



Board of Directors Meeting

Wednesday, December 13, 2023 | 4:30 p.m.



RNDC | 3 Civic Center Plaza, Suite 310, Mankato

BOARD OF DIRECTORS MEETING

December 13, 2023 at 4:30 p.m. | Region Nine Development Commission

CONSENT AGENDA

	<u>Time</u>	<u>Page</u>	<u>Action</u>
I. Call to Order	4:30		
II. Roll Call – <i>Secretary Branstad</i>			
III. Approval of Agenda		1	Action
IV. November 8, 2023 Minutes		2	
V. Treasurer’s Report – <i>Treasurer Dranttel</i>		6	
VI. Finance Director’s Report – <i>Ky Battern</i>	4:35	10	
A. Audit Presentation - <i>Abdo</i>			
B. Recommend Audit to Full Commission			Action
VII. Chair’s Report – <i>Chair Laven</i>	4:50		
A. NADO ATC Recap – <i>Andrea Boettger</i>			
VIII. Executive Director’s Report – <i>Nicole Griensewic</i>	5:00		
A. Annual Performance Report Presentation – CEDS – <i>Alejandra Bejarano</i>			
B. Resolution 2023 – 11 APR		11	Action
IX. Other Business	5:45		
A. Budget & Personnel Meeting Update			
B. Commissioner Updates			
C. Meeting Evaluation		Handout	
X. Adjournment	6:00		Action

I. CALL TO ORDER

Chair Laven called the meeting to order at 4:30 p.m. at RNDC in Mankato, MN

II. ROLL CALL

MEMBERS PRESENT: Jim Branstad, Lyle Femrite, Mike Laven, Christian Lilienthal, Tom Loveall, Steve Rohlfig, Phil Schafer, Rob Wilkening

MEMBERS EXCUSED: Andrea Boettger, Marie Dranttel

OTHERS PRESENT: Kristian Braekkan, Ky Battern, Joel Hanif, Heather Bartelt

There was a quorum.

III. APPROVAL OF AGENDA

Branstad moved to approve the agenda. Wilkening seconded. Motion carried.

IV. APPROVAL OF AUGUST 9, 2023 MINUTES

Rohlfig moved to approve the August 9, 2023 minutes as presented, Schafer seconded. Motion carried.

V. TREASURER'S REPORT

Battern presented the Treasurer's Report in Dranttel's excused absence.

Battern noted that the new layout to the Treasurer's Report is in month three. Battern shared this is the layout that will be used for the audit going forward.

Battern noted that the balances listed are actual cash balances.

Schafer questioned the amount spent on bank service charges. Battern noted that was the cost of banking with Wells Fargo year to date. Battern shared that RNDC has since transitioned to the MAGIC Fund and US Bank to avoid those charges.

Schafer moved to approve the Treasurer's Report. Wilkening seconded. Motion carried.

VI. FINANCE DIRECTOR'S REPORT

A. Audit Update

Battern shared that he had hoped to have Abdo present to the board, however they were not ready at this time and will join present at the December Board of Director's meeting and the January Full Commission meeting.

Battern noted that to date, Abdo has not found any findings or needed adjustments made while completing the audit.

Battern shared the largest decrease in the Fund Balance due to the USDA grant overbudgeted at the start of the year.

Battern noted that there was some internal miscommunication regarding if the MSU-M contract was reoccurring which led to \$34,000 shortfall.

Discussion followed over the Abdo audit process changes this year and going forward.

Battern had conversations with Abdo expressing interest in having a complete audit wrap up for FY24 by October next year.

B. Fund Reclassification Request

Battern shared that currently RNDC has an Auto Fund and a Capital Equipment Fund. Battern requested that the Auto Fund be incorporated into the Capital Equipment Fund.

Discussion followed.

Branstad moved to approve the Fund Reclassification Request as presented. Schafer seconded. Motion carried.

VII. CHAIR'S REPORT

Chair Laven cautioned Commissioners about possible concrete shortages for future projects requiring large amounts of concrete.

VIII. EXECUTIVE DIRECTOR'S REPORT

Kristian Braekkan presented the Executive Director's Report in Griensewic's excused absence.

Braekkan shared that Griensewic is in Demark learning about private and public partnerships in clean energy and will defer the topic to Griensewic to share at an upcoming Board & Commission meeting.

Braekkan acknowledged Commissioner Wilkening on providing a successful grant writing workshop in Waldorf for the region.

Braekkan shared that RNDC presented to the Faribault County Board meeting on August 15th. Braekkan noted that RNDC will be doing a Strategic Economic Development Plan with the county with funding from the EDA Planning Grant.

Braekkan shared that he, alongside Sabri Fair, recently presented the completion of the MBFFA.

Braekkan presented RNDC's assessment of the REV and PI to SMIF's October Board meeting. Braekkan shared that the SMIF board is looking into combining those two programs into one.

Braekkan shared that RNDC started an EDA Planning grant with NUBRIC as they are looking into robotics and automation training. The program would be housed in New Ulm, however, would serve Sibley, Nicollet, Brown, Martin, and Watonwan Counties. The task would include a needs assessment, feasibility study, and then RNDC would hand it over to NUBRIC to create an implementation plan. Braekkan noted that this grant will complete in June 2024.

Braekkan noted that Sibley County is having a meeting with the City of Gaylord regarding potential reuse of the former school building. Discussion followed.

Braekkan shared that starting in January Alejandra Bejarano's role will transition slightly to involve more local issues such as housing, broadband and finishing the APR.

Commissioner Lilienthal asked for explanation of the APR.

Braekkan shared that RNDC will have an intern, Saga Rydaker, from January to mid-July from Sweden. Rydaker is a college student studying Community Development. RNDC will not incur any expenses, apart from Rydaker's time.

Braekkan noted that next week he will be in Waseca helping the County submit an EDA application for construction of a building to house the machining, LEAN Training and Cyber Security training center.

Braekkan shared that RNDC has received an invitation from Redlands University in partnership with ESRI and the University of Minnesota to continue supply chain mapping exercise and expand to other industries. Braekkan noted this could lead to future contractual work.

A. Resolution 2023 – 10 – Local Human Services Transit Coordination Plan

Joel Hanif presented a PowerPoint presentation on the Local Human Services Transit Coordination Plan.

Hanif explained coordinated transit plan and the key components.

Hanif presented results from rider surveys and focus groups within the 9 counties.

Hanif shared avenues for improving transit service based on the survey results.

Discussion followed.

Wilkening moved to approve Resolution 2023 – 10 Local Human Services Transit Coordination Plan as presented, Femrite seconded. Motion carried.

B. MedTech Connect Plan Update

Braekkan shared the Twin Cities was awarded a large grant from the Federal EDA for MedTech 3.0. Braekkan noted that Greater MSP is the recipient in partnership with the U of M. Braekkan shared that MSU-M contacted RNDC to see if any funds would be available for them. RNDC has set up a meeting with U of M to clarify and explore opportunities for all to be involved in that work.

IX. OTHER BUSINESS

A. Commissioner Updates

Commissioners shared updates from the municipalities.

B. Meeting Evaluation

Chair Laven reminded the members of the Board to fill out the meeting evaluation handout.

X. ADJOURNMENT

Loveall moved to adjourn. Schafer seconded. Motion carried.

The meeting adjourned at 6:21 p.m.

Mike Laven, Chair

Jim Branstad, Secretary

Region Nine Development Commission

Balance Sheet

As of October 31, 2023

	<u>General</u>	<u>Legacy RLF</u>	<u>CARES Act RLF</u>	<u>Auto Fund</u>	<u>Total</u>
Assets					
Cash	\$ 301,596	\$ 1,892,608	\$ 112,519	\$ 81,113	\$ 2,387,836
Receivables					
Taxes - Current	303,553	-	-	-	303,553
General Accounts Receivable	26,068	-	-	-	26,068
Grants Accounts Receivable	340,320	-	-	-	340,320
Revolving Loan - Current	-	139,298	116,982	-	256,280
Revolving Loan - Long-Term	-	1,037,971	726,636	-	1,764,607
Revolving Loan - Delinquent	-	24,747	29,000	-	53,747
Capital Assets, Net of Depreciation	14,201	-	-	-	14,201
Prepays	21,108	-	-	-	21,108
Total Assets	<u>1,006,846</u>	<u>3,094,624</u>	<u>985,137</u>	<u>81,113</u>	<u>5,167,720</u>
Liabilities					
Accounts Payable	17,545	-	-	-	17,545
Due to Other Funds	(92,063)	98,799	(23,821)	16,757	(328)
Accrued Wages Payable	-	-	-	-	-
Accrued Payroll Liabilities	13,381	-	-	-	13,381
Unearned Revenue	100,104	-	-	-	100,104
Accrued Leave Payable	33,000	-	-	-	33,000
Variance to be Reconciled	-	-	-	-	-
Total Liabilities	<u>71,967</u>	<u>98,799</u>	<u>(23,821)</u>	<u>16,757</u>	<u>163,702</u>
Deferred Inflows of Resources					
Property Taxes Levied for Subsequent Year	51,562	-	-	-	51,562
Total Deferred Inflows of Resources	<u>51,562</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>51,562</u>
Fund Balances					
Non-Spendable - Prepaid Items	21,108	-	-	-	21,108
Restricted for Future Loans	-	2,995,825	981,872	-	3,977,697
Restricted Fund Balance	-	-	-	64,356	64,356
Unassigned	862,209	-	27,086	-	889,295
Total Fund Balances	<u>883,317</u>	<u>2,995,825</u>	<u>1,008,958</u>	<u>64,356</u>	<u>4,952,456</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>1,006,846</u>	<u>3,094,624</u>	<u>985,137</u>	<u>81,113</u>	<u>5,167,720</u>
	-	-	-	-	-

Region Nine Development Commission
Statement of Revenues, Expenditures, and Changes
As of October 31, 2023

	<u>General</u>	<u>Legacy RLF</u>	<u>CARES Act RLF</u>	<u>Auto Fund</u>	<u>Total</u>
Revenues					
Levy					
Taxes	256,982	-	-	-	256,982
Federal Grants					
EDA Planning Grant	13,016	-	-	-	13,016
Other Federal Grants	74,482	-	-	-	74,482
Transportation					
Transportation - MnDOT Contract	35,175	-	-	-	35,175
Transportation - Other	-	-	-	-	-
Other Grants	103,789	-	-	-	103,789
Contract Revenue	7,546	-	-	-	7,546
Deposit Interest & Dividends	4,440	5,161	915	-	10,516
Loan Interest Earned	-	19,885	3,079	-	22,964
Transfer Funds	(4,537)	6,547	(2,010)	-	-
Other Revenue	-	-	26	-	26
Total Revenues	<u>490,893</u>	<u>31,611</u>	<u>2,010</u>	<u>-</u>	<u>524,514</u>
Expenses					
Salary & Wages	261,825	22,677	-	-	284,502
Fringe Benefits	64,845	6,253	-	-	71,098
Indirect Costs	89,005	7,836	174	-	97,015
Consultants	135,343	-	-	-	135,343
Staff Travel	5,416	129	-	438	5,983
Supplies	2,262	60	-	-	2,322
Copying	1,205	-	-	-	1,205
Postage	229	-	-	-	229
Phone	498	-	-	-	498
Staff Development	4,819	843	-	-	5,662
Software	5,671	280	-	-	5,951
Dues, Membership, Registration	5,697	-	-	-	5,697
Marketing & Publication	6,092	-	-	-	6,092
Rentals	290	-	-	259	549
Bank Service Charges	1,922	1,547	458	-	3,927
Service Fees	406	-	-	-	406
Insurance	-	-	-	-	-
Legal Fees	684	125	-	-	809
Catering & Event Meals	1,235	-	-	-	1,235
Equipment	2,681	-	-	16,110	18,791
Commission					
Per Diems	1,440	-	-	-	1,440
Travel	2,548	-	-	-	2,548
Catering	733	-	-	-	733
Other	-	-	-	-	-
Bus Tour	7	-	-	-	7
Miscellaneous	2,675	-	248	45	2,968
Total Current	<u>598,416</u>	<u>39,750</u>	<u>880</u>	<u>16,852</u>	<u>655,898</u>
Debt Service					
Copier Lease Payment	1,886	-	-	-	1,886
Total Debt Service	<u>1,886</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,886</u>
Total Expenditures	<u>600,302</u>	<u>39,750</u>	<u>880</u>	<u>16,852</u>	<u>657,784</u>
Net Changes in Fund Balances	(109,409)	(8,139)	1,130	(16,852)	(133,270)
Fund Balances, July 1, 2023	<u>992,726</u>	<u>3,003,964</u>	<u>1,007,828</u>	<u>81,208</u>	<u>5,085,726</u>
Fund Balances as of October 31, 2023	<u>\$ 883,317</u>	<u>\$ 2,995,825</u>	<u>\$ 1,008,958</u>	<u>\$ 64,356</u>	<u>\$ 4,952,456</u>

Region Nine Development Commission
Board Payment Listing - October 2023

Check#	Check Date	Vendor Name	Check Amount	Description
116152	10/03/2023	Frame It Gallery	198.78	Custom Frame 2023 Regional Bus Tour Photo - INV 2023-09-05
116153	10/04/2023	iSpace environments	2,680.77	Office Furniture - Two Desks & Chairs for AB & JH - 50% Payment
116154	10/04/2023	Spectrum	119.98	Internet Service - 9/23/23 to 10/22/23 - INV 0820665092323
116155	10/04/2023	Spirited Journeys LLC	1,988.71	September 2023 USDA Grant Work - INV 675A
116156	10/04/2023	Vanderberg Cleaning Services LLC	360.00	Janitory Services - October 2023 - INV 16477
116157	10/04/2023	Sharp, Kelten	1,000.00	Monday.com Consulting - May - Sept 2023 - INV23-0001
116158	10/04/2023	Xcel Energy	72.50	Electric Utility - 8/15/23 to 9/14/23 - INV 845155097
116159	10/04/2023	South Central Service Coop	75.00	2024 Associate Membership - INV 22154
116160	10/04/2023	Metro Sales Inc	377.25	Contract Base Rate for 9/27 to 10/26 - INV 2372517
116161	10/04/2023	Creative Ad Solutions Inc	652.83	152 Beach Tote Promotional Bags - INV 251016
116162	10/04/2023	Creative Ad Solutions Inc	295.71	100 Qty Hot/Cold Packs Promotional Items - INV 250965
116163	10/04/2023	Creative Ad Solutions Inc	468.64	60 Qty 20 oz Promotional Stainless Waterbottles - INV 250946
116164	10/04/2023	Creative Ad Solutions Inc	60.05	Name Badges & Mug for New Employee - INV 251196
116165	10/04/2023	Battern, Ky	49.91	Reimbursement for Fuel & Meal for Finance Directors Qtrly Meeting on 9/29
116166	10/04/2023	GHG Corporation	90.00	TeamKeeper Timesheet Software Monthly Cost - INV 96749
116167	10/04/2023	GMS	256.50	GMS Monthly & Annual Maintenance Support Costs - INV 293056, 293057, 293495, 293496
116168	10/04/2023	KG Hauling & Services LLC	312.57	Refund of Overpayment on Final Payment
116169	10/04/2023	Minnesota State Univ-Mankato	50.00	Campus Parking Costs - INV 01285377
116170	10/04/2023	Friedrichs Law Office, PA	125.00	Discussion on Delinquent Loans & Procedures on 5/25/23 - INV 2327
116171	10/04/2023	Lime Valley Advertising Inc	801.75	Programming Services for Website - New link for Board & Calendar Plug-in - INV 23305.03
116172	10/04/2023	Blethen Berens	78.00	Employment Hiring Consultation - INV 71
116173	10/04/2023	Neubau Holdings LLC	3,208.00	October 2023 Office Rent
116174	10/04/2023	Security Storage Systems	100.00	Offsite Storage for October - INV 24544
116175	10/04/2023	CenturyLink	143.96	1-800 Line Service for October 2023 - INV 656566673
116176	10/04/2023	Verizon Wireless	178.87	ED Cell Phone & Tablet Service Aug to Sept - INV 9943912217
116177	10/04/2023	GMNP	1,000.00	Greater MN Partnership Membership - 10/1/23 to 9/30/24 - INV 1336
116178	10/04/2023	Braekkan, Kristian	33.64	Reimbursement for Committee Refreshments & Parking
116179	10/04/2023	City of Mankato	258.90	24 Hour Parking Ramp for R9 Vehicle - INV 18451
116180	10/04/2023	Principal Life Insurance Company	283.93	Life Insurance Billing for 9/15 to 10/14 - Acct 1125885-10001
116181	10/04/2023	Lime Valley Advertising Inc	86.25	Website Programming Serivces for Home Payge County Image Map Edits - INV 23305.02
116182	10/04/2023	League of Minnesota Cities	2,221.00	Membership dues for 2023-2024
116183	10/04/2023	River Bend Business Products	389.85	Wide Format Color Paper - INV 395809-00
116184	10/04/2023	Georgetown University	1,600.00	Student Impact Intern - INV 081676
116185	10/04/2023	Sodexo, Inc	244.20	R9 APR Youth Event Catering on 9/13/23 - INV 199575
116186	10/04/2023	GreenSeam	867.00	USDA Grant Women in Food & Ag Community Navigators Program - 10 Entries
116187	10/04/2023	Abdo	14,000.00	FY23 Audit Progress Billing
116188	10/11/2023	Region Nine Development Commission	1,885,649.40	Wells Fargo to US Bank Conversion Transfer
116189	10/16/2023	Wells Fargo	8.00	HyVee Car Wash - 8/31 - SF
			15.00	Marathon Gas - 9/2 - SF
			104.10	A to Z Rental - Chairs & Tables - 9/10 - SF
116190	10/16/2023	Wells Fargo	229.00	That's Great News - Publication in Free Press - 9/12 - NateG
			244.20	MNSU Catering SODEXO - Catering for APR Youth Even - 9/13 - NateG
			26.97	HyVee Fuel - 9/13 - Nateg
			8.00	MNSU Pay Lot - Parking for APR Youth Event - 9/13 - NateG
116191	10/16/2023	Wells Fargo	28.18	Toast Restaurant Fergus Falls - Transportation Meeting - 8/23 - JH
			25.82	Toast Restaurant Fergus Falls - Transportation Meeting Meal - 8/23 - JH
			482.34	Country Inn & Suites Fergus Falls - Transportation Planning Meeting Hotel Staty - 8/24 - JH
			1,309.00	ESRI Software Subscription - ArcGIS Destkop Basic & Community Analyst - 9/1/23 to 8/31/24 - JH
116192	10/16/2023	Wells Fargo	47.59	Accidental Charge - Aaron Pacheco to Pay Back - 8/25 - PF
116193	10/16/2023	Wells Fargo	192.99	Pub 500 - New Staff Lunch/Meeting with Courtney Wright Starting - 8/23 - KB
			172.60	The Wine Cafe - Mocktails for Bus Tour from 2022 - KB
			172.47	Hyatt House Denver Hotel - Courtney RLSS Hotel Stay - 9/12 - KB
116194	10/16/2023	Wells Fargo	23.16	Max's on the Green Spicer - Connecting Entrepreneurial Communities Conference Lunch - 9/14 to 15 - AB
			22.67	Goat Ridge Brewing - Meal for Connecting Entrepreneurial Communities Conference - 9/14 - AB
			5.00	Grandstay Hotel - Room Charge to be Reimbursed (Tylenol) - 9/14 - AB
116195	10/16/2023	Wells Fargo	164.90	Tirbute Store - Memorial for Blair Nelson (Fundraised) - 8/22 - HB
			17.25	Zoom - Monthly Subscription - 8/23 - HB
			16.97	HyVee Mankato - Snacks for Board Meeting - 8/23 - HB
			231.51	Amazon - Office Chair for Paola - 8/23 - HB
			27.48	HyVee - Refreshments for Meeting - 8/29 - HB
			17.97	Kwik Trip - Donuts & Orange Juice for Meeting - 8/31/23 - HB
			40.94	Amazon - Office Supplies - 8/31 - HB
			69.99	eDreams Prime - Flight Deals Subscription (Thief River Falls Flight) - 9/7 - HB
			5.99	HyVee - Cookies for Board Meeting - 9/12 - KB
			27.99	Gerrings Car Wash - Traverse Wash - 9/12 - HB
			130.87	Amazon - Office Supplies & Recognition Plaques - 9/18 - HB
			50.00	NADO - Mobile Workshop for Tackling Community Revitalization through Brownfields Redevelopment for Nicole - 9/19 - HE
			40.00	NADO - Mobile Workshop Renewable Energy and Microgrid Projects for Nicole - 9/19 - HB
116196	10/16/2023	Wells Fargo	527.80	Delta Airlines - Flight for NADO Cleveland - 8/21 - NG
			0.99	Apple - Cloud Storage - 8/25 - NG
			30.37	La Grolla - U of M Lunch for Nicole - 9/6 - NG
			61.91	HyVee Mankato - Traverse Fuel & Car Wash - 9/7 - KB
			26.96	Las Ranitas Thief River Falls - MADO Stay Meal - 9/10 - NG
			22.17	The Hive Bar & Grill Thief River Falls - MADO Stay Meal - 9/11 - NG
			6.57	Scooters Coffee - Coffee Drinks - 9/11 - NG

TREASURER'S REPORT | December 2023

Check#	Check Date	Vendor Name	Check Amount	Description
			263.70	C'mon Inn Thief River Falls - MADO Meeting Stay - 9/10 to 9/12 - NG
			64.00	MSP Airport Parking - Parking for Thief River Falls MADO Flight - 9/12 - NG
			7.64	Scooters Coffee - Coffee Drinks - 9/12 - NG
116197	10/18/2023	American Solutions for Business	57.50	Windowed Envelopes
116198	10/18/2023	Thriveon Inc	3,711.96	August IT Monthly Services - INV 180528
116199	10/18/2023	Thriveon Inc	3,553.38	September Monthly IT Services - INV 178853
116200	10/18/2023	Thriveon Inc	3,595.62	IT October Monthly Services - INV 177383
116201	10/18/2023	Thriveon Inc	3,313.06	July Monthly IT Services - INV 177254
116202	10/18/2023	Thriveon Inc	16,079.52	Laptop Refresh - 6 Laptops and Docking Stations (Alejandra, Nicole, Nate, Sabri, Paola, Kristian)
116203	10/18/2023	Verizon Wireless	131.93	October Cell & Tablet Charges - INV 9946334210
116204	10/18/2023	CenturyLink	149.86	Toll Free Line Charges - INV 660469283
116205	10/18/2023	Nielsen, Robert	115.30	Commission Meeting -10/11/23
116206	10/18/2023	Boettger, Andrea S	110.13	Commission Meeting 10/11, CSM 10/5
116207	10/18/2023	Peterson, Richard L	67.51	Comission Meeting 10/11
116208	10/18/2023	Richter, Gary	109.43	Commission Meeting - 10/11
116209	10/18/2023	Kratzke, Dawn	79.30	Comission Meeting - 10/11
116210	10/18/2023	Borchert, Dave	197.99	Renewable Energy Meetings (9/8, 10/5), Legislative Committe (10/5), Full Commission Meeting 10/11
116211	10/18/2023	Milbrath, Mary	43.93	Commission Meeting 10/11
116212	10/18/2023	Schafer, Philip H	126.46	Commission Meeting 10/11
116213	10/18/2023	Cooling, Steven	74.06	Commission Meeting 10/11
116214	10/18/2023	Wilkening, Rob	39.30	Commission Meeting Mileage 10/11
116215	10/18/2023	Belgard, Elliot R	95.02	Commission Meeting 10/11
116216	10/18/2023	Omar, Ayan	60.96	Commission Meeting 10/11
116217	10/18/2023	Harris, Paul	92.40	Commission Meeting 10/11
116218	10/18/2023	Rohlfing, Steve J	70.13	Commission Meeting 10/11
116219	10/18/2023	Pfeil, Mike	85.85	Commission Meeting 10/11
116220	10/18/2023	Hilpipre, Stephanie	66.20	Commission Meeting 10/11
116221	10/18/2023	Kratz, Katelynne	59.65	Commission Meeting - 10/11
116222	10/18/2023	Nowell, Shanon	54.41	Commission Meeting - 10/11
116223	10/18/2023	Schlueter, Scott A	72.75	Commission Meeting 10/11
116224	10/18/2023	Laven, Mike	40.00	Commission Meeting 10/11
116225	10/18/2023	Femrite, Lyle	53.10	Commission Meeting - 10/11
116226	10/18/2023	Consolidated Communications	112.58	Mankato Phone Book Advertising - 2022 & 2023
116227	10/18/2023	Absolute Catering	727.44	Catering for Commission Meeting on 10/11 - INV 719
116228	10/18/2023	Braekkan, Kristian	254.25	The Housing Monster - 15 Copies for R9 Book Study
116229	10/18/2023	Greater Mankato Growth Inc	90.00	Young Professional Membership - Courtney Wright
116230	10/18/2023	Living Earth Center	3,020.20	USDA Contract Work - August 2023
116231	10/18/2023	American Solutions for Business	34.48	Business Cards - Paola - INV 06884982
116232	10/18/2023	American Solutions for Business	825.00	Presentation Folders - 250 Count - INV 06913980
116233	10/18/2023	Principal Life Insurance Company	283.93	Life Insurance Premiums for October
116234	10/18/2023	Aerial Imagery Media	7,500.00	USDA Grant Video Project
116235	10/18/2023	Braun, Stephanie	7,500.00	USDA Grant Video Project
116236	10/18/2023	Friesen's LLC dba Wooden Spoon	165.00	Grower's Network Meeting Room Rental and Muffins
Check Total			1,978,169.60	
Report Total:			1,978,169.60	

Finance

- The Budget and Personnel Committee reviewed several documents and offered suggestions for needed changes. The documents brought forth to the committee were as follows: B&P Committee Framework, Code of Conduct Policy, Executive Director Succession Plan, and Finance Director Succession Plan. The committee will meet again in early 2024 to finalize and offer recommendation to the Board of Directors for approval.
- The Budget and Personnel Committee reviewed three quotes to replace the 2014 Chevy Traverse currently owned by R9. Toyota RAV4, Honda CRV, and Ford Escape were all the hybrid options selected for review. The committee voted to approve the purchase of the RAV4 given it's price point and all-wheel drive capability. The 2014 Traverse will be sold to the local dealership who provides the highest purchase price – several offers will be solicited.
- At the next B&P meeting a revised budget for the Fiscal Year 2023-2024 will be presented and discussed. Our adopted budget was drafted in April of 2023 and later approved in June. A revised budget will help us better forecast our ending fund balances for the current fiscal year allowing us a better starting block for the following year's budget (Fiscal Year 2024-2025).

Revolving Loan Fund

- RLF
 - Current Principal Outstanding = \$2,074,634
 - Available to Lend = \$1,666,149
- See Courtney Wright's Staff Report for more information regarding the Revolving Loan Fund.

Region Nine Area, Inc.

- No information to report.

VIII. Executive Director's Report

B. Resolution 2023 – 11 APR



RESOLUTION

**Region Nine Development Commission
2023 – 11**

**RESOLUTION AUTHORIZING ADOPTION OF 2022-2026 COMPREHENSIVE ECONOMIC
DEVELOPMENT STRATEGY – 2023 ANNUAL PERFORMANCE REPORT**

- Whereas,** The State of Minnesota established Region Nine Development Commission (RNDC) to work with and on behalf of the nine counties, seventy-two cities, and one hundred forty-seven townships on economic, social, physical and governmental issues of a regional nature; and
- Whereas,** RNDC has been designated an Economic Development District by the Federal Economic Development Administration (EDA); and
- Whereas,** The CEDS Annual Performance Report documents the progress achieved on economic development activities, adjusts the 2022-2026 CEDS Five-Year plan and reports on the changing economic conditions in the region; and
- Whereas,** The approved CEDS and related annual updates are a condition for qualifying for grants for local economic development projects and the annual planning grant from the EDA; and

Now, therefore, be it resolved that Region Nine Development Commission hereby approves and authorizes adoption of the 2022-2026 Comprehensive Economic Development Strategy – 2023 Annual Performance Report for the period of January 1, 2023 – December 31, 2023, and authorizes submission to EDA for acceptance.

Dated this 13th of December 2023

Signed:

Mike Laven, Chair

Jim Branstad, Secretary

Opportunities

December 01, 2023 | 08:24:18

[illegible]

Staff Updates – December 2023

Nicole Griensewic

Participated in the Denmark Energy Delegation from November 4 – November 10.

Organized and hosted the MADO Executive Director's meeting on November 29th & 30th.

Attended the NADO Executive Committee meeting via Zoom on December 5th.

Met with Paul Vogel, Community Development Director, on December 5th regarding a lower income census block in Mankato and its opportunities.

Virtually attended the State Data Center Affiliate Annual Meeting on December 6th.

Participated in the GMNP Board meeting on December 6th.

Attended the Federal Correctional Institution Community Relations Board Meeting on December 6th.

Participated in the CSM virtual meeting December 7th.

Participated in the CEEM 2024 Legislative Preview on December 7th.

Presented as a panelist at the MN Technical Assistance Mapping workshop on December 7. The event was organized by CERTS & the McKnight Foundation in Minneapolis.

Heather Bartelt

Heather has continued to create a comprehensive database of all elected officials' contact information.

Following the November 8th REDA meeting, Heather put Courtney Wright in touch with Jessica Beyer and Ryan Vesey from GMG to further promote RNDC's RLF Program.

Heather worked with members of the Budget & Personnel Committee to find a time to hold a fall meeting. The finalized date was November 27th.

Heather has been assisting Nicole in behind-the-scenes planning of the MADO Executive Director Quarterly meeting that was held on November 29 & November 30 in Minneapolis. Guest speakers for the event included: MPCA, the McKnight Foundation and Kristian Braekkan and Alejandra Bejarano.

Heather organized a staff development activity on December 8, funded by RNDC Wellness Dollars. Team members visited a locally owned business, Artifact in Mankato, and spent two hours painting pottery.

Alejandra Bejarano

Alejandra and Mercedes toured a former school building in Grove City that was redeveloped into Senior Living housing. The facility includes 15 one- and two-bedroom apartments, the Grove City Area CARE Program Living at Home program, the Grove City Area Historical Society, and a community gymnasium, among others. The tour was hosted by Mid-Minnesota Development Commission staff that presented the project's history, partners, and funding sources. This opportunity was very timely, as Alejandra and Mercedes attended a joint meeting in Gaylord with Sibley County Commissioners and Gaylord's city council on the redevelopment of Gaylord's vacant School Building.

Alejandra is working with RNDC staff on the workforce Task Force. They are working on Deploying a survey that will be sent out to regional employers as well as local students to gather more information on the hiring and recruitment of international students in the region. This year, Minnesota State University, Mankato ranked 8th nationally on enrollment of international graduate students, who contributed over \$44.9 million and supported over 193 jobs in the local economy over the past year.

Alejandra and Kristian presented at the MADDO Executive Director quarterly meeting to share more about the Workforce Task Force that RNDC is leading with support from other local partners.

Alejandra will join the Minnesota Association of Professional County Economic Developers (MAPCED) and will attend their quarterly meeting in Minneapolis which will cover topics such as Launch MN, housing, DEED funding, and public infrastructure.

A final APR-CEDS document will be presented to the workforce council and RNDC board on December 13th, when Alejandra will present a final report and request a resolution for the final planning document.

Kristian Braekkan

Kristian finalized the Needs Assessment for NUBRIC on November 23rd and submitted it to their President and to Nate for review and design. With assistance from Mireille, the assessment was completed with a thorough review of demographic, socio-economic, industry, and market needs in the five-county region included in the proposed plan. Kristian has also worked on the Faribault County Strategic Economic Development Plan with Mercedes and Maggie and has initiated industry cluster analyses with Aaron, and engaged in conversations with the University of Minnesota, Redlands University, and ESRI on the expansion of the Medical Device Study conducted in 2022/2023. He has also coordinated meetings with MSU-Mankato regarding possible EDA projects for their STEM faculty, and meetings between GreaterMSP and MSU's CSET faculty and the Center for Strategic Partnership regarding involvement in MedTech 3.0, which was newly awarded to the Twin Cities by the federal EDA.

Sabri Fair

On November 14th and 15th Sabri attended the Upper Midwest Farmland Summit to present his work on engaging landowners to make their land available for the next generation of farmers. His session was well attended and resulted in multiple new connections and avenues for increasing the impact and efficacy of this work. The conference also resulted in connections with rural lawyers who will be able to help Sabri's work to support new farmers in creating quality lease agreements with farmers who have land and infrastructure available in the region.

Sabri wrapped up the consumer engagement for the Regional Food System Action Plan as part of the RFBC grant. He was able to garner 100 survey responses from individuals across the region to hear about what regionally grown, processed, and produced products they like to buy and what would help them, and other consumers purchase more regionally produced foods. He was moved on to engaging schools, restaurants, farmers, and meat processors in the region to hear their ideas on how to make regional foods more accessible and how to make their food and ag businesses more successful.

Sabri has continued working on the Comfrey Climate Resilience Plan with the survey going out the week of November 20th. Once the survey results are received Sabri and Sam will work with the Resilience Committee to develop action items and projects. As part of this process, the Comfrey City Council has also received no-cost energy audits so they can understand their energy use and be stronger advocates for the rest of their community to pursue energy audits and energy efficiency measures.

The Local Food Purchase Assistance performance period began on November 13th and will continue through September 2025. This grant will provide \$91,000 for hunger assistance partners Wooden Spoon, SC MN Food Recovery, and Living Earth Center to purchase and distribute locally grown products to underserved communities including food shelves, HeadStart programs, and other organizations in the region.

Sabri worked with the St. Peter Area Food Shelf to successfully submit a DHS grant to implement their SuperShelf renovations to make their space more accessible, energy-efficient and better equipped to meet the growing needs of their community.

He has also continued to work with a local business on pursuing a REAP grant to possibly implement solar on the rooftop of their Mainstreet business.

Paola Ferrario

In collaboration with Sam, Paola has been actively engaged in the development and completion of the grant language for the State Competitiveness Grant. Their joint efforts aim to secure funding totaling \$300,000 for Region Nine.

Paola has also been working on a federal grant from the Department of Transportation to secure another \$300,000 for a Sustainable Aviation Fuel feasibility, risk, and needs assessment for Region Nine. The goal of this project is for Region Nine to become a central region for the production of sustainable aviation fuel that would diversify the income of farmers in our region. Paola has achieved support and collaboration from various stakeholders, including key partners such as Greater MSP, Delta, the Department of Ag, Ecostrat, and AURI.

With Sam, Paola has been engaged in the development of the BDO zone certification requirements that Ecostrat has requested. In doing so, she has done outreach work to follow up with farmer's contact and generated connections with the Biomass Biodigester in Le Sueur.

Finally, Paola has been working on finalizing the Main Street Business Focused on Food and Agriculture project which was spearheaded by MSU in conjunction with Sabri and Nate. This final project summarizes a year and a half of outreach work in doing a needs assessment for underserved entrepreneurs in agriculture.

Nathan George

Nathan has been working with Alejandra and Mireille on finalizing the Annual Performance Report to be submitted to the Workforce Council and RNDC Board of Directors. His role is editing the document, designing the report layout, typesetting, and recreating charts, tables, and graphs.

Nathan has also been attending events on behalf of RNDC. On November 16th, he was in Fairmont to attend an event for the Bravo Zulu House. The Bravo Zulu House will be one of the state's only military-specific sober houses if funding is secured. He also was at the Highway 14 Ribbon Cutting to cover the event and stream it live on Facebook.

Nathan traveled to St. James with Sabri and Sam to meet with Guido Wallraven from Saerbeck, Germany, and Sabine Engel from the University of Minnesota. Guido and Sabine were in St. James to discuss ways to engage the community and how sustainable practices can be added to high school curriculums.

Nathan has been working with Sabri and Sam on a community survey for Comfrey. This also acted as a test for a new method of creating surveys using RNDC's project management software, Monday.com. Nathan also made the Local Human Services Transit Coordination Plan ADA-compliant.

Nathan worked with Mercedes on a community survey for Faribault County. His role was editing the survey, creating graphics for promotion, and making physical copies of the surveys to be handed out.

Nathan is working with Courtney Wright to create an RLF marketing campaign. This will include print, digital, and in-person components. Other ideas include a video series highlighting RLF clients to spotlight the program.

Mireille Ghassan

On November 8th, Mireille attended the REDA meeting in Mankato. New things coming to Mankato include an Industrial Expansion in Eastwood 2025-2026 and a transit development plan.

Mireille has been working with Alejandra and Mercedes on the Workforce Taskforce group. A couple of taskforce meetings took place where we worked with taskforce members to finalize both the student and employer surveys. Surveys are ready to be distributed. It was agreed to wait until the beginning of 2024 to distribute to ensure a higher response rate.

Mireille had been working with Kristian on the Needs Assessment for NUBRIC, which is now complete. Next, we will be working on the feasibility study in the spring. For now, Mireille will continue to research the implementation of automation and robotics in the workforce and how that affects it, also focusing on the impacts on local governments.

Mireille will be meeting with Heather to learn from her how to put together Board Packets, create agendas, collect staff reports, as the team works through staffing changes.

On December 8th, Mireille attended the staff wellness activity at Artifact in Mankato, a pottery painting studio.

Joel Hanif

Joel met with the City of Lake Crystal's administrator and city engineer on November 13th to discuss their Letter of Intent (LOI) submitted seeking Transportation Alternatives funding to create safe bike and pedestrian connections from Lily Lake Estates to schools (the neighborhood is currently separated from the rest of the city by Highway 60). In this meeting, they discussed the project scope, preliminary engineering work, and prior planning leading to the application, and went through a questionnaire to determine the city's readiness. Considering the amount of preliminary work already done or in process, it was recommended that Lake Crystal proceed with the full funding application.

Joel helped organize and facilitate a quarterly meeting between the MADO transportation planners in St. Cloud on November 29 and 30. Topics discussed included MnDOT contracts, the MnDOT active transportation program, greenhouse gas emissions, clean transportation standards, systemic safety strategies, and Regional Transportation Coordination Councils (RTCCs).

Joel's work on the Waterville-Elysian-Morristown Safe Routes to School plan continues; this project is still in the data collection and analysis phase.

Joel met with GFW schools, the City of Gibbon, and Sibley County to discuss the school district's Safe Routes to School infrastructure application and other sources of funding on December 4.

Aaron Pacheco

Aaron Pacheco has completed initial analyses of industry diversity and its impacts on entrepreneurship, innovation, and employment in the region. Along with Kristian Braekkan, he has developed a correlation study that contrasts R9 with other rural communities to understand how a more diverse mixture of employment networks along with access to a selection of varying industry relationships can help the local economy grow by encouraging employment retention and applied higher education opportunities. Along with the economic well-being of individuals, small businesses and industry-to-industry innovation have also shown a strong positive association with industry diversity. The next step of the study is to look at how these observations differ across geographies to tailor these findings to serve the unique qualities of Region Nine and how we can maximize investments to benefit our own particular situation in community and economic development.

Mercedes Sempe

Mercedes has been working with Alejandra Bejarano and Mireille Ghassan on the workforce taskforce. Mercedes attended meetings and offered comments on surveys for international students and local business owners to promote the hiring of international students in the area. She also met with Alejandra and Mireille separately to plan and organize objectives in future taskforce meetings and started working on a proposal for offering training to employers as a result of this group.

She has also been working with Alejandra on the repurposing of an unused building in Gaylord. Mercedes and Alejandra visited an old high school that was turned into a senior center in Clove City which serves as an example of a successful repurposing in the area. After that, Mercedes attended a meeting with Gaylor and Sibley County commissioners to start working on the building in Gaylord.

Mercedes has been working on a needs analysis for the Economic Development Plan for Faribault County. She created a survey and translated it into Spanish, organized and held visits with the City of Blue Earth and Winnebago EDAs, and created a flyer to promote the survey. Mercedes also visited the City of Blue Earth and Winnebago and started promoting the survey there.

She attended a Child Care and Communities event hosted by the Southern Minnesota Initiative Foundation. The event revolved around exploring strategies to support our current childcare providers and ways to foster new growth in this area.

Mercedes has also been attending all Planner's meetings and taking down notes.

Sam Sharp

Samuel attended NADO's 2023 Annual Training Conference (ATC) in Cleveland, OH during the second week of November. At the Conference, Samuel and Vice Board Chair Boettger accepted the NADO Impact Award on behalf of Region Nine for the German-American Learning Exchange on Sustainability and Welcoming Communities. Additionally, Samuel was asked to present on a panel describing the renewable energy efforts taking place within Region Nine. Overall, the NADO ATC was an excellent opportunity for Samuel to build connections with other RDOs and NADO members, learn more about different initiatives occurring across the country, and represent Region Nine and its achievements.

Samuel and Paola worked to develop and successfully submit an application for the MN Department of Commerce's State Competitiveness Funds. These funds are designed to support RDOs across the state and expand capabilities to pursue federal funding for clean and renewable energy projects and initiatives.

Samuel and Paola are continuing to develop an application to the Department of Transportation's Fueling Aviation's Sustainable Transition (FAST-SAF) funding opportunity. Key partners in this application include Delta Airlines, GreaterMSP, Ecostrat, AURI, Minnesota Department of Agriculture, the City of Le Sueur, and Minnesota State University-Mankato. The purpose of this application is to receive funding to conduct a regional feasibility and risk assessment that would identify potential locations to establish a sustainable aviation fuel (SAF) production facility that would be used by Delta to offset their carbon emissions. This would have profound implications for the region through job creation, diversified revenue streams for farmers, and access to the global bioeconomy. The application will be submitted by December 4th.

Samuel has been working with Ecostrat and maintaining a clear channel of communication to stay up to date with the Bioeconomy Development Opportunity Zone rating. The technical phase of the project is anticipated to conclude in the coming weeks. Samuel will be working with Paola, Ecostrat, and the regional partners to begin circulating the zone rating results with the intention of attracting biofuel companies to the region.

Samuel has been working with SolSmart to advance Region Nine's silver designation to gold and/or platinum through collaborative efforts with our regional communities. Samuel will be working with New Ulm, Comfrey, and Saint James to form a cohort model for solar-based initiatives and resources.

Samuel and Sabri have been working on the Comfrey Climate Resilience Plan and have facilitated community-led conversations to help shape the planning efforts. Samuel, Sabri, and Nate developed a community survey designed to give Comfrey residents the chance to

share their perspectives and experiences with Comfrey and the future trajectory of the community amid a changing climate. The planning efforts include energy audits, ordinance reviews, renewable energy opportunities, resistance to extreme weather events, and sustainability-focused initiatives.

Lastly, Samuel will be attending the 2024 CEEM Legislative Preview, the MN Technical Assistance Providers Roundtable, and the MN Renewable Energy Roundtable over the next couple of weeks.

Courtney Wright

Earlier this month, Courtney met with Julie Frederickson from St. Peter regarding fulfilling the Nicollet County Loan Committee Member opening. She has been involved in St. Peter's EDA, and multiple committees in St. Peter, Mankato, and Le Sueur. She also has experience in operating her own marketing business. Julie will be replacing Marie Dranttel's member seat as Marie's term has expired. We have been lucky to have Marie's business tax expertise on our loan committee and appreciate her time and service.

On November 9th, Courtney had a site visit to Revival on Main in Montgomery. She also had a site visit on November 13th at Emma's Bakery and Eats in Arlington.

Courtney met with a few bankers to discuss Region Nine's RLF Program and partnerships with the banks. She met with Steve Graff from Keen Bank in Waseca on November 15th and Lance Jeppson with Pioneer Bank in Mankato on November 20th.

On December 6th, Courtney will be attending the 1 Million Cups Event in Mankato.

Courtney is working with a couple of other business clients to gather information for their loan applications. We are hoping to present these loans to the Loan Committee within the next couple of weeks.

FYI: Commissioner Nelson's Memorial

From: info@memorialtree.com <info@memorialtree.com>
Sent: Thursday, November 2, 2023 1:33 PM
To: Heather Bartelt <heather@rndc.org>
Subject: Our forestry partners planted your trees - Order #3728009

Dear Heather,

We're excited to share that the tree memorial you dedicated in honor of Blair Nelson has been successfully planted. Your thoughtful gesture has not only created a living tribute to their memory but also contributed to a healthier and greener planet.

Your Tree Memorial Details

Planted in: Michigan State Forests Project

State: Michigan

Latitude: 44.683879850

Longitude: -84.610343930

We hope the memorial's planting gives a continued connection with your loved one as their legacy lives on. While the tree memorial flourishes, it will continue to provide countless benefits to our planet, such as improving air quality, combating climate change, and nurturing wildlife.

Thank you once again for choosing A Tree to Remember™. Your contribution has a lasting impact on our environment and helps keep the memory of Blair Nelson alive for generations to come.

If you have any questions or need assistance, please visit our site here
<<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.memorialtree.com%2F&data=05%7C01%7Cheather%40rndc.org%7Ca4ebad078a334607e51008dbeb98dfd5%7C9641be57d47943d685dc0bb0fcca71c4%7C0%7C0%7C638362814035319616%7CUnknown%7CTWFpbGZsb3d8eyJWIjoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=2Q4luU329Y3PlsUUIRMTagLG%2B0c1T0k02cke0Z4iCMI%3D&reserved=0>> or reach out to us. Our team is here to support you every step of the way.

With warmest regards,

"A Tree to Remember" Team

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315 Raemisch Road, Suite G, Waunakee, WI 53597

Terms & Abbreviations

APR – Annual Performance Reports (CEDS)
ATP – Area Transportation Partnership
AURI – Agricultural Utilization Research Institute
BDO – Bioeconomy Development Opportunity
CRP – Carbon Reduction Program
CEDS – Comprehensive Economic Development Strategy
COPAL – Comunidades Organizando el Poder y la Acción Latina (Communities Organizing Latino Power and Action)
CGMC – Coalition of Greater Minnesota Cities
CSET – College of Science, Engineering & Technology
CSM – Climate Smart Municipalities
CSSJ – Climate Smart St. James
CTS – Center for Transportation Studies
DEED – Minnesota Department of Employment and Economic Development
DHS – Minnesota Department of Human Services
DOE – Department of Energy
EDA – Economic Development Administration
EDD – Economic Development District
GAC – Gustavus Adolphus College
GIS – Geographic Information Systems
GMG – Greater Mankato Growth
GMDC – Greater Mankato Diversity Council
GMNP – Greater Minnesota Partnership
HACER – Hispanic Advocacy and Community Empowerment through Research0
IRC – Independent Review Committee
LGU – Local Government Unit
LMI – Labor Market Information
LMI – Low-to-Moderate Income
MADO – Minnesota Association of Development Organizations

MAPO – Mankato/North Mankato Area Planning Organization
MCLA – Minnesota Council on Latino Affairs
MDH – Minnesota Department of Health
MnDOT – Minnesota Department of Transportation
MnSCU – Minnesota State Colleges and Universities System
MPCA – Minnesota Pollution Control Agency
MSA – Metropolitan Statistical Area
MSU-M – Minnesota State University, Mankato
MYLAP – MN Young America Leaders Program
NEA – National Endowment for the Arts
NEH – National Endowment for the Humanities
NUBRIC – New Ulm Business Resource Innovation Center
NRCS – Natural Resources Conservation Services
PI - Prosperity Initiative
PROTECT – Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation
REDA – Regional Economic Development Alliance
REV – Rural Entrepreneurial Venture
RLF – Revolving Loan Fund
RNAI – Region Nine Area Inc.
RNDC – Region Nine Development Commission
SACE – Southern Agricultural Center for Excellence
SAF – Sustainable Aviation Fuel
SBDC – Small Business Development Center
SCC – South Central College
SHIP – Statewide Health Improvement Partnership
SMIF – Southern Minnesota Initiative Foundation
SRTS – Safe Routes to Schools
STIP – State Transportation Improvement Program
TAC – Transportation Advisory Committee