS051223	60111	5/12/2023	One Office Solution	One Office - Board Room Tables & Nestling Chairs	5,597.00	5/12/2023
APS051223	60111	5/12/2023	One Office Solution	One Office - Board Room Tables & Nestling Chairs	5,597.00	5/12/2023
APS051223	60111	5/12/2023	One Office Solution	One Office - Paper	336.98	5/12/2023
APS051223	60112	5/12/2023	Schaap Sanitation	Schaap Sanitation 5-1-23	35.35	5/12/2023
APS051223	60112	5/12/2023	Schaap Sanitation	Schaap Sanitation 5-1-23	53.02	5/12/2023
APS051223	60113	5/12/2023	SRDC	Explore SW - April 2023 Finance	20.00	5/12/2023
APS051223	60114	5/12/2023	SRDC	Explore SW - March 2023 Finance	60.00	5/12/2023
APS051223	60115	5/12/2023	SRDC	Explore SW - Add. Website Dev & Social Media ...	4,000.00	5/12/2023
APS051223	60116	5/12/2023	Verizon Wireless	Verizon 4-2-23 to 5-1-23	52.12	5/12/2023
APS051223	60117	5/12/2023	XCEL Energy	Xcel Energy 4-5-23 to 5-6-23	203.44	5/12/2023
APS051223	60117	5/12/2023	XCEL Energy	Xcel Energy 4-5-23 to 5-6-23	292.75	5/12/2023
APS051823	60118	5/18/2023	AFLAC	Aflac - inv#869136	155.88	5/18/2023
CD052223 B...	60118	5/22/2023	Stoneberg, Giles & Stroup, PA	BCBS June 2023	8,913.40	5/22/2023
APS051823	60119	5/18/2023	Stoneberg, Giles & Stroup, PA	Auto Nation LLC - CRLF - inv#98109	79.50	5/18/2023
APS052523	60120	5/25/2023			0.00	
APS052523	60121	5/25/2023			0.00	
APS052523	60122	5/25/2023			0.00	
APS052523	60123	5/25/2023			0.00	
APS052523	60124	5/25/2023			0.00	
APS052523	60125	5/25/2023	Cardmember Services	Visa 4-15-23 to 5-16-23	531.84	5/25/2023
APS052523	60125	5/25/2023	Cardmember Services	Visa 4-15-23 to 5-16-23	10.00	5/25/2023

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Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS052523	60125	5/25/2023	Cardmember Services	Visa 4-15-23 to 5-16-23	86.65	5/25/2023
APS052523	60126	5/25/2023	Fryberger, Buchanan, Smith &...	Fryberger March 2023 (RMEB)	2,250.00	5/25/2023
APS052523	60126	5/25/2023	Fryberger, Buchanan, Smith &...	Fryberger April 2023 (RMEB)	2,250.00	5/25/2023
APS052523	60127	5/25/2023	Marilyn Samuelson	Marilyn Samuelson - May 2023	328.00	5/25/2023
APS052523	60127	5/25/2023	Marilyn Samuelson	Marilyn Samuelson - May 2023	472.00	5/25/2023
APS052523	60128	5/25/2023	NCPERS Group Life Ins.	NCPERS - June 2023	32.00	5/25/2023
APS052523	60129	5/25/2023	SRDC	SRDC - Mar/Apr 2023 Finance & Contracted Serv...	2,310.00	5/25/2023

Report Total

86,159.81



MEMBERS PRESENT: Chairman Paul Langseth, Commissioners Rick Anderson, Carrie Bendix, JoEllen Benson, Bob Byrnes, Miron Carney, Pam Cooreman, Bill Crowley, Dan Delaney, Keith Elbers, Lori Grant, Donna Gravley, Mark Haberman, Eric Hartman, Chris Hollingsworth, Steve Kellen, Dennis Klingbile, See Moua-Leske, Richard Peterson, Stephen Schneider, Sherri Thompson, Mic VanDeVere, Bob Van Hee, Rick VonHoldt, Dennis Welgraven, Justine Wettschreck and Beth Wilms

MEMBERS ABSENT: Commissioners Kristie Blankenship (excused), Elliot Christensen, Tiffany Lesmeister-Knott (excused), Jeff Moen, Bob Paplow (excused), Jenny Quade (excused), Terry Quiring, Wally Slinger, Don Wachal (excused)

STAFF PRESENT: Executive Director Jay Trusty, Rosemary Bruce-White, Kim Murphy, Melissa Nelson, Kathy Schreiber, Robin Weis, Jason Walker, and Jessica Welu

CALL TO ORDER

Chairman Paul Langseth called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and introductions.

COMMISSIONER APPOINTMENTS

Chairman Langseth announced the following appointments to the Commission: Appointment of Mark Haberman, representing Jackson County Municipalities, Steve Kellen, representing Nobles County Municipalities, Dan Delaney, representing Pipestone County Municipalities and Wally Slinger, representing Pipestone County Townships.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Carney to approve the appointments as presented. Upon vote taken: Ayes-23, Nays-0. Motion Carried.

COMMISSIONER RE-APPOINTMENTS

Chairman Langseth announced the following re-appointment to the Commission: re-appointment of Beth Wilms, representing Health and Human Services.

M/S/P Motion made by Commissioner Anderson and seconded by Commissioner Hartman to approve the appointment as presented. Upon vote taken: Ayes-26, Nays-0. Motion Carried.

AGENDA ADDITIONS/APPROVAL

Addition of a Resolution for approval under the Transportation report.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Hartman to approve the agenda with addition. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

CONSENT AGENDA

M/S/P Motion made by Commissioner Hollingsworth and seconded by Commissioner Schneider to approve March 20, 2023 Full Commission meeting minutes, April 13, 2023 Board of Directors meeting minutes and the March 2023 Receipts and Expenditures report. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

FINANCE REPORT

SRDC Treasurer Richard Peterson referred Commissioners to the Treasurer's Report, showing bank accounts and fund designations. There were no questions.

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner VonHoldt to approve Treasurer's Report as presented. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Finance Director Melissa Nelson went over the Administrative Report through the end of March, 2023 and pointed out some line items. She also noted that she is working on catching up some reports and requests for payments. There were no questions.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Hartman to approve the Administrative Report. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

PROJECT REVIEWS

Development/Energy Planner Walker reported on the Elk Creek Solar Project in Rock County. This solar project is going from 80 megawatts to 160 megawatts. Development/Transportation Planner Rosemary Bruce-White reported on a USDA Rural Development project review for the City of Chandler to purchase Self-Contained Breathing Apparatus for the Fire Department.

M/S/P Motion made by Commissioner Anderson and seconded by Commissioner VanDeVere to approve both project reviews as presented. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

COMMITTEE AND STAFF REPORTS

A. Budget & Personnel Committee Report

Chair Peterson recommended approval of the FY2024 Work Program as presented in the meeting packet.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Hartman to approve FY24 Work Program as presented. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Chair Peterson recommended approval of the Accounting Specialist job description as presented in the meeting packet.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Hollingsworth to approve the Accounting Specialist job description as presented. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Chair Peterson recommended approval of the quote for the computer Fire Wall as presented in the meeting packet.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Carney to approve quote for the computer Fire Wall. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Chair Peterson recommended approval of the revised quote for the new Board Room furniture as presented in the meeting packet.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Carney to approve the updated quote for Board Room furniture. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Chair Peterson recommended approval of terminating Temporary Policy 2023-1. This will end Deputy Director Weis filling in for Executive Director Trusty while he was on medical leave. Also recommended approval of terminating Temporary Policy 2020-1. This will return the maximum of Comp Leave from 60 hours back to 40 hours. Staff must be back to or under 40 hours by November 1, 2023.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Gravley to approve terminating Temporary Policies 2023-1 and 2020-1. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

Chair Peterson recommended approval of the following Cost of Living Adjustments (COLA) for FY2024 effective July 1, 2023: 6% and 1 step for staff members Bruce-White, Nelson, Schreiber, Walker and Welu and a 6% increase for staff members Trusty and Weis.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner VanDeVere to approve FY2024 COLAs for staff. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

B. Audit Report

Finance Director Nelson reported that she has sent documents to the new auditing firm that were requested and is now waiting for the auditors. She hopes to have a report soon.

C. Legislative Committee Report

Legislative Committee Chair Carney informed members that the Senate has passed the ominous tax bill. This bill includes an increase in Local Government Aid (LGA) for cities and the House

version has a larger increase of LGA. There are significant differences in bills going to conference committee. One of the Commission's priorities, CERTs statewide funding should be approved for at least \$500,000. The Governor's office is looking for representation from Greater MN for the Governor's Advisory Council on Climate Change. There was discussion about having a staff member from the SRDC be a member of this Advisory Council.

D. Deep Dive

Commissioner Carrie Bendix from the SW MN Private Industry Council discussed Workforce Development. The lowest unemployment rate in Minnesota is in Southwest Minnesota. She provided numbers on workforce trends. The workforce shortage in Southwest Minnesota is a big problem and adding to the problem is the availability of childcare and adult daycare/nursing homes/senior care. The labor force participation is trending down. Career Force is available to help develop materials and other resources to help employers attract job seekers. You can visit their website at careerforcemn.com.

E. Economic Development Report

Deputy Director Weis referred commissioners to their packets for the Economic Development Report. She noted that there will be a new platform for submitting applications to EDA. Staff have met with the following entities to discuss potential EDA project: Building Rock County Stronger, Redwood Falls' CTE Expansion, City of Jeffers and City of Mountain Lake's Industrial Park expansion.

Weis pointed out that project ideas are being sought within FEMA disaster declared counties. There are several current disaster declarations in the SRDC service area.

The remainder of the Cultural Diversity funds have been allocated to the 29th Annual International Festival in Worthington on July 13-15.

HyLife Pork Processing plant in Windom has a closing date of June 2nd if a buyer is not found. A meeting was held for those employees who are employed on an H-2B Visa. Approximately half of the over 1,000 employees are working with an H-2B Visa and if a buyer is not found that can sponsor those employees, they will have 10 days to leave the country. Children born in the United States have dual citizenship and will need a passport to travel.

F. Revolving Loan Fund Report

RLF Chair Byrnes reported that there is approximately \$168,000 in the CRLF account and approximately \$143,600 in the RLF account. Interest rates for these loans can never be below the lesser of 4% or 75% of Prime.

Deputy Director Weis reported she and Development Planner Kim Murphy have started RLF site visits. Once trained Murphy will continue the site visits needed this year.

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

Weis noted that the 3 contracted RLFs have all had activity lately. She will close 2 loans for the Jackson County RLF soon. The Heron Lake Mini Mart and Catering recently had their SNAP application approved that staff had helped them with.

PACE

Deputy Director Weis reported that current PACE funds are available as follows: approximately \$160,600 of SEP funds and approximately \$100,700 of ARRA funds. Staff have been involved with discussions with the MN Department of Commerce as they work on expanding the reach of commercial PACE programs in MN. RDCs will be eligible to apply under an RFP as soon as Spring 2023. Staff will be presenting at the Edgerton Chamber on May 2nd.

G. Physical Development Report

Development/Energy Planner Walker reported the Rural MN Energy Board met on March 27 and will meet next on May 22. On behalf of the RMEB, staff continue to work with the Midcontinent Independent System Operator Cities and Communities Coalition (MISOCCC) group to advocate for transmission projects and improved regulatory and modeling processes and policies within MISO to accelerate the development of large-scale wind, solar and battery storage projects.

Staff facilitated and assisted with a two-day MADDO workshop on April 10 & 11 in St. Cloud with an energy and EDA focus. Walker is working with members of CERTs to write an Energizing Rural Communities prize grant for \$100,000 from the Department of Energy. Another grant opportunity staff is pursuing, in partnership with the Great Plains Institute, is a Charging and Fueling Infrastructure (CFI) grant from the federal Department of Transportation to build electric vehicle charging infrastructure in the region.

On May 4, 2023 the World Mart solar/battery and outreach project was presented by staff to the Regional Sustainable Development Partnership (RSDP) selection committee for a Deeping Impact Grant. If successful, the food truck would complete installation of batteries and solar panels on the food truck. Nathalie (the owner) would have educational events and resources to do clean energy outreach and assist other food truck vendors with transiting to cleaner, more efficient business practices.

At the May 15th meeting of the Marshall School Board, Pete Lindstrom from CERTs will do a short presentation to the board congratulating them on being one of the first schools to receive a solar for schools grant and complete their solar installation.

Development/Transportation Planner Bruce-White reported that Development Planner Murphy will be trained in to staff the SW Solid Waste Commission. They last met on March 27 and will meet next on May 22.

The Department of Natural Resources (DNR) estimated a 60%-80% die-off of fish in lakes in Cottonwood, Lyon, Martin, Murray and Nobles County due to the length and severity of the winter. At this time MN Pollution Control Agency (MPCA) is working with DNR on how to handle fish collection and disposal.

Staff continues to work on the Solid Waste Regional Plan. All counties in Minnesota must submit a solid waste plan to receive SCORE funds and apply for additional grants from MPCA. There are several issues and topics that will be addressed in the plan. This includes support for 100% SCORE funding to counties for Solid Waste and Recycling activities, staff constraints on individual counties, construction and demolition landfill capacity and the need for financial support from the state, and the education of the public and policymakers on the importance of sanitation services as a foundation for public health.

H. Community Development Report

Communication Specialist Jessica Welu reported recent work with the Friends of the Casey Jones State Trail included review and recommendations of newspaper articles and communications/crisis communications guidance. The next meeting will be May 18th.

Explore SW MN last met March 29 to review the draft website, Facebook content, and discuss 2024 County requests. The website was officially launched May 1st. A social media report was presented for April 2022 – April 2023. Updates will be completed on a quarterly basis. Staff or Committee members will be meeting with County Boards (as requested) this spring/summer to answer questions about Explore SW MN. Their next meeting will be May 9th. A presentation on June 8 will be done at AMC in Luverne.

Staff attended the Introduction to Civic Arts Workshop and Networking event on May 10th in Marshall. The workshop was put on by the Department of Public Transformation (DoPT), in partnership with Southwest Minnesota Regional Arts Council (SMAC). The workshop was for artists and municipalities interested in learning more about the role of artists working in the civic realm in rural communities. The City of Tracy was one of three cities in the area to recently complete Civic Arts training through DoPT and SMAC.

I. Transportation Report

Development/Transportation Planner Bruce-White reported the Transportation Advisory Committee (TAC) will be meeting in June or July for their annual meeting. During this meeting city and county engineers are invited to share their current and future roadway construction projects. MnDOT districts will also be presenting their long term planned projects for the years 2028-2032.

The Carbon Reduction Program (CRP) provides federal funding to reduce carbon from transportation sources. These funds were made available through the Infrastructure Investment Jobs Act and distributed through the MnDOT planning districts. Funds were announced in January 2023 and applications were due in February. The District 8 subcommittee met March 31 to rank proposed projects for CRP funding. Two projects from the region were submitted. Redwood Falls applied for two EV charging stations to be installed at the Redwood County Highway Department. MnDOT District 8 applied for a snow fence project to install snow fences at three locations along MN 14, MN 19 and MN 4. District 7 has extended their deadline.

Promoting Resilient Operations from Transformative, Efficient, and Cost-Saving Transportation (PROTECT) is a program from the Infrastructure Investment and Jobs Act (IIJA) that is aimed at increasing the resiliency of local federal aid road systems from natural disasters and weather events such as flooding.

To leverage more funding for larger projects MnDOT District 8 is choosing to combine both their FY24 and FY25 funds. This way applicants will be competing for \$1,000,000 for projects to be completed in FY25. Applications are due May 5th and the subcommittee will meet to score applications on May 19. District 7 will be distributing funds for projects in both FY24 and FY25. There will be \$700,000 available each year. Applicants are required to fill out an LOI and application for FY24 funds by May 19.

Staff directed commissioners to their handout for a resolution needing approval of the Local Human Service Transit Coordination Plan.

M/S/P Motion made by Commissioner VanDeVere and seconded by Commissioner Carney to approve the Resolution as presented. Upon vote taken: Ayes-27, Nays-0. Motion Carried.

The final planning meeting was held for the Tracy Safe Routes to School plan on May 3. Participants reviewed the draft of the plan and discussed steps for implementation, keeping the momentum going. Three bike racks and three fix-it stations were purchased with an additional \$5,000 grant Tracy received.

Staff have been reaching out to schools to gauge interest and offer SRDC assistance with applying for SRTS Boost grants for non-infrastructure projects.

The Regional Trails Workgroup meeting was held on April 27. Outreach plans, future workgroup meetings, request for volunteers to assist with intercept surveys were all discussed. Workgroup members with assist in covering the Jackson, Worthington, Pipestone, and Marshall areas. Counters in Every County campaign will start in June. Counters will be placed on trails/walking/biking routes in each of the nine counties. Staff is currently working on spring-fall outreach plans. The second EDA report was submitted April 26.

J. Deputy Director's Report

Weis reported the Awards Committee met and reviewed four projects for the SRDC's project of the year. This award will be given at the Annual Meeting.

K. Executive Director's Report

Trusty will be visiting the County Boards over the next few months. He has not given updates to the County Boards for several years. The Board of Directors will have their retreat this fall. A new member orientation was held at the SRDC office for 5 of the new SRDC commissioners. Trusty noted that Kathy Draeger from the U of M Extension Service has returned from sabbatical where she was doing research on solar flares (space storms). She is now doing speaking engagements.

REPORTS FROM SRDC COMMISSIONERS REPRESENTING LOCAL UNITS OF GOVERNMENT & PUBLIC INTEREST GROUPS

A. Nobles County Commissioners

Commissioner Paplow provided a written report for Chair Langseth to read. This will be a very busy year for Nobles County. There are a number of roadway and bridge projects happening. Community Services along with the commissioners and other staff are engaged as part of a Healthy Community Action Team. The team is working on promoting residents of all demographics to concentrate on their health and helping families find daycare. A couple grants were attained to fortify daycare offerings and facility improvements. Community Services staff are also finishing grant and licensing procedures to establish a short-term mental health stabilization center. This mental health center will serve a 9-10 primary county catchment area and act as a secondary service area to another 9-10 counties. It is set to open in 2024.

B. Rock County Municipalities

Commissioner Elbers reported that Kwik Trip is under construction in Luverne. The City of Luverne is working on funding for a center-based daycare. The new National Guard Armory is close to opening in Luverne. There would be a new restaurant in Magnolia, but they can't find enough help. The city of Hardwick is adding 8 acres to town for development. The Hills-Beaver Creek School district will be building a new elementary school in Beaver Creek. A hard cider brewery wants to open in Beaver Creek so the city is looking at ordinances and land use regarding this. The City of Hills is working on their 3-pod family daycare project. Elbers thanked Robin Weis for all her help. He said the project is exciting and frustrating and is looking forward to having the daycare open.

C. Jackson County Townships or Public Interest Group

Commissioner Peterson stated he has been on the township board for 44 years. There are 73 people that live in his township. Over the years there has been a change in dynamics and population in townships. Some of the townships had applied for ARPA funds. With all the snow this winter townships had to hire caterpillars to push snow back from the sides of the road. Graveling of roads is underway. Rebuilding township roads in the county is starting and is very expensive.

UNFINISHED BUSINESS

None

NEW BUSINESS

Chair Langseth appointed the Nominating Committee for election of officers at the Annual Meeting in July. Commissioners Rick Anderson, Bob Byrnes and Miron Carney will serve on the committee.

ANNOUNCEMENTS

Chairman Paul Langseth referred Commissioners to the announcements included on the agenda.

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

ADJOURNMENT

Chairman Langseth adjourned the meeting at 5:30 p.m.

APPROVAL OF MEETING MINUTES

Meeting Minutes prepared by Kathy Schreiber, Administrative Specialist.

Reviewed by:

Approved by:

Keith Elbers
SRDC Secretary

Paul Langseth
SRDC Chairman



MEMBERS PRESENT: Chairman Paul Langseth, Commissioners Miron Carney, Keith Elbers, Donna Gravley, Eric Hartman, Dennis Klingbile, Richard Peterson, Bob Van Hee, Rick VonHoldt, and Dennis Welgraven

MEMBERS ABSENT: Commissioners Rick Anderson (excused), Bob Byrnes (excused) and Chris Hollingsworth

STAFF PRESENT: Executive Director Jay Trusty, Rosemary Bruce-White, Kim Murphy, Melissa Nelson, Kathy Schreiber, Robin Weis, Jason Walker, and Jessica Welu

CALL TO ORDER

Chairman Paul Langseth called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and introductions.

AGENDA ADDITIONS/APPROVAL

The FY24 Budget was added to the Budget and Personnel Committee Report.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Hartman to approve the agenda with the addition. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

CONSENT AGENDA

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner Welgraven to approve the April Receipts and Expenditure Report and the Contract Amendment to the Tracy Safe Routes to School contract. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

FINANCE REPORT

SRDC Treasurer Richard Peterson referred Commissioners to the Treasurer's Report, showing bank accounts and fund designations. There were no questions.

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Carney to approve the Treasurer's Report as presented. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

Finance Director Nelson went over the Administrative Report. Revenue and Expenditures are slightly over budget at this time.

M/S/P Motion made by Commissioner Elbers and seconded by Commissioner Van Hee to approve the Administrative Report thru April, 2023. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

PROJECT REVIEWS

Development Planner Bruce-White presented two project reviews. Both were Environmental Reviews for MPCA for Wastewater Treatment Projects. One for the City of Brewster and one for the City of Redwood Falls.

M/S/P Motion made by Commissioner Van Hee and seconded by Commissioner Hartman to approve both project reviews as presented. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

COMMITTEE AND STAFF REPORTS

Written staff reports were included in the meeting packet for commissioners to read.

A. Audit Committee

Finance Director Nelson provided an update on the FY22 Audit. She has talked with the new auditors and they are waiting for information from the previous auditor so they can continue. Nelson has been in contact with the previous auditor and the previous auditor has since sent the information the new auditors need.

B. Budget & Personnel Committee Report

Finance Director Nelson provided the FY24 Budget for recommendation to the Public Hearing in July.

M/S/P Motion made by Commissioner Klingbile and seconded by Commissioner Elbers to recommend taking the FY24 Budget to the Public Hearing. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

Nelson informed the Board the Indirect Cost Plan was finished and will be submitted for approval with the Budget Revision in December.

Jodi Klein, Accounting Specialist will start June 14, 2023. At that time, Brooke Swart will be removed from the Safety Deposit Box access at Minnwest Bank and Jodi Klein will be added.

Executive Director Trusty reported that Communications Specialist Jessica Welu and Development/Transportation Planner Rosemary Bruce-White have submitted their resignations. Their last day will be June 30, 2023.

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner Van Hee to accept the resignations of Welu and Bruce-White with appropriate pay outs. Upon vote taken: Ayes-10, Nays-0. Motion Carried

C. Legislative Committee Report

Chair Miron Carney reported the session has ended and the bonding bill was good. Some local projects have been approved for funds such as Red Rock Rural Water, Lincoln-Pipestone Rural Water, Casey Jones State Trail, and the road from Highway 59 to Valhalla in Murray County. The SRDC will receive an increase in CERTs funds that will not need to be asked for every 3-5 years. The Department of Commerce will be issuing an RFP soon for RDCs to apply for more PACE funds. Trusty added he attended the Association of Minnesota Counties (AMC) meeting earlier in the day. He gave an overview of the information received at the meeting regarding the bonding bill and what projects received funds.

D. Deep Dive

Development/Transportation Planner Bruce-White and Communications Specialist Welu gave a deep dive on their work with the Greater Minnesota Regional Parks and Trails Commission (GMRPTC)'s Campground Survey Project.

E. Executive Director's Report

Trusty reported he has held two new member orientations in May and recently met with Brandon Lane from Sioux Valley Energy to do an orientation with him as well.

The wrap up session for the Reinventing our Communities Initiative was held in Redwood Falls on May 15th. This was a program of the Federal Reserve. The application and process were organized by Carrie Bendix from the Private Industry Council. She has an in-person final conference with the Federal Reserve to finish the project.

Trusty has started to meet with all the County Boards to provide an SRDC update. This fall he will visit the city councils of the county seats and some of the city councils in Redwood County that were funding partners on the EDA Trails Grant.

The MADDO Executive Director's met May 22nd. Region 5 was successful in getting a grant from USDA around the food system for Minnesota, South Dakota and North Dakota. The SRDC will be receiving \$60,000 per/year for 5 years to participate in this effort. The next in-person Executive Director's meeting will be June 13-14 in Bemidji.

The SRDC continues to participate in the Climate and Energy group being facilitated by the Great Plains Institute (GPI). The last meeting was a presentation from the Department of Commerce on the federal guidelines surrounding Justice 40, and identification of "disadvantaged communities" (DACs). Federal funds will be targeted to communities that qualify under those criteria.

Staff contacted the Lieutenant Governor to request her as the guest speaker for the annual meeting and learned this week she will not be available. Trusty will work on a guest speaker.

F. Chairman's Report

No report.

NEW BUSINESS

SRDC’s Annual Meeting will be held July 13, 2023 and include a 50th Anniversary Celebration. The event will be held at the Lower Sioux Indian Community. Public Hearing will be at 1:00 p.m. followed by the business meeting, 2:00 p.m. tour of the Incubator Space and the annual meeting will start at 3:00 p.m. Project of the Year will be the RTR Safe Routes to School project. Guest speaker is still being finalized.

ANNOUNCEMENTS

Chairman Paul Langseth referred Commissioners to the announcements included on the agenda.

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

ADJOURNMENT

Chairman Langseth adjourned the meeting at 4:48 p.m.

APPROVAL OF MEETING MINUTES

Meeting Minutes prepared by Kathy Schreiber, Administrative Specialist.

Reviewed by:

Approved by:

Keith Elbers
SRDC Secretary

Paul Langseth
SRDC Chairman

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

Bank Account Information

INVESTMENTS -General Fund

APY

Bank	Amount	Due Date	Interest Rate
United Prairie Bank - Worthington	\$ 100,000.00	5/25/2024	4.45%
Jackson Federal Savings & Loan-Jackson	101,467.52	01/20/24	4.05%
Currie State Bank-Currie	111,533.06	09/02/23	2.00%
First Independent Bank-Russell	103,764.94	12/05/23	1.50%
Investors Choice - Slayton	100,613.84	08/02/24	4.65%
Minnwest Bank Slayton	100,000.00	08/15/23	2.00%

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

TOTAL INVESTMENTS	517,379.36
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ACCOUNTS-Dedicated and Undedicated Funds Program Accounts

6/30/2023

Minnwest Bank South-Slayton	Checking	\$	3,000.01
Minnwest Bank South-Slayton	Savings		587,303.95
Minnwest Bank South-Slayton	Savings-F & H		9,371.72
First Independent Bank-Russell	Savings		40,498.17
United Prairie Bank-Worthington	Savings		61,100.42
Jackson Federal S&L-Jackson	Savings		149,866.25
TOTAL CASH ACCOUNTS	\$		851,140.52

Approximate Designated Funds-Projects

Regional Cultural Diversity Coalition	\$	(404.27)	Wgtn International Festival
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	\$	(466,658.47)	

			6/30/2022
Total Investments	\$	517,379.36	313856.35
Total Cash Accounts	\$	851,140.52	820607.08
Total Dedicated Funds	\$	(466,658.47)	(478,712.69)
TOTAL FUNDS AVAILABLE FOR CASHFLOW (\$	901,861.41	\$ 655,750.74

SPECIAL REVENUE ACCOUNTS-NonAdministrative

EDA Planning Funds	\$	4,304	
EDA Revolving Loan Funds-(business loans only)		244,298	Total EDA RLF
Currie State Bank-RLF Savings-(business loans only)		2,580	
C-EDA Revolving Loan Funds-(business loans only)		201,603	
PACE Funds-(loans only)		119,973	PACE Loan Funds
PACE Funds-SEP-(loans only)		262,712	
PACE Funds-(Electric Companies-funds to pay off loans & admin)		27,025	
PACE (County Funds used to pay down on REED loan) \$88,704		-	
TOTAL SPECIAL FUNDS	\$	862,494	



Southwest Regional Development Commission

Month End May 2023 Fiscal Year 2023

YTD Comparison % of Budget 91.67

FY23 Budget	YTD Comparison % of Budget 91.67												Year to Date	Under / Over Budget	% of Overall Budget	Explanation/Comments
	September	October	November	December	January	February	March	April	May	June	July	August				
Revenues																
417,820	34,818.33	104,454.99	104,454.99	34,818.33	34,818.33	0.00	69,636.66	0.00	383,007.63	34,818.37	91.77%	Taxes earned to date, payments primarily received in Dec and Jun				
156,696	14,948.19	30,602.53	19,340.25	19,340.25	13,034.57	0.00	20,826.75	0.00	90,343.01	66,352.99	57.74%	Based on activity earned to date.				
75,000	6,250.00	18,750.00	18,750.00	30,000.00	0.00	0.00	0.00	0.00	67,500.00	7,500.00	90.00%	Based on Billings Yearly amt is \$75000				
18,233	3,045.00	5,400.00	1,736.00	4,381.39	3,634.20	0.00	6,694.20	0.00	18,217.59	21.11	99.99%	Grant Earned				
70,000	2,275.20	21,245.20	20,369.16	28,385.64	0.00	0.00	0.00	0.00	70,000.00	0.00	100.00%	Grant Earned				
140,000	296.00	3,370.84	1,568.44	21,782.22	4,540.72	0.00	6,249.76	0.00	32,941.26	107,056.74	23.5%	Based on activity earned to date.				
60,000	3,440.11	15,217.00	15,787.53	14,546.40	6,847.72	6,714.65	13,362.37	0.00	58,913.30	1,066.70	98.2%	Based on activity earned to date.				
57,250	4,267.00	15,782.98	12,117.86	10,736.34	5,537.32	15,046.60	20,883.92	0.00	59,221.10	-1,971.10	103.4%	Based on activity earned to date. - all Certs projects				
19,184	289.00	289.00	11,676.93	1,089.74	0.00	444.46	444.46	0.00	13,500.13	5,683.87	70.4%	Bank infl/can orig fee mostly received in Dec and June				
7,500	3,213.00	3,213.00	3,121.44	1,165.56	0.00	0.00	0.00	0.00	7,500.00	0.00	100.0%	Budget is spent as of Feb 2023				
6,800	0.00	2,344.99	2,010.78	71.37	80.69	0.00	152.06	0.00	4,507.83	2,292.17	66.3%	Bank infl/can orig fee				
Total Revenues	1,028,483	72,811.83	218,325.54	211,467.69	237,896.44	62,467.64	75,462.54	0.00	137,950.18	222,842.85	78.3%	33,804				
Expenditures																
23,000	1,409.74	3,889.47	7,350.75	8,839.27	1,990.79	0.00	6,099.46	0.00	26,278.29	-3,276.29	114.3%					
802,417	60,558.57	169,280.94	189,854.63	140,453.14	46,722.51	53,878.03	100,600.54	0.00	600,189.25	202,227.75	74.8%					
30,000	2,906.84	8,379.66	11,836.91	2,041.57	1,594.44	0.00	4,085.60	0.00	26,343.74	3,656.26	87.8%					
40,176	2,248.64	9,387.21	4,719.34	3,224.56	727.16	692.12	1,419.28	0.00	18,750.39	21,425.61	46.7%					
4,421	867.99	1,353.97	1,131.95	1,017.98	45.95	9.99	55.94	0.00	3,559.84	861.16	80.5%					
6,694	436.78	2,017.60	1,316.10	1,336.60	440.75	440.02	880.77	0.00	5,551.07	1,142.93	82.9%					
12,276	754.27	3,080.90	662.51	2,443.03	271.00	615.77	886.77	0.00	7,073.21	5,202.79	57.6%	copier/publisher too				
5,145	414.60	1,243.60	911.00	0.00	0.00	0.00	2,154.17	0.00	2,990.20	2,990.20	41.9%	Insurance dividend				
12,250	1,972.50	3,062.40	1,376.56	2,142.46	1,531.40	622.77	2,544.32	0.00	10,834.32	0.00	100.0%					
10,834	0.00	10,580.00	0.00	254.32	0.00	0.00	80.00	0.00	80.00	0.00	100.0%					
25,800	1,558.34	7,828.37	3,746.47	9,200.70	731.18	1,757.73	2,488.91	0.00	22,664.45	3,135.55	87.8%					
7,800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,800.00	0.00	0.0%					
2,500	0.00	0.00	0.00	60.00	123.46	0.00	183.40	0.00	243.40	2,256.60	9.7%					
5,200	1,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	1,200.00	76.9%					
5,500	890.01	902.05	0.00	90.00	0.00	0.00	0.00	0.00	992.05	4,507.95	18.0%					
30,000	0.00	588.00	15,000.00	10,000.00	0.00	4,366.90	4,366.90	0.00	29,954.90	45.10	99.8%	\$588 is City of Jackson (April/May 2022)				
2,000	0.00	60.00	620.93	863.27	0.00	0.00	863.27	0.00	1,544.20	455.80	77.2%					
508	0.00	252.79	0.00	0.00	0.00	0.00	0.00	0.00	252.79	255.21	49.6%	Paid in December and June **an amt will be in January 2023**				
11,633	0.00	7,946.32	0.00	0.00	0.00	0.00	0.00	0.00	7,946.32	3,684.68	68.3%	Paid in December and June				
20,753	1,762.21	5,125.57	5,159.88	5,223.66	1,757.35	4,086.89	5,844.24	0.00	21,353.37	-600.37	102.9%	Our portion of lease pymt				
Total Expenditures	1,058,987	75,779.29	227,813.94	254,326.71	186,693.86	60,004.72	70,258.85	0.00	130,263.57	259,883.24	75.5%					
Revenues Over (Under) Expenditures	-30,505	-2,967.46	-9,494.40	-42,859.02	51,202.58	2,462.92	5,223.69	0.00	6,536							

6,536



Southwest Regional Development Commission

July 1, 2023 - June 30, 2024

Revenues	FY2024 Budget	FY2024 Revised Budget	BUDGET DIFFERENCE	EXPLANATION
Tax Levy	443,445		(443,445)	3% levy increase with a delinquency allowance
Current Contracts	120,435		(120,435)	Based on expected earnings of contracts-See sheet
MN Department of Transportation	75,000		(75,000)	Same
Economic Development Administration	70,000		(70,000)	
EDA Trails grant	150,000		(150,000)	18 month project
RLF- both Covid and Regular	60,000		(60,000)	
Region 5 Energy	37,500		(37,500)	write 2 grants
CERTS Funds	107,250		(107,250)	With 10,000 for seed grants - this amount may be higher than this + additional Certs for \$50,000/yr for at least 6 years
PACE loan orig/int/misc	19,184		(19,184)	
MINKota Regional Food Business Center Grant	60,000		(60,000)	\$60,000/year for 5 years (800 hrs/yr at \$75/yr)
Interest Earned & Miscellaneous	6,800		(6,800)	
Total Revenues	1,149,614	-	(1,149,614)	
Expenditures	FY2024 Budget	FY2024 Revised Budget	BUDGET DIFFERENCE	EXPLANATION
Committee Expense	30,300		(30,300)	Includes Board Retreat & Orientation, added Annual Mtg
Salaries & Fringe	863,791		(863,791)	Current and future staffing with salary & benefit adjustments
Staff Travel	30,000		(30,000)	Staff Travel
Office Space	44,194		(44,194)	10% Increase for utilities
Postage	4,863		(4,863)	10% Increase in anticipation of Postage going up
Communications	6,819		(6,819)	10% Increase
Print/Publication/Marketing	20,504		(20,504)	10% Increase Annual report completed in-house. Added outreach items/mktg
Insurance	5,917		(5,917)	15% Increase
Supplies-Mtg/Wkshp Expenses	17,000		(17,000)	
Computer	37,750		(37,750)	Software Subscriptions, Firewall, Maintenance and Setup, ACH Fees -Website
Audits	20,000		(20,000)	Redesign & Web Maintenance + MIP update
Consultant/Contracted Services/Legal	2,750		(2,750)	Quoted price for FY24 audit - Kinner & Co.
Dues/Memberships & Other	7,200		(7,200)	Based on past need & increased by 10%
Financing Fees & Other	5,500		(5,500)	Includes MADO Coordination (\$2000 per region)
Seed grants	10,000		(10,000)	\$10,000 seed grants
Equipment/Building updates	19,207		(19,207)	9,207 Board Room furniture (our portion)
PACE loan interest	508		(508)	REED paydown per semi-annual schedule
Debt Service-Principal & Interest	11,633		(11,633)	Per schedule
Building Lease Principal Payment	23,085		(23,085)	Per schedule
Total Expenditures	1,161,021	-	(1,161,021)	
Overall Balance	(11,407)	-	11,407	
Anticipated Reserve Changes by Category				
Incr/(Decr) in Equipment Reserve	-		-	
Incr/(Decr) in Building Reserve	13,824		(13,824)	No planned use of reserves
Incr/(Decr) in Employee Transition Reserve	(1,400)		1,400	To include in budget revision
Incr/(Decr) in PACE Adm for Interest	12,766		(12,766)	PACE as part of audit, using PACE interest & fees to support administration
Incr/(Decr) in Unrestricted Reserve	(36,597)	-	36,597	

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
JOB DESCRIPTION

JOB TITLE: Administrative Assistant **DATE:** July 13, 2023
DEPARTMENT: Administration **FLSA:** Non-Exempt
REPORTS TO: Executive Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Administrative Assistant performs various general administrative activities in support of RDC operations, including but not limited to: administrative services to the Executive Director, Deputy Director, SRDC Board of Directors and Full Commission, and the Commission's Revolving Loan Funds.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Prepare and distribute all meeting notices and agendas for the SRDC Board, Full Commission, and select Committees. Coordinate follow-up activities in relation to these meetings with the Executive Director.
2. Coordinate the preparation and distribution of the following: SRDC's overall work program and annual report.
3. Coordinates locations and venues for meetings, including Full Commission rotation and Annual Meeting.

KNOWLEDGE, SKILLS AND ABILITIES

1. General knowledge of government administrative practices.
2. General knowledge of modern office practices and procedures.
3. General knowledge of the organization and operation of SRDC programs.
4. Ability to plan, organize and perform administrative activities.
5. Ability to communicate effectively orally and in writing.
6. Ability to establish and maintain effective working relationships with others.
7. Skill in using technology-based applications such as spreadsheets, databases, and word processing to enhance work productivity.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general but is a diversified job requiring sustained mental effort. There is sustained exposure to sitting and standing.

MINIMUM QUALIFICATIONS

An employee in this position must have above average organizational skills. High School Diploma or GED, two years of college level coursework in business administration or a combination of two years of post high school training in administration, office management and/or secretarial procedures including computer skills, and two years of pertinent experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Solid verbal, presentation, and written communication skills.
- Some travel and night meetings required.
- Ability to develop strong relationships with key partners, both internal and external.
- Solid project management skills and experience; ability to manage multiple priorities independently.
- Ability to clearly present both routine and more complex concepts and ideas, including an ability to effectively communicate with managers/directors.
- Understanding of and experience with communication disciplines such as public relations, advertising, marketing, and graphic design.
- Commitment to continuous improvement in processes as well as development of self and team.
- Creativity.
- Excellent initiative and problem solving.
- Superior computer skills with a variety of complex applications.
- Organization and documentation skills.
- Dependability.
- Strong attention to detail.
- Knowledge of HTML and web-based communications.
- Proficient in InDesign and/or other graphics programs as well as MS Office applications.
- Self-organized and able to manage multiple project deadlines and production schedules.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. The individual may encounter significant emotional strain or tension. There is sustained exposure to public contacts, sitting, and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

PREFERRED QUALIFICATIONS

Related degree from four-year college or university in marketing, communications, public relations, or related field; or related technical degree/certificate and three years related experience and/or training; or equivalent combination of education and experience. Must possess and maintain a valid driver's license.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
JOB DESCRIPTION

JOB TITLE: Community Development Director **DATE:** July 13, 2023
DEPARTMENT: Development **FLSA:** Exempt
REPORTS TO: Executive Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Community Development Director performs responsible professional work focused on community development for the Commission. Work areas may include providing technical assistance to local units of government, businesses, and the public on a variety of planning related topics such as land use, transportation, energy, solid waste, and natural resources. The work area may also include grant writing, development and implementation of programs and projects of importance to the region. The Community Development Director may act as staff to regional groups under contract, providing administrative and technical support.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Supervises the Development Planners, provides or coordinates staff training; and works with planners to correct deficiencies.
2. Collaborates with directors to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
3. Maintains strong positive working relationships with local units of government.
4. Maintains strong positive working relationships with the State of Minnesota and its various departments relative to the work of the Commission.
5. Researches and writes special studies related to renewable energy, transportation, natural resources, solid waste, and other technical areas.
6. Secures contracts for grant writing and program administration.
7. Administers funding programs and projects for contracted entities.
8. Represents the SRDC on the local, regional, state, and national levels.
9. Prepares project reviews on area wide projects as they relate to the overall goals and objectives of the Commission.
10. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of transportation planning.
2. Considerable knowledge of renewable energy.

3. Knowledge of public administration practices, intergovernmental process, and regional planning techniques.
4. Knowledge of personal computers and software, including Microsoft Office.
5. Knowledge of federal and state programs relating to renewable energy, transportation, and solid waste.
6. Knowledge of issues surrounding renewable energy and rural economic development.
7. Considerable ability to organize and facilitate meetings on development issues.
8. Considerable ability to organize work, set priorities, follow up on assignments and meet critical deadlines with minimal supervision.
9. Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.
10. Ability to communicate effectively, orally and in writing.
11. Ability to operate a motor vehicle.
12. Skill in using technology to enhance work productivity.
13. Skill in facilitating meetings in a variety of settings.
14. Skill in performing community outreach.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. The individual may encounter significant emotional strain or tension. There is sustained exposure to public contacts, sitting, and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

MINIMUM QUALIFICATIONS

A Bachelors Degree in Planning, Urban Studies, Public Administration or related field plus 5 years of experience. A Masters Degree may be substituted for 2 years of experience. Must possess and maintain a valid Minnesota driver's license.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

JOB DESCRIPTION

JOB TITLE: Development Planner **DATE:** March 23, 2023
DEPARTMENT: Planning and Development **FLSA:** Exempt
REPORTS TO: Community Development Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Development Planner performs responsible, professional work as a planning generalist for the Commission. Work areas may include providing technical assistance to local units of government, businesses and the general public on a variety of planning related topics, such as land use, strategic planning, transportation, and natural resources. Work area may also include grant writing, comprehensive plan writing and the coordination, development and implementation of programs and projects of importance to the region. The Development Planner may also assist communities in determining their infrastructure needs and exploring possible funding for potential projects and may also be responsible for the administration of program grants and loans.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Maintains strong positive working relationships with local units of government, non-profits, communities and local businesses by providing technical assistance
2. Assists communities with the development, writing, and assisting with implementation of planning documents including comprehensive plans, zoning ordinances and land use regulations.
3. Researches and writes special studies related to renewable energy, and workforce characteristics.
4. Secures contracts for grant writing and program administration.
5. Assists communities in determining their needs and priorities and assists in obtaining funding to meet those needs.
6. Administers funding programs and projects for communities.
7. Prepares project reviews on area wide projects as they relate to the overall goals and objectives of the Commission.
8. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of comprehensive plans and land use regulations or other planning processes.
2. Knowledge of public administration practices, intergovernmental processes and planning techniques.
3. Knowledge of personal computers and software, including Microsoft Office, surveying and data analysis tools and remote access technologies.
4. Knowledge of federal and state public facilities programs and other available funding programs.
5. Knowledge of community and economic development issues in a rural setting. Considerable ability to organize and facilitate meetings in a variety of settings on community/regional topics.
6. Considerable ability to organize work, set priorities, follow up on assignments and meet critical deadlines with minimal supervision.
7. Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.
8. Ability to communicate effectively, orally and in writing, including the ability and willingness to ask questions and work across specialties in project teams.
9. Ability to operate a motor vehicle.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. The individual may encounter significant emotional strain or tension. There is sustained exposure to public contacts, sitting, and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

QUALIFICATIONS

A Bachelors Degree in Planning, Urban Studies, Public Administration or related field. Two years of experience preferred but not necessary. Must possess and maintain a valid driver's license.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

JOB DESCRIPTION

JOB TITLE: Development/Transportation Planner

DATE: June 10, 2021

DEPARTMENT: Planning and Development

FLSA: Exempt

REPORTS TO: Executive Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Development/Transportation Planner performs responsible, professional work as a planning generalist for the Commission. Work areas may include providing technical assistance to local units of government, businesses and the general public on a variety of planning related topics, such as land use, transportation, and natural resources. Work area may also include grant writing, comprehensive plan writing and the coordination, development and implementation of programs and projects of importance to the region. The Development/Transportation Planner may also assist communities in determining their infrastructure needs and exploring possible funding for potential projects. This position may also act as staff to regional groups under contract, providing administrative and technical support.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Administers the Transportation contract with the Minnesota Department of Transportation.
2. Maintains strong positive working relationships with local units of government.
3. Assists communities with the development and writing of comprehensive planning documents including comprehensive plans, zoning ordinances and land use regulations.
4. Researches and writes special studies related to transportation, solid waste, labor force characteristics and other technical areas.
5. Secures contracts for grant writing and program administration.
6. Assists communities in determining their needs and priorities and assists in obtaining funding to meet those needs.
7. Prepares project reviews on projects throughout the region as they relate to the overall goals and objectives of the Commission.
8. Prepares and gives monthly written and oral reports to the Board and Commission.
9. Uses GIS to provide data analysis and produce graphic information for planning documents.
10. Represents the SRDC on the local, regional, state and national levels.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of comprehensive plans and land use regulations.
2. Knowledge of public administration practices, intergovernmental process and regional planning techniques.
3. Knowledge of personal computers and software, including Microsoft Office and ESRI GIS products.
4. Knowledge of issues surrounding transportation and rural economic development.
5. Considerable ability to organize and facilitate meetings on development issues.
6. Considerable ability to organize work, set priorities, follow up on assignments and meet critical deadlines with minimal supervision.
7. Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.
8. Ability to communicate effectively, orally and in writing.
9. Ability to operate a motor vehicle.
10. Skill in using technology, including GIS applications, to enhance work productivity.
11. Skill in facilitating meetings in a variety of settings.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. The individual may encounter significant emotional strain or tension. There is sustained exposure to public contacts, sitting, and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

PREFERRED QUALIFICATIONS

A Bachelors Degree in Planning, Urban Studies, Public Administration or related field plus three years of experience. A Masters Degree may be substituted for 2 years of experience. Must possess and maintain a valid driver's license. SRDC is committed to training and continuing education for all of its staff.



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