

Southwest Regional Development Commission

OVERALL WORK PROGRAM

For

FISCAL YEAR 2025

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.

Work Elements

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 2024 to be submitted to the SRDC constituents by September 1, 2024.
4. Review, propose, and approve policy changes needed as a result of new legislation or audit recommendations.
5. Review the preparation of the next fiscal year Work Program including the budget and approve the final Work Program.
6. Ensure the implementation of the current fiscal year Work Program for the SRDC.
7. Prepare and approve the minutes for the Executive, Budget and Personnel, Board of Directors, and Full Commission meetings.

8. Implement the SRDC Communications Plan, including expanding SRDC's social media presence and outreach efforts.

OFFICE ADMINISTRATION OBJECTIVE: To provide administrative support for the operations of the Commission and its management committees and to provide informative reports on Commission activities to local units of government and the general public.

Work Elements

1. Provide administrative managerial support for the operation of the Commission including the following:
 - a) 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.
 - b) Conduct professional staff meetings to ensure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
 - c) Act as the Commission's agent in contract negotiations with final review by the Board or Full Commission.
 - d) Supervise and/or coordinate the tasks of the SRDC staff members and conduct or assist in employee evaluations.

- e) Coordinate and/or review the preparation of staff activity reports and the annual report to be given to the Legislature.
 - f) Coordinate and/or review the preparation of the Work Program and amendments as necessary.
 - g) Carry out the directives of the Board of Directors and the Full Commission including updating by-laws, operations manual, personnel policies, etc. as needed.
 - h) Provide adequate opportunities for staff training.
 - i) Submit information across all media platforms concerning events or actions of the Board of Directors and the Full Commission.
 - j) Coordinate reviews among SRDC staff of applications for state and federal funding.
 - k) Seek project review comments from affected local governments and interested groups, if requested by the SRDC Board of Directors.
 - l) Submit comments to applicant and funding agencies subsequent to Commission review and file Commission review responses for future reference.
2. Provide financial support for the operations of the Commission including the following:
- a) 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.
 - b) Compile, review, and enter all financial data.
 - c) Review for accuracy the financial records of the Commission (receipts, payroll, disbursements, general journal, general ledger, and related computer reports).
 - d) 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.
 - e) Implement financial procedure changes recommended by the auditors, the Board, and/or the Full Commission.
 - f) Prepare and submit to the County Auditors a proposed levy request by September 15, 2024 and a final levy request if changed on or before five working days after December 20, 2024.
 - g) Update depository designations as needed.
3. Provide secretarial and general office administrative support for the operations of the Commission including the following:
- a) Receive, relate messages, and transfer calls to all personnel and distribute the mail.
 - b) 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.
 - c) Update all mailing lists, committee rosters, and other resources with the assistance of affected staff members.
 - d) Order all office supplies.
 - e) Schedule and set up meeting facilities and make travel arrangements as delegated.

- f) Develop and maintain Master Database containing all contact information in MS Access.

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).

Work Elements

1. Economic Development

a) CEDS Committee

- 1) Convene the Comprehensive Economic Development Strategy (CEDS) Committee to address development and planning issues in the Region.

b) General Economic Development Assistance. Assist businesses with technical needs relating to financing, infrastructure, and other various development activities.

- 1) 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.
- 2) Monitor legislation for businesses to relocate to Southwest Minnesota, expand, or begin a new venture.
- 3) Provide resources, technical assistance, and networking opportunities as needed to Economic Development Professionals within the region.
- 4) Capitalize and lend funds through the SRDC Revolving Loan Funds.
- 5) Administration and servicing of the SRDC Revolving Loan Funds as directed by the Revolving Loan Fund Committee.
- 6) Administration and servicing of local revolving loan funds under contract.
- 7) Assist businesses in structuring loan packages and leveraging public and private resources.
- 8) Promote and engage in succession planning efforts, and mentoring programs, that fit the needs of Southwest Minnesota.

- 9) Assist with the expansion of childcare services and day services for adults in the region.

2. Regional Planning

a) General Development

- 1) Develop long-term recovery strategies and implement strategies identified. 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.

b) Local Assistance

- 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 regards to Active Living.
- 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).

c) Planning and Implementation Tools

- 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.

d) Regional Development

- 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, 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:	2025				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 <small>(click for report)</small>	Expenditures Jan 1 to Jun 30 <small>(click for report)</small>	Remaining Budget
	Staff Time	Expenses <small>(e.g. travel, meals, lodging)</small>	Total				
ATP Coordination and Involvement	\$18,967.00	\$1,500.00	\$20,467.00	23%	\$0.00	\$0.00	\$20,467.00
<p>This section is for activities associated with the RDCs work related to Minnesota's Area Transportation Partnerships (ATPs). Anticipated activities in this area include:</p> <p>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):</p>							
TAC Administration	\$4,420.00	\$500.00	\$4,920.00	6%	\$0.00	\$0.00	\$4,920.00
<p>This section is for activities associated with administering the RDC's Transportation Advisory Committee. Anticipated activities in this area include:</p> <ul style="list-style-type: none"> • 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
<p>This section is for activities associated with the standing meetings between MnDOT and the RDC Transportation Planners. Anticipated activities in this area include:</p> <ul style="list-style-type: none"> • Transportation Planners meeting participation • Transportation Planner meeting coordination as needed 							
Statewide Planning	\$11,380.00	\$750.00	\$12,130.00	14%	\$0.00	\$0.00	\$12,130.00
<p>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:</p> <ul style="list-style-type: none"> • Participate in MnSHIP (MN State Highway Investment Plan) update process • Assist with public outreach for the State Rail Plan update and participate in advisory steering committees as requested • 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 • Involvement with the designation of USBR 20 and review of USBR 41 (North Star Route) and 45 (MRT) as requested • 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 airport zoning and comp planning work, and updates to the State Aviation System Plan • 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 IJJA planning requirements and program implementation • Assist with transportation and sustainability planning efforts related to electric vehicles, climate resilience, and increasing transportation options 							
Regional Planning	\$39,823.00	\$1,750.00	\$41,573.00	47%	\$0.00	\$0.00	\$41,573.00

<ul style="list-style-type: none"> 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.) D8 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 prioritization study 							
Conference Attendance	\$1,500.00	\$265.00	\$1,765.00	2%	\$0.00	\$0.00	\$1,765.00
<p>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:</p> <ul style="list-style-type: none"> Minnesota Transportation Planner's Conference Minnesota APA Conference 							
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
<p>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:</p> <p>Possible Regional Trails Plan through EDA grant</p>							