REGION NINE DEVELOPMENT COMMISSION

Board of Directors Meeting

Wednesday, May 8, 2024 at 4:30 p.m.

3 Civic Center Plaza, Suite 310, Mankato, Minnesota

BOARD OF DIRECTORS MEETING
May 8, 2024 at 4:30 p.m. | RNDC

CONSENT AGENDA

		Time	Page	Action
I.	**Call to Order**	4:30		
II.	**Roll Call**			
III.	**Approval Consent Agenda**			Action
	A. March 13, 2024 Minutes		3	
	B. Executive Director Succession Plan		5	
	C. Finance Director Succession Plan		10	
	D. RNDC Family Health Insurance Contribution			
	E. Stipend for Declining RNDC Health Insurance			
	F. Stipends and Mileage for Non-Commissioners			
	G. Treasurer's Report – *Treasurer Dranttel*		13	
IV.	**Finance Director's Report** – *Ky Battern*		16	
V.	**Out-of-State Travel Requests-** (2) NADO		17	Action
VI.	**Salary Schedule Cost of Living Adjustment**			Action
VII.	**FY24 Revised Budget**			Action
VIII.	**FY25 Preliminary Budget**			Action
IX.	**Preliminary Levy**			Action
X.	**Chair's Report –** *Chair Laven*			
	A. Resolution 2024 – 02 - Proposed FY25 Meeting Dates		19	Action
	B. Nominating Committee Recommendation on Executive Board			
	i. Chair			
	ii. Vice Chair			
	iii. Treasurer			
	iv. Secretary			
XI.	**Executive Director's Report** – *Nicole Griensewic*		20	
XII.	**Other Business**			

A. Commissioner Updates

B. Meeting Evaluation

XIII. Adjournment 5:30 Action

BOARD OF DIRECTORS MEETING
UNAPPROVED Meeting Minutes
March 13, 2024

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, Marie Dranttel (virtual), Mike Laven, Christian Lilienthal (4:35 arrival), Tom Loveall, Steve Rohlfing, Phil Schafer, Rob Wilkening

MEMBERS EXCUSED: Andrea Boettger, Lyle Femrite

OTHERS PRESENT: Kristian Braekkan, Sarah Janovsky, Sam Sharp, Mireille Ghassan, Ky Battern, Paola Ferrario (virtual)

There was a quorum.

III. APPROVAL OF CONSENT AGENDA

Schafer moved to approve the consent agenda. Wilkening seconded. Motion carried.

IV. APPROVAL OF DECEMBER 13, 2023 MINUTES

V. MN GREENCORPS MEMBER RESOLUTION 2024-01

Rohlfing moved to approve the GreenCorps Member Resolution. Wilkening seconded. Resolution approved.

VI. TREASURER'S REPORT

Dranttel presented the Treasurer's Report

VII. FINANCE DIRECTOR'S REPORT

Battern shared that our Revolving Loan Fund has been successfully transitioned to US Bank's Magic Fund in partnership with PFF Asset Management. R9 is seeing significant bank fee savings and dividend interest increases.

Battern noted that CD rates are fixed at a high deposit rate, and he would like to lock the Revolving Loan Fund into one.

VIII. CHAIR'S REPORT

Chair Laven shared that he recently attended the National League of Cities Conference in Washington, D.C. The key take-away was "regional collaboration is key".

IX. EXECUTIVE DIRECTOR'S REPORT

Paola Ferrario's presentation highlighted the significant strides made by her and the RNDC team in advancing research on SAF.

RNDC is wrapping up a Strategic and Economic Development Plan for Faribault County.

The annual bus tour will be on June 12, 2024, followed but a 6:00 p.m. Commission meeting.

Kristian, Ky, and Nicole are working on the RNDC Strategic Plan.

The CEDs Committee would like to consider restructuring. Loveall recommended paying mileage and/or a stipend to committee members. Discussion followed.

X. OTHER BUSINESS

Lilienthal mentioned that the Budget & Personnel committee will undertake a review of the proposed policy changes once they are made available. This review will occur prior to seeking approval for the changes.

Commissioners shared updates from their communities.

XI. ADJOURNMENT

<u>Loveall motioned to adjourn. Rohlfing seconded. Motion carried.</u>

The meeting adjourned at 6:06 p.m.

______________________________ ______________________________

Mike Laven, Chair   Jim Branstad, Secretary

SUCCESSION PLAN
For Region Nine Development Commission (RNDC)
Executive Director Position
Nicole Griensewic

Approved by the Commission of RNDC
(This Plan is to be reviewed, updated and approved annually.)

<u>EMERGENCY PLAN - Short Term Unplanned Absence.</u>

1. Rationale: When the Executive Director departs unexpectedly, usually due to death or illness, this can be used as a short-term "stop gap" measure to sustain viability for the short-term or for longer-term use when it will take time for recovery of illness or to go through replacement.

2. Priority Functions of the Executive Director – see attached job description and External Roles and Relationships. Those functions include:
   A. Carry out the mission of RNDC as stated by RNDC Commission through planning, administration and communication.
   B. Assure that the overall operations of the commission are carried out in an effective, professional, and timely manner.

3. Approved Actions in the Event of an unplanned temporary/short absence or death of the Executive Director.

   A. The Commission authorizes the Board of Directors to implement the terms of this emergency plan.
   B. The Finance Director or Econmic Development Director other appropriate staff shall immediately inform the Chair of the Commission of the Executive Director's absence.
   C. The Commission Chair shall convene a meeting of the Board of Directors via video conference to affirm the procedures prescribed in this plan or to make modifications the Board deems appropriate.
   D. Standing Appointee to the position of Acting Executive Director: to be Kristian Braekkan, Economic Development Director.
   E. 1st and 2nd backups for the position of Acting Executive Director: Should Kristian Braekkan be unable to assume responsibilities as the Acting Executive Director, the first back-up appointee will be Ky Battern. The second back-up appointee will be Sabri Fair.

   The Board of Directors may consider the option of splitting executive duties among the designated appointees.

4. Cross-Training Plan for Appointees: The Executive Director with the help of the Finance Director and Economic Development Director shall develop a plan for training the two potential appointees in each of the priority functions of the Executive Director. *(from job description)*

   The training plan will be attached to this document when the plan is completed. The Finance Director and Economic Development Director shall have the responsibility of handling the logistics of the plan's implementation.

5. Authority and restrictions of the Appointee: The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director. This includes signature authority on all accounts, investments and checks, etc. The RNDC Finance Director, will immediately issue all appropriate signature changes to include Acting Executive Director; such as signature cards for checking accounts at banks, etc.

6. Compensation: The Acting Executive Director shall receive a temporary salary increase to the entry–level salary of the Executive Director OR to 5% above his/her current salary, whichever is greater.

7. The Board Chair is responsible for oversight and support to the Acting Executive Director: As with the Executive Director, the Board Chair will have responsibility for monitoring the work of the Acting Executive Director. In addition, the Board of Directors will also be alert to the special support needs of the Acting Executive Director in their temporary leadership role.

8. Communications Plan: As soon as possible after the Acting Executive Director has begun covering an unplanned absence of the Executive Director, The Board Chair shall communicate the temporary leadership structure to the following key supporters external to RNDC:
   A. Governments within the Region Nine region, total of nine counties
   B. Key Customers (current contractual partners)
   C. Key Partners and foundations (NADO and MADO Executive Directors)
   D. When appropriate the Communications Specialist will develop a press release for regional newspapers and media. Press release will also be sent to all newspapers and news outlets in the region.

TEMPORARY LONG-TERM PLAN

1. **Rationale:** When the Executive Director's unplanned absence is expected to last more than 3 months and it is expected that the Executive Director will

return to his/her position once the events precipitating the absence are resolved.
Process: A determination will be made by the Board of Directors to decide if the Executive Director is ready and able to resume the duties of the position. If it is determined that the Executive Director is not either ready nor able to resume the duties of the position, and therefore will not be reinstated, then the Permanent Plan outlined in this document will commence. If it is determined that they are ready and able to resume the duties of the position, then a plan for an orderly return will be established, communicated and implemented.

If the Board of Directors determines that the Executive Director **will be able** to resume the duties of the position, then the following procedures will be taken.

2. **Procedures:** The procedures and conditions to be followed shall be the same as for the unplanned short-term absence with one addition:

    A. The Board of Directors of the Commission will give immediate consideration in consultation with Acting Executive Director, to temporarily back-fill the position left vacant by the Acting Executive Director (filling the Economic Development Director position). OR they may decide to develop a temporary plan utilizing **<u>multiple</u>** appropriate staff to cover the responsibilities of the Economic Development Director position left vacant. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary position would focus on covering the priority areas in which the Acting Executive Director needs assistance.

<u>PERMANENT PLAN</u>

1. **Rationale:** A permanent unplanned absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

2. **Procedures:** The procedures and conditions shall be the same as the temporary long-term plan for an unplanned absence with the following additions:

    A. The Commission shall appoint a Search Committee to include a minimum of two Commission members, one or two MADO Executive Directors (Dawn Hegland and/or Jay Trusty), and begin the process of a search for a permanent long-term Executive Director.

B. Search Committee will utilize a Talent Recruitment Consultant who will report directly to the Chair of the Search Committee to develop a full search plan and implementation.

C. Search Committee Chair will work with the Acting Executive Director to:
   1. Develop Request For Proposal (RFP) for a Talent Recruiter, that a search firm considered for selection criteria would have a rural perspective, Minnesota base preferred, experience in working with organizations similar to RNDC and other criteria that could be developed by the search committee.
   2. Set up interviews with Search Consultant candidates, and
   3. Once a Search Consultant has been selected, amend the organizational budget to include both Search Committee and Search Consultant expenses.

D. When the selection of the new Executive Director is made, the Search Committee Chair will work with Acting Executive Director to development a communications plan utilizing, where appropriate, the communications plan above for the formal announcement of a new Executive Director.

APPROVALS AND MAINTENANCE OF RECORD

1. **Succession Plan Approval**: This succession plan will be approved by the full Commission. Following approval, the plan will be reviewed and amended as needed annually by the Board of Directors and forwarded to the full Commission for its vote and approval at the June meeting of the Commission.

2. **Signatories:** The Board Chair, Executive Director, Finance Director and the appointees designated in this plan shall sign this plan and all updated version of the plan if there are changes at the June meeting of the Commission.

3. **Maintenance of Record**: Copies of this plan shall be maintained by the Board Chair, Executive Director, Finance Director, and filed annually with the official corporate minute book upon annual approval of the Succession Plan.

SIGNATORIES

TO Be Annually Updated and Secured at Commission June Meeting
This Succession Plan has been reviewed and approved by the full Board of the RNDC Commission onRNDC.

__________________________	__________________________
Chair of the Commission	Executive Director
__________________________	__________________________
Finance Director	Economic Development Director

SUCCESSION PLAN
For Region Nine Development Commission (RNDC)
Finance Director Position
Ky Battern

Approved by the RNDC Board of Directors
(This plan is reviewed, updated, and approved annually.)

<u>EMERGENCY PLAN - Short Term Unplanned Absence.</u>

1. Rationale: When the Finance Director departs unexpectedly, usually due to death or illness, this can be used as a short-term "stop gap" measure to sustain viability for the short-term or for longer-term use when it will take time for recovery of illness or to go through replacement.

2. Priority Functions of the Finance Director needed to be completed on a short-term basis include:
   A. Ensuring vendors are paid on a timely basis.
   B. Performing the payroll and related human resources functions.
   C. Receipting and depositing funds as necessary.
   D. Submission of required federal reporting as needed.

3. Approved Actions in the Event of an unplanned temporary/short absence or death of the Finance Director.

   A. The Board of Directors authorizes the Executive Director to implement the terms of this emergency plan.
   B. The Executive Director shall immediately inform the Chair of the Commission of the Finance Director absence.
   C. The Lending Specialist shall assume the duties as listed under Priority Functions as listed earlier.
   D. RNDC's IT representative to allow all applicable data access to that of the Lending Specialist and/or Executive Director.

4. Cross-Training Plan for Appointees: The Finance Director with the help of the Exectuvie Director shall develop a plan for training the Lending Specialist in each of the priority functions of the Finance Director. *(as listed in bullet 2.)*

   The training plan will be attached to this document when the plan is completed. The Finance Director shall have the responsibility of handling the logistics of the plan's implementation. The plan will include:
   - A listing of all login systems needed for completion of priority functions.

- Video walkthroughs of how to perform each priority function.
- Email and call forwarding to be put in place for communications required of the Finance Director.

5. Compensation: The Acting Finance Director shall receive a temporary salary increase to the entry–level salary of the Finance Director OR to 5% above his/her current salary, whichever is greater.

TEMPORARY LONG-TERM PLAN

1. **Rationale:** When the Finance Director's unplanned absence is expected to last more than 3 months and it is expected that the Finance Director will return to his/her position once the events precipitating the absence are resolved.

If the Finance Director will be able to resume the duties of the position, then the following procedures will be taken.

2. **Procedures:** The procedures and conditions to be followed shall be the same as for the unplanned short-term absence with one addition:

    A. The Board of Directors of will give immediate consideration in consultation with the Lending Specialist to temporarily back-fill the position left vacant by the Acting Finance Director. OR they may decide to develop a temporary plan utilizing **multiple** appropriate staff to cover the responsibilities of the position left vacant including the possibility of employing a temp agency. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Lending Specialist to carry the duties of both positions. The position description of a temporary position would focus on covering the priority areas in which the Lending Specialist needs assistance.

APPROVALS AND MAINTENANCE OF RECORD

1. **Succession Plan Approval**: This succession plan will be approved by the Board of Director. Following approval, the plan will be reviewed and amended as needed annually.

2. **Signatories:** The Board Chair, Executive Director, Finance Director and the appointees designated in this plan shall sign this plan and all updated version of the plan if there are changes at the June meeting of the Commission.

3. **Maintenance of Record**: Copies of this plan shall be maintained by the Executive Director and Finance Director on an annual basis.

SIGNATORIES

TO Be Annually Updated and Secured at Commission June Meeting
This Succession Plan has been reviewed and approved by the full Board of the RNDC Commission on RNDC.

____________________________	____________________________
Chair of the Commission	Executive Director
____________________________	____________________________
Finance Director	Lending Specialist

Region Nine Development Commission
Balance Sheet
As of March 31, 2024

	General	Legacy RLF	CARES Act RLF	Auto Fund	Total
Assets					
Cash	$ 372,196	$ 1,855,818	$ 133,938	$ 81,113	$ 2,443,065
Receivables					
Taxes - Current	714,271	-	-	-	714,271
General Accounts Receivable	11,241	-	-	-	11,241
Grants Accounts Receivable	175,869	-	-	-	175,869
Revolving Loan - Current	-	139,298	116,982	-	256,280
Revolving Loan - Long-Term	-	984,649	694,972	-	1,679,621
Revolving Loan - Delinquent	-	24,747	29,000	-	53,747
Capital Assets, Net of Depreciation	14,201	-	-	-	14,201
Prepaids	-	-	-	-	-
Total Assets	1,287,778	3,030,339	996,059	81,113	5,395,289
Liabilities					
Accounts Payable	10,806	-	-	-	10,806
Due to Other Funds	(17,303)	26,375	(11,769)	49,691	46,994
Accrued Wages Payable	-	-	-	-	-
Accrued Payroll Liabilities	7,206	-	-	-	7,206
Unearned Revenue	22,122	-	-	-	22,122
Accrued Leave Payable	63,499	-	-	-	63,499
Variance to be Reconciled	-	-	-	-	-
Total Liabilities	86,330	26,375	(11,769)	49,691	150,627
Deferred Inflows of Resources					
Property Taxes Levied for Subsequent Year	640,848	-	-	-	640,848
Total Deferred Inflows of Resources	640,848	-	-	-	640,848
Fund Balances					
Non-Spendable - Prepaid Items	-	-	-	-	-
Restricted for Future Loans	-	3,003,964	981,872	-	3,985,836
Restricted Fund Balance	-	-	-	31,422	31,422
Unassigned	560,600		25,956		586,556
Total Fund Balances	560,600	3,003,964	1,007,828	31,422	4,603,814
Total Liabilities, Deferred Inflows of Resources and Fund Balances	1,287,778	3,030,339	996,059	81,113	5,395,289
	-	-	-	-	-

Region Nine Development Commission
Statement of Revenues, Expenditures, and Changes
As of March 31, 2024

	General	Legacy RLF	CARES Act RLF	Auto Fund	Total
Revenues					
Levy					
Taxes	375,163	-	-	-	375,163
Federal Grants					
EDA Planning Grant	13,016	-	-	-	13,016
Other Federal Grants	158,334	-	-	-	158,334
Transportation					
Transportation - MnDOT Contract	75,000	-	-	-	75,000
Transportation - Other	-	-	-	-	-
Other Grants	117,757	-	-	-	117,757
Contract Revenue	23,336	-	-	-	23,336
Deposit Interest & Dividends	14,260	44,342	2,228	-	60,830
Loan Interest Earned	-	43,123	8,632	-	51,755
Transter Funds	(2,452)	8,820	(6,368)	-	-
Other Revenue	1,954	97	70	8,384	10,505
Total Revenues	776,368	96,400	5,212	8,384	886,364
Expenses					
Salary & Wages	586,403	57,567	647	-	644,617
Fringe Benefits	143,223	15,913	179	-	159,315
Indirect Costs	170,360	16,900	190	-	187,450
Consultants	168,244	-	-	-	168,244
Staff Travel	18,980	530	-	871	20,381
Supplies	3,816	60	-	-	3,876
Copying	1,640	-	-	-	1,640
Postage	602	-	-	-	602
Phone	1,227	-	-	-	1,227
Staff Development	9,311	843	-	-	10,154
Software	28,826	806	-	-	29,632
Dues, Membership, Registration	18,657	-	-	20	18,677
Marketing & Publication	7,808	-	-	-	7,808
Rentals	1,973	-	-	777	2,750
Bank Service Charges	3,614	2,236	900	-	6,750
Service Fees	1,399	34	-	-	1,433
Insurance	-	-	-	373	373
Legal Fees	6,381	2,011	3,048	-	11,440
Catering & Event Meals	1,780	-	-	-	1,780
Equipment	2,681	-	-	55,700	58,381
Commission					
Per Diems	4,598	-	-	-	4,598
Travel	6,833	-	-	-	6,833
Catering	2,061	-	-	-	2,061
Other	983	-	-	-	983
Bus Tour	-	-	-	-	-
Miscellaneous	5,518	(500)	248	429	5,695
Total Current	1,205,758	96,400	5,212	58,170	1,365,540
Debt Service					
Copier Lease Payment	2,736	-	-	-	2,736
Total Debt Service	2,736	-	-	-	2,736
Total Expenditures	1,208,494	96,400	5,212	58,170	1,368,276
Net Changes in Fund Balances	(432,126)	-	-	(49,786)	(481,912)
Fund Balances, July 1, 2023	992,726	3,003,964	1,007,828	81,208	5,085,726
Fund Balances as of March, 2024	$ 560,600	$ 3,003,964	$ 1,007,828	$ 31,422	$ 4,603,814

Region Nine Development Commission
Board Payment Listing - March 2024

Check#	Check Date	Vendor Name	Check Amount	Description
116412	03/04/2024	Spectrum	124.98	Internet Charges - 2/23 to 3/22 - INV 0820665022324
116413	03/04/2024	Lime Valley Advertising Inc	258.75	Programming Services for Website - INV 24120.01
116414	03/04/2024	Metro Sales Inc	377.25	Contract Lease Charge - 2/27 to 3/26 - INV 2472677
116415	03/04/2024	Vanderberg Cleaning Services LLC	360.00	Janitorial Services for March - INV 17259
116416	03/04/2024	Friesen's LLC dba Wooden Spoon	209.21	Growers Network - Room Rental & Food for 4/10- INV 000534
116417	03/04/2024	Friesen's LLC dba Wooden Spoon	144.19	Growers Network - Meeting Room & Apps for 5/8 - INV 000533
116418	03/04/2024	Friesen's LLC dba Wooden Spoon	155.03	Growers Network - Room Rental & Apps for 3/20 - INV 00532
116419	03/04/2024	Xcel Energy	56.31	Electric for 1/17 to 2/18 - INV 865796245
116420	03/04/2024	League of MN Cities Insurance Trust P&C	8,562.00	Property/Casualty Renewal for 12/20/23 to 12/19/24 - Acct 40006411
116421	03/04/2024	Thriveon Inc	3,461.64	IT Services & Softwares - Month of March - INV 185438
116422	03/04/2024	Blethen Berens	1,323.00	Loan Document Review - Statement 3, Acct 12541.010
116423	03/04/2024	Blethen Berens	116.00	RLF Legal - Statement 4, Acct 12541.009
116424	03/04/2024	Blethen Berens	66.00	Audit Letter Correspondence - Acct 12541.03, Statement 76
116425	03/04/2024	South Central Service Coop	23.00	Water & Coffee Fee for Room Reservation - INV 22506
116426	03/04/2024	Spirited Journeys LLC	2,835.00	USDA NRCS Consultant Work - February Hours - INV 693A
116427	03/04/2024	Lake Crystal Coaches	976.00	Bus Reservation - Bus Tour on 6/12 - Quotation ID of 2117
116428	03/04/2024	Bejarano Cubillos, Maria Alejandra	48.36	Fuel for Traverse Reimbursement - 11/10
116429	03/04/2024	Glidden, Elroy	127.00	Per Diem & Travel - 2/6
116430	03/04/2024	Norton, Lisa	54.74	Per Diem & Mileage - 2/6
116431	03/04/2024	Schlueter, Scott A	32.16	Mileage for 2/16 Legislative Committee
116432	03/04/2024	Pfeil, Mike	90.25	Mileage & Per Diem - 2/6
116433	03/04/2024	Laven, Mike	40.00	Per Diem - 2/6
116434	03/04/2024	Boettger, Andrea S	291.32	Mileage & Per Diem: 1/10, 2/6, 2/14, 2/16
116435	03/04/2024	Norton, Lisa	48.71	Per Diem & Mileage - 2/14
116436	03/04/2024	Pfeil, Mike	86.90	Mileage & Per DIem - 2/14
116437	03/04/2024	Glidden, Elroy	100.30	Mileage & Per Diem - 2/14
116438	03/04/2024	Millmann, Brenda	36.89	Reimbursement for Faribault Event Drinks - 2/5/24
116439	03/04/2024	Neubau Holdings LLC	3,208.00	March 2024 Office Rent
116440	03/04/2024	Living Earth Center	1,833.42	USDA NRCS Consultant Work - February 2024 - INV 1029
116441	03/08/2024	LeadCar Toyota Mankato	34,448.00	2024 Toyota RAV4
116442	03/26/2024	Neubau Holdings LLC	3,208.00	April 2024 Office Rent
116443	03/26/2024	Lilienthal, Christian	40.00	B&P Per Diem - 3/7
116444	03/26/2024	Berry, Sarah	40.00	B&P Per Diem - 3/7
116445	03/26/2024	Loveall, Tom H	40.00	B&P Per Diem - 3/7
116446	03/26/2024	Laven, Mike	40.00	B&P Per Diem - 3/7
116447	03/26/2024	Harris, Paul	40.00	B&P Per Diem - 3/7
116448	03/26/2024	Verizon Wireless	175.32	Cell & iPad Service - Acct 583014484-00001
116449	03/26/2024	United Team Elite	566.00	R9 Logo Gear for Staff
116450	03/26/2024	Richter, Gary	40.00	B&P Per Diem - 3/7
116451	03/26/2024	Branstad, Jim	92.00	Per Diem & Mileage - 3/13
116452	03/26/2024	Laven, Mike	40.00	Per Diem - 3/13
116453	03/26/2024	Loveall, Tom H	86.90	Per Diem & Mileage - 3/13
116454	03/26/2024	Lilienthal, Christian	90.92	Per Diem & Mileage - 3/13
116455	03/26/2024	Schafer, Philip H	124.42	Per Diem & Mileage - 3/13
116456	03/26/2024	Wilkening, Rob	112.16	Per Diem & Mileage - 12/13 & 3/13
116457	03/26/2024	Southwest Regional Development Commission	95.61	MADO Feb 2024 INV 072
116458	03/26/2024	City of Mankato	258.90	Parking Ramp Quarterly - INV 21455
116459	03/26/2024	Principal Life Insurance Company	283.58	Life Insurance Payment - 3/15 to 4/14 - Acct 1125885-10001
116460	03/26/2024	Blethen Berens	1,824.00	Legal Review of Policy Manual - Acct 12541.003 Stmt 77
116461	03/26/2024	Blethen Berens	406.00	RLF Collection Services - Acct 12541.009 Stmt 5
116462	03/26/2024	United Team Elite	692.00	R9 Staff Logo Gear
116463	03/26/2024	River Bend Business Products	13.10	Printing Services - INv 402291-00
116464	03/26/2024	Johnson, Corree	4,860.00	Consulting Services - February 2024
116465	03/26/2024	Creative Ad Solutions Inc	38.70	Name Badges & Mug for Sarah - INV 26445
116466	03/26/2024	Security Storage Systems	100.00	Offsite Storage fo March
116467	03/26/2024	Spirited Journeys LLC	2,835.00	USDA NRCS Consultant Work - February 2024 INV 693A
116468	03/26/2024	Lime Valley Advertising Inc	86.25	Web Updates - INV 24120.02
116469	03/26/2024	Janovsky, Sarah	11.87	Cookies for Board Meeting Reimbursement - 3/13
116470	03/26/2024	Ghassan, Mireille	18.17	Meal Reimbursement - EJ's Bar & Grill - 2/29
116471	03/26/2024	Rohlfing, Steve J	68.14	Per Diem & Mileage - 3/13
116472	03/26/2024	NuVantage Employee Resource	720.00	Employee Assistance Program - INV 0153834
116473	03/26/2024	GMS	611.69	Accounting Software Billings - Billing 69022024
116474	03/26/2024	GMS	80.00	RNAI Accounting Software Access - Billing 940022024
116475	03/26/2024	US Bank	13,179.13	Final WF Transfer to US Bank for Legacy RLF
116476	03/26/2024	US Bank	21,167.24	Final WF Transfer to US Bank for CARES RLF
Check Total	111,579.51			
Report Total:	111,579.51			

Finance Director's Report

Submitted by Ky Battern

Finance

- A revised budget for FY24 and an adopted budget for FY25 will be presented at this meeting.
- Upon the approval of the revised budget, a Budget vs Actual will be added to the Treasurer's Report/Monthly Financials.
- All checks for R9 are now being disbursed through the MAGIC Fund in conjunction with US Bank's Positive Pay fraud filter. This process requires the upload of the check data into the system which then verifies the amount and check number prior to approving the payment.

Revolving Loan Fund

- RLF
  - Current Principal Outstanding = $1,993,375
  - Approximately $1.97M Available to Lend
- Our Lending Specialist, Courtney Wright, has put in her resignation with her last day being May 3rd after having accepted the Branch Manager position with Bremer Bank in Mankato. We will work to repost this position in May.

Region Nine Area, Inc.

- RNAI is continuing its work with the Reconciliation Learning Journey Project as the organization works towards its own 501c3.
- The 990 should be finalized by early May for RNAI.

REGION NINE DEVELOPMENT COMMISSION

Out-of-State Travel Request Form

Basic Information:

Name:	Nicole Griensewic
Travel Reason/Event:	NADO Executive Committee Fly-in
Travel Destination:	Washington D.C.
Date of Departure:	May 19, 2024
Date of Return:	May 22, 2024
Funding Source:	General Fund

Anticipated Costs:

					Cost
Airfare (Roundtrip)	Departure Airport: MSP	to	Arrival Airport: DCA		$ 886.20
Registration	Description: N/A				
Lodging	Total Nights: 3	x	$ Per Night: $ 258.00	=	$ 774.00
Meals/PerDiem	Total Days: 4.00	x	$ Per Diem: $ 75	=	$ 300.00
Mileage	Total Miles: 156.00	x	$ Per Mile: $ 0.655	=	$ 102.18
Other	Description:				
Other	Description: MISC.				$ 100.00

Total Anticipated Cost of Out-of-State Travel Request $ 2,162.38

Employee Signature: Date

Executive Director Signature: Date 4·29·24

REGION NINE
DEVELOPMENT COMMISSION

Out-of-State Travel Request Form

Basic Information:

Name:	Nicole Griensewic
Travel Reason/Event:	NADO Summer Board Meeting
Travel Destination:	Santa Fe, New Mexico
Date of Departure:	June 3, 2024
Date of Return:	June 6, 2024
Funding Source:	General Fund

Anticipated Costs:

	Departure Airport		**Arrival Airport**		**Cost**
Airfare (Roundtrip)	MSP	to	ABQ		$ 436.20
	Description				**Cost**
Registration	N/A				
	Total Nights		**$ Per Night**		**Cost**
Lodging	3	x	$ 199.00	=	$ 597.00
	Total Days		**$ Per Diem**		**Cost**
Meals/PerDiem	4.00	x	$ 75	=	$ 300.00
	Total Miles		**$ Per Mile**		**Cost**
Mileage	156.00	x	$ 0.655	=	$ 102.18
	Description				**Cost**
Other	Car Rental				$ 153.40
	Description				**Cost**
Other	MISC.				$ 100.00

this will need to be a reimbursement as I paid already on my personal card)

Total Anticipated Cost of Out-of-State Travel Request $ 1,688.78

Employee Signature: ____________________ Date

Executive Director Signature: ____________________ 4/29/24. Date

RESOLUTION

Region Nine Development Commission
2024 – 02

Resolution Establishing Region Nine Development Commission
Meeting Dates for Fiscal Year 2025

Whereas, The State of Minnesota established the Region Nine Development Commission to work with an 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, an

Whereas, the bylaws of the Region Nine Development Commission require that meeting dates of the Commission be set by resolution of the Commission.

Now, therefore, be it resolved, that the Region Nine Development Commission establish the following as meeting dates for fiscal year 2025.

Full Commission	**Board of Directors**
October 9, 2024	August 14, 2024
January 8, 2025	September 11, 2024
April 9, 2025	November 13, 2024
June 18, 2025	December 4, 2024
	March 12, 2025
	May 14, 2025
	June 4, 2025

Be it further resolved, that the meetings of the Commission shall be held at the principal office of the Commission in the City of Mankato, Blue Earth County, Minnesota and may establish such other locations for meetings, as it may deem appropriate.

Dated this 12th day of June 2024

Signed:

______________________________ ______________________________

Mike Laven, Chair Jim Branstad, Secretary

STAFF UPDATES | May 2024

Nicole Griensewic

Nicole met with the Budget and Personnel Committee on April 16th. The committee heard a recap of the Executive Director annual performance evaluation from HR Specialist Courtney Cutler. The Executive Director salary was then set. The committee also approved the draft succession plans for the Executive Director and Finance Director position. The committee met on April 30th to review the revised FY24 budget and the draft FY25 budget.

RNDC was informed that our application was successful for a MN GreenCorps member. This is a year-long full-time position. We are unable to publicly announce it, as the MPCA will open the application period on May 6th. MN GreenCorps is a statewide initiative to preserve and protect MN's environment while training a new generation of environmental professionals. This member will assist with community readiness & outreach, energy conservation, transportation, stormwater and other related topics. The member will earn a stipend, education award, health insurance, and loan forbearance. They will serve full-time from mid-September to mid-August.

RNDC was also invited to submit a full Small Communities & Rural Placemaking Grant proposal for the city of Comfrey. An initial Letter of Intent was submitted. Blandin found the grant proposal to have the small town of Comfrey pursue clean energy initiatives very innovative and inspiring.

Alejandra Bejarano

Alejandra is leading the CED committee, with support from Kristian and Mireille. On April 16th, the first meeting of the calendar year was hosted at the South-Central Service Cooperative (SCSC), where committee members met to discuss the Comprehensive Economic Development Strategy (CEDS). Committee members also identified strengths, weaknesses, opportunities, and threats for the region.

Alejandra continues overseeing the semiannual reporting for the EDA partnership planning grant. She also attends the EDD quarterly meetings hosted by the EDA. In the most recent meeting, EDA staff presented planned changes on reporting for the EDA partnership planning grant.

New Ulm is working on developing an internship program, with support from MVAC, the Joint Powers Workforce Board, the local school district, the city, county, and chamber of commerce, and Alejandra is supporting these efforts.

Alejandra has been in conversations with Chris Dalton and Eric Bode, as the city of New Ulm and Boco Real Estate are considering applying for a redevelopment grant through the Department of Employment and Economic Development (DEED).

Alejandra is working with GMG to host the Minnesota Association of Professional County Economic Developers in Mankato on June 14th. Alejandra has been working with MAPCED and GMG staff to finalize all the event details.

Alejandra, Mireille, and Mercedes are analyzing the results of the employer survey deployed earlier in the year to better understand the state of employment of international students in the region. The team will present the results at the next task force meeting, and a final report will be created, including their survey results and the quantitative data obtained as part of the national peer learning cohort through Global Detroit.

Kristian Braekkan

Kristian has been working closely with the City of Waseca, Waseca County, SCC, and MNSU-Mankato on the county's construction application to the federal EDA, specifically providing eligibility language for the ED-900 and impact and programming context. The county is seeking approximately $1.9 million to renovate the former Mutuals building to host a regional workforce development center, which will provide incumbent and emerging workforce development services, of which portions will host the America's Cutting-Edge programming through Saint Cloud State – funded by the Department of Defense. He has also assisted with the preparation of economic conditions narratives for the immediate service area and the larger region – including R9 and R10 (counties east of I-35). Kristian has also begun economic resilience assessments on behalf of SMIF for their twenty-county region as part of a two-part contractual exchange to conclude in June 2025. He is also supporting Saga with economic development assessments of Sibley County as part of their strategic economic development planning efforts.

Sabri Fair

Sabri met with the Convivencia Hispana Group to start planning the roll out of their community energy navigator program. The group will start by meeting with a Northfield and Faribault based non-profit called Growing Up Healthy that has conducted a similar project in those two communities. The goal of the meeting is to learn what has worked well for them, the barriers they faced and learn best practices for talking to community members about energy audits and energy efficiency. The group is also setting up energy audits for the navigators who will then attend a training with Centerpoint energy to understand the audit process, so they are well equipped to speak with community members.

Sabri has also been working with the Butterfield Hardware Store on a grant to upgrade the infrastructure in their newly acquired building to be able to store and process more local food in the community. The space will also be a partnership with the school and their Family and Consumer Science classes so students can have a space to learn about cooking healthy food.

Apart from finishing up the Comfrey Resilience Plan Sabri has also been working with Comfrey on applying for the Local Climate Action Grant through the Minnesota Pollution Control Agency. Sabri helped Comfrey get engineering and system design quotes to upgrade the HVAC system in the community center. The city will be upgrading their HVAC system to Air Source Heat Pumps. This will allow them to cool the building efficiently in the summer and provide heating for the building in the fall, spring, and winter days above 0 degrees Fahrenheit. Below this temperature the community center will be heated by the existing propane system.

Work on Local Foods Week continues. Sabri has 11 total farmers with 5 partnerships formed so far and 6 remaining to be made.

Sabri has also been putting the finishing touches on his food rescue plan interview questions. The goal is to conduct those interviews with food access partners in the region until June 15th at which point he will analyze the data and begin interviews with food sources in the region including grocery stores, food processors and manufacturers, and food distributors.

Nathan George
Nathan worked on the Comfrey Resilience Plan. This consisted of editing, formatting, and designing the final document to be presented to the city. The goal of the plan is to study the current conditions of the city, get community input, and give recommendations for future projects.

Nathan has continued the marketing campaign for the Revolving Loan Fund (RLF) program. He created a brochure that will be provided to financial institutions and regional EDAs. The brochures will also be available at RNDC events. He also traveled to New Ulm with Courtney to conduct a site visit for the future home of Lykke Books. He interviewed the owner and will be spotlighting the business and the RLF program in a future newsletter.

Nathan designed the print and digital versions of the Sibley County Resident's Survey. He is also collecting and communicating the incoming data to the planners.

Nathan helped facilitate the successful Grant Opportunity Forum at the South-Central Service Co-op. He set up and ran the technology, designed all the print material, collected and organized all the presentations, and ran the promotion of the event. He also created a page on the RNDC website to give access to all the presentations.

Nathan has been working on improving the Search Engine Optimization rating of the RNDC website. This includes analyzing trending key words and updating the meta tags of images and key words in the copy accordingly.

Nathan assisted Joel with traffic studies and community engagement in Waterville. He analyzed traffic around the school noting any unsafe practices and demographics of the drivers.

Mireille Ghassan
Mireille presented the International Student and Employer survey to the committee alongside Mercedes and Alejandra. The presentation received good feedback. The committee brainstormed ideas for connecting students and employers and will further discuss those ideas at the next meeting.

Mireille created a CEDS 101 brochure which gives an overview of the CEDS, how it benefits communities and an overview of our region. Mireille is also working with Alejandra to develop a survey template to use for the CEDS. Mireille has also been working on a plan to update the dashboard to focus more on the cornerstones.

Mireille has been working with the City of Welcome to come up with a plan for their emerald ash tree infection throughout the city. She attended meetings with the city and UMN extension, who have provided resources and recommendations for the city. Mireille has been contacting local tree nurseries to get price estimates on trees that would replace the infected ones that have been removed in the city.

Mireille is working alongside Sam on developing Phase II of the NREL application.

Mireille is working with Kristian and Ryan from GMG on analyzing industry clusters in the region. This project would identify which companies would benefit from the IRA and could prove to be a useful tool to map key industries in the region.

Joel Hanif
Joel's work on the Waterville-Elysian-Morristown Safe Routes to School plan has continued with more parent outreach at parent-teacher conferences and school zone hazard safety observations (with the assistance of other R9 staff, SHIP staff, and school district staff) in both Waterville and Morristown. Additionally, on days that school zone hazard safety observations were conducted for arrival and dismissal, Joel and other staff also conducted student outreach with middle and high school students during their lunch periods. Joel is now working on compiling all survey data, input from outreach events, and school zone hazard observation data to prepare for the next team meeting where goal setting will begin.

Joel coordinated a MnDOT District 7 ATIP open house on Friday, April 12 at South Central Services Cooperative. The open house was scheduled at the tail end of the R9 Grants Opportunity Forum to capture some of the attendees of that event and led to greater participation than last year's open house. Joel also attended the South-Central Minnesota Clean Energy Forum and portions of the Grants Opportunity Forum on April 12.

Joel attended a Towards Zero Deaths workshop in Mankato on May 6. This workshop included MnDOT staff, law enforcement and EMS staff, and other presenters discussing a variety of topics including vehicle safety systems and car seats, the state Strategic Highway Safety Plan, Complete Streets, grief and stress in first responders, and more.

Finally, Joel has been working with the City of Sleepy Eye and the Sleepy Eye Baseball Association on an application for congressionally directed spending through Senator Tina Smith's office. The application requests funds for repairs and updates to the baseball field that make the facility ADA accessible and preserve the park (one of few remaining baseball fields where Babe Ruth played).

Sarah Janovsky
Sarah's been preparing for the upcoming committee, board, and commission meetings, diving into all sorts of documents and tasks, from prepping for the annual bus tour to organizing staff wellness events.

Aaron Pacheco
Aaron has been working on a large dataset consisting of thousands of businesses in the region surrounding Region Nine. The project has been a group effort with different cities in Region Nine including City of Waseca and Greater Mankato Growth to measure interconnected economic impact. The business dataset is combined with impact multipliers (RIMS-II) to identify value-added exchanges such as how grain processing relates to food production or freight services relate to medical device manufacturing. In connection with his prior project looking at industry diversity and clustering, studying city-to-city or county-to-county exchanges can help understand the flow of goods, services, and people, describing the internal economy of southern Minnesota and the contributions of interconnected geographies.

Saga Rydaker
Saga has been involved in the collaboration with Sibley County alongside Kristian, Mercedes and Mirelle. She has taken charge of distributing surveys aimed at gathering crucial data for the ongoing strategic economic development plan report. This includes talking with influential parties throughout the county to make sure the survey reaches diverse populations. She is scheduling a table event in one of the schools and a table event for the senior citizens. Saga has also gathered data on the area to combine with the answers we'll receive from the survey to later conduct a more in-depth analysis of the challenges facing the County. The report is expected to be completed by the end of June.

Furthermore, Saga had the opportunity to showcase her analysis of The North Star Promise during the recent Commission Meeting with the support from Kristian and Jason Bruns. Saga gave a presentation on the data she had collected and analyzed on the North Star Promise and discussed how the NSP could potentially impact Minnesota in general and Region Nine in particular. The presentation touched on areas such as the public universities, the industries within the 87 counties, and gender disparities. Kristian and Saga are now in the process of writing an EDA application to further research the North Star Promise.

Mercedes Sempe
Mercedes Sempé has been working with Alejandra Bejarano and Mireille Ghassan as part of the Workforce Taskforce. They finished analyzing the results from an employer's survey and prepared a presentation, which they delivered, for the taskforce group. Mercedes also joined several meetings to identify partnerships for the taskforce, as well as developing future plans of action. These have included Global Detroit, University of Minnesota, Extension, and Greenseam. To continue understanding the workforce in MN and share this information with others, she started analyzing data about students and current workforce in Minnesota to create a report. As part of this initiative, Mercedes also attended a RedGroup meeting, a similar taskforce organized by the Strategic Partnership Center, MNSU, to learn about what other institutions and organizations are doing to create pipelines between students and employers in MN.

Mercedes worked with Kristian Braekkan on a presentation to share the results of the Faribault County Economic Development Plan, which they will present at their county board meeting on May 7th.

Mercedes is working with Saga Rydaker on the Sibley County Strategic Development Plan. She translated the residential surveys into Spanish and is aiding Saga with community outreach and tabling events.

Sam Sharp
Samuel and Sabri completed and successfully submitted an application to the MN Department of Commerce for small climate action planning designed to fund approximately eight $10K plans with approximately five free energy audits per plan. This specific funding opportunity is curated for regional development commissions and is likely to be awarded. Samuel also recently hosted the Grant Opportunities Forum with much needed and appreciated support from colleagues Nate, Sarah, and Mireille. This event was successfully executed and provided resources for communities and individuals across the region as they seek to learn more about accessing funds for various initiatives.

Samuel has been lending support to Mireille as she leads efforts to support the city of Welcome on recently awarded DNR grant focusing on the removal of trees infested by the emerald ash borer. Samuel has also been actively involved in conversations surrounding the BDO Zone and MN SAF Hub with organizations such as GreaterMSP, Great River Greening, MN DEED, LanzaJet, Xcel Energy, Great River Energy, and the Central Appalachian SAF Coalition. These conversations are integral to furthering efforts for site selection, community impact assessments, and overall facilitation of RNDC's involvement in building out the region's bioeconomy.

Samuel and Sabri will be visiting Saint James for their Earth Week event. Climate Smart Saint James has been hard at work orchestrating these efforts, and RNDC will have the opportunity to speak about existing work and available resources and funding opportunities for community members in Saint James. Samuel will attend CEEM's 2024 Clean Energy Factsheet to become more informed of the climate and clean energy initiatives taking place across the state and identify potential opportunities applicable projects and resources for the region. Samuel will also attend Growing in the GreenSeam in Saint James with Mireille, and the Metro CERT 2024 Annual Event to become more involved with farmers and clean energy professionals, furthering the relationship between RNDC and relevant networks to support his work.

Lastly, Samuel and Sabri will visit Comfrey to conduct a final presentation of the Comfrey Resilience Plan and conclude the efforts taken place over the past year. Nate has been integral for the plan's design and the final deliverables will be available in May.

Courtney Wright
On April 12th, Courtney met with the loan committee to discuss two loan requests. Ryno Repair LLC, a new auto repair company owned by Ryne and Morgan Myers. They have requested financing for $150,000 that will be used towards purchasing Hanson Auto in Blue Earth. The other loan request was for NGSW Properties LLC, who has requested an additional $50,000 towards their expansion project. NGSW Properties was funded $65,000 last fall for this project. I am pleased to announce the Loan Committee has approved both loan requests for Ryno Repair LLC and NGSW Properties LLC.

On April 18th, Courtney and Nate met with business owner, Brie Taralson, to complete the loan closing for Lykke Books LLC. Lykke Books LLC will be opening their storefront in May and was approved for $74,398 that will help furnish and add inventory to the new location.

On April 19th, Courtney met with the Loan Committee to discuss Madelia Optometric's loan request. Madelia Optometric Inc requested $50,000 towards renovating the interior of their new building. Dr. Viktoria Davis has been serving the Madelia area for eye care for over 20 years. I am pleased to announce the Loan Committee has approved this loan request.

On May 2nd, Courtney will be closing the loan for NGSW Properties LLC.

May 3rd will be Courtney's last day with Region Nine Development Commission.

Terms & Abbreviations

ACC – American Connection Corp

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

CPRG – Climate Pollution Reduction Grant

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 Research

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 ofTransportation

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

SS4A – Safe Streets for All

STIP – State Transportation Improvement Program

TAC – Transportation Advisory Committee