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**Southwest Regional Development Commission**

**OVERALL WORK PROGRAM**

**For**

**FISCAL YEAR 2018**

# SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

## COMMISSION MEMBERS

Vacant .....	Cottonwood County Municipalities
Larry Anderson .....	Cottonwood County Town Boards
* Donna Gravley .....	Cottonwood County Commissioners
Carol Wagner .....	Jackson County Municipalities
* Richard Peterson .....	Jackson County Town Boards
Don Wachal .....	Jackson County Commissioners
Dennis Klingbile .....	Lincoln County Municipalities
* Eloise Hauschild .....	Lincoln County Town Boards
Mic VanDeVere .....	Lincoln County Commissioners
Pam Cooreman .....	Lyon County Municipalities
Lori Grant .....	Lyon County Town Boards
* Rick Anderson .....	Lyon County Commissioners
* Miron Carney .....	Murray County Municipalities
William Crowley .....	Murray County Town Boards
* Gerald Magnus .....	Murray County Commissioners
Stacie Golombiecki .....	Nobles County Municipalities
* Paul Langseth .....	Nobles County Town Boards
Matt Widboom .....	Nobles County Commissioners
* Myron Koets .....	Pipestone County Municipalities
Daryl Hanenburg .....	Pipestone County Town Boards
Bruce Kooiman .....	Pipestone County Commissioners
Paul DeBlieck .....	Redwood County Municipalities
* Hartwin Kreft .....	Redwood County Town Boards
Bob VanHee .....	Redwood County Commissioners
* Keith Elbers .....	Rock County Municipalities
Mike Davis .....	Rock County Town Boards
Sherri Thompson .....	Rock County Commissioners
* Bob Byrnes .....	City of Marshall
* Mike Kuhle .....	City of Worthington
* Eric Hartman .....	Region 8 School Boards
Maydra Maas .....	Region 8 School Boards
Vacant .....	Region Eight Cultural Diversity
Vicky Baumann .....	Southwest Center for Independent Living
Tim Jones .....	Southwest Minnesota Private Industry Council
Roxanne Hayenga .....	Southwest Minnesota Higher Education
Ann Orren .....	Health & Human Services
Vacant .....	Lower Sioux Indian Community

\* Indicates SRDC Board Members

## STAFF MEMBERS

Jay Trusty .....	Executive Director
Annette Fiedler .....	Physical Development Director
Robin Weis .....	Economic Development Director
Dianne Crowley .....	Finance Director
Max Kaufman .....	Development Planner
Judy Elling Przybilla .....	Development Planner
Rhonda Wynia .....	Administrative Specialist
Rose Oakland .....	Accounting Specialist
Kathy Schreiber .....	Administrative Assistant II
Doreen Veenhuis .....	Administrative Assistant I

## **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 2017 to be submitted to the SRDC constituents by September 1, 2017.
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. Continue Board/Agency strategic planning process.
9. Establish a Facebook and/or Twitter presence for the SRDC.

**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 insure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
  - c) Act as the Commission agent in contract negotiations with final approval by the Board and 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 releases to the news media 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, 2017 and a final levy request if changed on or before five working days after December 20, 2017.
  - 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, SRDC Website, the SRDC library 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: The 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, Development Committee, General Development, Economic Development, Community Development, and Physical Development. The SRDC will work with the public and private sectors to provide resource assistance which 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.
- 2) Update the CEDS, for completion by December of 2017.

##### **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 staff and sponsor meetings of the Economic Development Professionals within the region.
- 4) Capitalize and lend funds through the SRDC Revolving Loan Fund.
- 5) Administration and servicing of the SRDC Revolving Loan Fund as directed by the Revolving Loan Fund Committee.
- 6) Administration and servicing of local revolving loan funds on contract.
- 7) Assist businesses in structuring loan packages and leveraging public and private resources.

## 2. Development

### 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) Research entrepreneurial development and mentoring programs. Design a regional program that fits the needs of southwest Minnesota.
- 11) Assist with the expansion of daycare services for children and adults in the region.
- 12) Address water shortages 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 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, to include preparation for 2020 Census.
- 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).

### c) Planning and Implementation Tools

- 1) Provide Long Range planning strategies for natural and human-caused disasters that occur within the Region.

- 2) Produce Comprehensive Plans, Land Use Plans, Hazard Mitigation Plans, Water Plans, Solid Waste Plans, Active Living Plans.
- 3) Provide assistance with Implementation tools including: Zoning Ordinances and Updates, Ordinance Codifications.
- 4) Provide staff comment and assistance to local units on a variety of planning documents and tools; including: land management planning, park plans, solid waste plans, water plans, comprehensive plans, land use plans, capital improvement plans, zoning ordinance development and implementation and ordinance codification.
- 5) Assist, organize, and implement the training and education of public officials relating to land management issues.
- 6) Provide assistance and support to local units of government to address development issues or projects, including environmental officers, zoning administrators, or city officials.

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) Market and administer the Rural Minnesota Energy Board Property Assessed Clean Energy (PACE) Program. Explore opportunities for residential PACE.
- 5) Promote and coordinate energy audits and/or feasibility studies for businesses, agricultural producers, non-profits, churches, others, etc.
- 6) Explore opportunities for regional fire and EMS coordination.

## RDC Transportation Planning Grant Agreement Workplan

Contract Information					Funding Information		
RDC:	Southwest			MnDOT Contract Funds:	\$75,000.00		
Fiscal Year:	2018			RDC Matching Funds:	\$13,235.00		
Contract Number:				Total Contract Amount:	\$88,235.00		
<b>Activity</b>	<b>Statewide</b>	<b>Regional</b>	<b>Total</b>	<b>Percent</b>	<b>Statewide</b>	<b>Regional</b>	<b>Total</b>
<b>ATP Coordination and Involvement</b>	\$19,100.00	\$3,330.00	\$22,430.00	25%	\$0.00	\$0.00	\$22,430.00
This section is for activities associated with the RDC's work related to Minnesota's Area Transportation Partnerships (ATPs). <i>Anticipated activities in this area include:</i> ATP and ATP Subcommittee meeting participation and meeting coordination ATP Development (project selection, preparation, outreach, etc.) Transportation Alternative Program Administration (outreach, LOI review, application assistance, project selection, etc.):							
<b>TAC Administration</b>	\$5,200.00	\$1,200.00	\$6,400.00	7%	\$0.00	\$0.00	\$6,400.00
This section is for activities associated with administering the RDC's Transportation Advisory Committee. <i>Anticipated activities in this area include:</i> • TAC and RDC Board meeting, meeting preparation of transportation issues • TAC and RDC Board meeting, administration of transportation issues							
<b>Transportation Planners Meetings</b>	\$7,000.00	\$1,500.00	\$8,500.00	10%	\$0.00	\$0.00	\$8,500.00
This section is for activities associated with the standing meetings between MnDOT and the RDC Transportation Planners. <i>Anticipated activities in this area include:</i> • Transportation Planners meeting participation • Transportation Planner meeting coordination as needed • Provide Agenda and Minutes / materials to District Planner(s)							
<b>Statewide Priorities</b>	\$11,000.00	\$1,700.00	\$12,700.00	14%	\$0.00	\$0.00	\$12,700.00
This section is for key activities at the state level as identified by the MnDOT RDC liaison through consultation with MnDOT functional areas. <i>Anticipated activities in this area include:</i> • Statewide project advisory committee participation: • Representation on Statewide groups / committees: Programming Update Work Group and the Local Transportation Technical Committee, Freight Investment Plan workgroup, SRTS Sustaining Coordination Subcommittee • Assist with the development and coordination of the District Bicycle Plans - serving on the District 7 and 8 Bike Plan TACs • Assistance with outreach related to statewide projects • Review Statewide Plans, Policies, Studies: State Aviation System Plan, Freight Investment Plan, Airport Comprehensive Plan Work, Airport Zoning Work • Maintenance of the Functional Classification System. • General SRTS Assistance • Participation in the Greater Minnesota Mobility Assessment (reliability of the NHS as initiated by MnSHIP)							
<b>Regional Priorities</b>	\$34,000.00	\$2,000.00	\$36,000.00	41%	\$0.00	\$0.00	\$36,000.00
This section is for key activities at the regional level as determined cooperatively by the MnDOT District Planner and RDC. <i>Anticipated activities in this area include:</i> • District 7 & 8 planning assistance and outreach related to the District 10 year work programs (CHIP) and infrastructure community projects • District 7 & 8 planning assistance related to upcoming FY prescoping activities / worksheets • Participation in the Toward Zero Deaths initiatives and regional conference participation • Regional planning efforts: Regional Ride Council participation (UCAP Section 5310 grant - access management) • Assist with / attendance of highway corridor meetings as approved by Districts 7 & 8 • Local planning assistance including participation in SHIP CLT meetings to facilitate information on pedestrian and bicycle opportunities, SRTS opportunities, and transportation projects • Other activities as identified and or agreed on by the District Planner(s) • Continued outreach to Scenic Byway (King of Trails) • Trail Planning Coordination • Assist with TED Applications • Leveraging local knowledge and outreach with respect to freight and safety.							
<b>Conference Attendance</b>	\$1,750.00	\$455.00	\$2,205.00	2%	\$0.00	\$0.00	\$2,205.00
This section is for key activities related to RDC participation in statewide or regional transportation-related conferences. The total amount changed in this section should not exceed 2% of total contract amount. <i>Anticipated activities in this area include:</i> NADO Transportation Peer Conference - time only							
<b>TOTALS</b>	<b>\$78,050.00</b>	<b>\$10,185.00</b>	<b>\$88,235.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,235.00</b>
<b>Percent of Total Contract:</b>					<b>0%</b>	<b>0%</b>	<b>100%</b>
<b>Other Transportation Activities</b>			\$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. <i>Anticipated activities in this area include:</i> NADO Transportation Peer Conference; SRTS Plans and Implementation assistance; Active Living Plans and Implementation assistance; SRTS Planning Grants; SRTS Plan Implementation; HEAL; SHIP grants for Active Living Plans and Implementation; BlueCross BlueShield grants for Active Living; Health Impact Assessment (HIA) incorporated into Land Use Plans							



**FISCAL YEAR 2018**  
**REVENUES / EXPENDITURES**

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# SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

July 1, 2017 - June 30, 2018

Revenues	FY2018 PROPOSED BUDGET
Tax Levy	361600
Current Contracts	289784
MN Department of Transportation	75000
Transportation-Safe Routes to School	16000
Economic Development Administration	70000
CERTS Funds	50029
REAP funds	20292
PACE loan orig/int/misc	23729
Interest Earned & Miscellaneous	4822
<b>Total Revenues</b>	<b>911256</b>
Expenditures	FY2018 PROPOSED BUDGET
Committee Expense	31900
Salaries & Fringe	798742
Staff Travel	43078
Office Space	37064
Postage	5112
Communications	6112
Print/Publication	7550
Insurance	5074
Supplies-Mtg/Wkshp Expenses	12620
Computer	15120
Audits	7300
Consultant/Contracted Services/Legal	21350
Other	4675
Seed grants/Energy audits	15000
Building updates	2000
PACE loan interest	3206
Debt Service-Principal & Interest	11664
Building Lease Principal Payment	15753
<b>Total Expenditures</b>	<b>1043320</b>
<b>Overall Balance</b>	<b>-132064</b>
<b>Anticipated Reserve Changes by Category</b>	
Incr/(Decr) in Equipment Reserve	-1444
Incr/(Decr) in Building Reserve	9642
Incr/(Decr) in Human Service Dedicated Funds	0
Incr/(Decr) in PACE Adm for Interest	54
<b>Incr/(Decr) in Unrestricted Reserve</b>	<b>-140316</b>

Estimated Inkind Match for Budgeted Programs 49600

Loan Budget-EDA RLF 250000

Loan Budget-PACE RLF 300000

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