REGION NINE DEVELOPMENT COMMISSION

Board of Directors Meeting

Wednesday, March 18, 2026 4:30 pm



3 Civic Center Plaza, Suite 310, Mankato, Minnesota

REGION NINE DEVELOPMENT COMMISSION

BOARD OF DIRECTORS MEETING
March 18, 2026 at 4:30 p.m. | RNDC

AGENDA

		Time	Page	Action
1.	**Call To Order**	4:30		
2.	**Roll Call** – *Secretary Branstad*			
3.	**Approval of Agenda**		2	Action
	Closed Session Closed meeting pursuant to Minnesota Statutes §13D.03, Subd. 1(b) – Labor Negotiations Strategy			
4.	**Approval of February 11, 2026, Meeting Minutes**		3	Action
5.	**Approval of Financials**		6	Action
6.	**Grant Items**	4:45		
	a. Approval of LCCMR Grant Resolution: 2026-01		11	Action
	b. MPCA Grant Award Update		15	
	c. Updated Gantt Chart		17	
7.	**Information/Discussion Items**	5:00		
	a. Budget Adjustment Follow-up		19	
	b. FY27 Budget Planning		21	
	c. RNDC Retention Schedule		26	
	d. Executive Director Position Revisit			
	e. Commission Meeting Topics • Caucusing/Nominations Process			
8.	**Reports**	5:40		
	a. Chair's Report – *Chair Laven*			
	b. Interim Executive Director's Report – *Jessica Beyer*		48	
	c. Finance Director's Report – *Stephanie Hilpiprev*		50	
9.	**Other Business**	5:50		
	a. Commissioner Updates			
	b. Meeting Evaluation			Handout
10.	**Adjournment**	6:00		Action

Members may participate either in person or via Microsoft Teams, provided they can be both seen and heard.

REGION NINE DEVELOPMENT COMMISSION

BOARD OF DIRECTORS MEETING
UNAPPROVED Meeting Minutes
February 11, 2026

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1. CALL TO ORDER

Chair Laven called the meeting to order at 4:31 p.m.

2. ROLL CALL

MEMBERS PRESENT: Andrea Boettger, Jim Branstad (virtual), Marie Dranttel, Mike Laven, Tom Loveall, Christian Lilienthal, Patty O'Connor, Steve Rohlfing, Phil Schafer, Rob Wilkening

OTHERS PRESENT: Jessica Beyer, Stephanie Hilpipre, Sarah Janovsky

There was a quorum.

3. APPROVAL OF AGENDA

Wilkening moved to approve the agenda. O'Connor seconded. Motion carried.

Rohlfing moved to close the meeting pursuant to Minnesota Statutes § 13D.03, Subd. 1(b), for the purpose of discussing labor negotiations strategy. Loveall seconded. Motion carried.

O'Connor moved to re-open the meeting. Loveall seconded. Motion carried.

Wilkening moved to close the meeting pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss threatened litigation with assigned counsel. Loveall seconded. Motion carried.

Rohlfing moved to re-open the meeting. Wilkening seconded. Motion carried.

4. APPROVAL OF CONSENT AGENDA

Schafer moved to approve the consent agenda. O'Connor seconded. Motion carried.

5. REPORTS

Chair Laven reported that the scheduled March 11 board meeting date presented scheduling conflicts.

Lilienthal moved to reschedule the meeting to March 18 at 4:30 p.m. Wilkening seconded. Motion carried.

Deputy Director Jessica Beyer presented the Interim Executive Director's Report, noting that a written summary was included in the packet. She reported that recruitment continues for the Faribault County Township and the college-age commissioner positions. Beyer discussed the need to strengthen communication with counties regarding annual commissioner appointments and committee assignments.

Beyer reported continued progress in the food-rescue program, including coordination with partners and exploration of additional funding opportunities. Commissioners also discussed potential expansion efforts and requested clarification on liability coverage, which staff will review.

Beyer summarized recent Legislative Committee discussions and ongoing funding pursuits and briefly noted that preliminary information is being gathered on a potential forensic audit of the RLF fund, though the agency must first complete its regular audit before determining next steps. She added that planning is underway for the next Commission meeting, including committee updates and potential presentations. Updates were also provided regarding audit planning, upcoming Bylaws and B&P Committee meetings, current media coverage, IT contract review, OSA communication, and progress on federal EDA grant applications. Several grant decisions expected in early March will help inform future staffing and program planning.

Finance Director Stephanie Hilpipre summarized the financial statement presented in the packet. Hilpipre emphasized that our cash balance is offset by restricted funds, including roughly $190,000 in MADO McKnight contract dollars that must be spent by June, along with other unearned revenue tied to contract deliverables.

Hilpipre reported that actual operational funds available are approximately $400,000, and all levy payments for December and January have been received, with no additional levy revenue expected until June. She noted that at current staffing levels, expenditures exceed revenues and emphasized the need for improved billing practices and timely grant reimbursements to support cash flow. Additional discussion addressed contract timelines, upcoming grant decisions, and broader financial challenges, including historical operating losses and increased staffing costs.

Hilpipre recommended removing financial reports from the consent agenda to allow for fuller review at board meetings.

Wilkening moved to remove the financials from the consent agenda and list them as a stand-alone item on future Board of Directors meeting agendas. Schafer seconded. Motion carried, with Boettger and Dranttel voting no.

Hilpipre was directed to conduct additional research on the requirements for permitting RNDC loans from the legacy RLF funds and to provide an update at a future meeting.

6. DISCUSSION ITEMS

The Board discussed options for the Executive Director position. Beyer presented several pathways outlined in the meeting packet, including continuing the succession plan, conducting an internal process, or hiring an external recruitment firm. Given the organization's current financial constraints, Beyer recommended continuing with an Interim Executive Director for the next four to six months while the agency stabilizes cash flow and awaits key grant decisions expected in early spring.

Board members agreed that recruitment efforts should be delayed until the financial outlook improves. They noted that staffing stability under the interim structure has been beneficial and that a more substantive review of the position could occur around June, when additional financial information and levy revenue are available. The Board will receive periodic updates and revisit the topic at future meetings as conditions allow.

7. OTHER BUSINESS

a. Commissioner Updates

Commissioners shared updates from their communities.

b. Meeting Evaluation

8. ADJOURNMENT

Loveall moved to adjourn. O'Connor seconded. Motion carried.

The meeting was adjourned at 6:35 p.m.

Financial Report
March 18, 2026 - Board of Directors Meeting

CASH BALANCE - January 31, 2026		**$ 891,071.14**
Cash Receipts	$ 52,946.94	
Bank Interest	$ 2,172.18	
Total Receipts	**$ 55,119.12**	
Payroll and Benefits Disbursements	$ (88,575.94)	
Accounts Payable	$ (90,261.97)	
Credit Card Charges	$ (3,812.02)	
Bank Fees	$ (153.56)	
Corrective Transfer to RNAI	$ (6,650.00)	
Total Disbursements	**$ (189,453.49)**	
CASH BALANCE - February 28, 2026		**$ 756,736.77**

Region Nine Development Commission Accounts		
R9 MAGIC	$	728,604.74
Wells Fargo - Payroll Account	$	28,132.03
TOTAL:	**$**	**756,736.77**

Region Nine Development Commission
February 2026 - Summary of Cash Receipts
FY 2026

	Description		Amount
DATE: 2/5/2026			
	South Central Services Coop - Kavira Reimb.	$	3,888.00
	Levy - Nicollet County	$	1,138.38
	Levy - Watonwan County	$	691.86
	Levy - Le Sueur County	$	3,088.78
	Levy - Martin County	$	1,330.89
	Levy - Nicollet County	$	4,719.16
	Levy - Waseca County	$	441.77
	Levy - Sibley County	$	385.24
	Lead for America	$	12,500.00
	Grants Management System	$	3,584.50
	Region Nine Area, Inc. - Mahkato Reimb.	$	4,307.20
	NADO Research Foundation	$	3,621.16
	University of Minnesota	$	1,500.00
DATE: 2/9/2026			
	ACH	$	11,750.00
	February 2026 Total Cash Receipts:	**$**	**52,946.94**

Region Nine Development Commission
February 2026 - Summary of Disbursements
FY 2026

Date	Description		Amount
Payroll and Benefits Disbursements			
2/2/2026	Principal - Life Insurance	$	(343.42)
2/2/2026	PERA	$	(4,851.67)
2/2/2026	Health Insurance	$	(6,791.46)
2/3/2026	Wex Health	$	(484.61)
2/3/2026	Wex Health	$	(495.00)
2/6/2026	Delta Dental	$	(340.56)
2/9/2026	Missionsquare	$	(488.95)
2/11/2026	iSolved fee	$	(137.06)
2/11/2026	Principal - Life Insurance	$	(207.42)
2/12/2026	Payroll	$	(33,452.89)
2/13/2026	PERA	$	(4,797.54)
2/18/2026	Wex Health	$	(484.61)
2/18/2026	Wex Health	$	(495.00)
2/23/2026	Missionsquare	$	(488.95)
2/25/2026	Wex Health	$	(24.75)
2/26/2026	Payroll	$	(34,692.05)
	Total:	**$**	**(88,575.94)**
Accounts Payable			
2/3/2026	Safety Deposit Box	$	(40.00)
2/3/2026	Lime Valley Advertising, Inc.	$	(79.00)
2/3/2026	Dave Borchert	$	(86.25)
2/3/2026	Jeff Annis	$	(87.70)
2/3/2026	Steven Cooling	$	(89.87)
2/3/2026	Jim Branstad	$	(109.00)
2/3/2026	Jazmine Flores - Wellness Reimbursement	$	(125.00)
2/3/2026	James Kotewa	$	(131.20)
2/3/2026	Sabri Fair - Wellness Reimbursement	$	(138.93)
2/3/2026	Alejandra Bejarano - Wellness Reimbursement	$	(138.93)
2/3/2026	Tom Polich - Wellness Reimb. and Mileage	$	(267.52)
2/3/2026	Reichel Insulation, LLC	$	(1,512.00)
2/3/2026	ICS Consulting, LLC	$	(6,125.00)
2/4/2026	Blue Earth County Recorder	$	(46.00)
2/4/2026	Mike Laven	$	(50.00)
2/4/2026	Mike Laven	$	(50.00)
2/4/2026	Lynda Kruse	$	(79.00)
2/4/2026	TeamKeeper	$	(96.64)
2/4/2026	Jean Anderson	$	(100.75)
2/4/2026	Gary Richter	$	(126.85)
2/4/2026	Elroy Glidden	$	(144.25)
2/4/2026	Robert Nielsen	$	(192.07)
2/4/2026	Vanderberg Cleaning Services LLC	$	(360.00)
2/4/2026	Blue Earth Country Taxpayer Services	$	(460.00)
2/4/2026	Minnesota Unemployment Insurance Fund	$	(4,740.00)
2/5/2025	Brad Krause	$	(89.15)
2/5/2025	Nate George - Wellness Reimbursement	$	(124.27)
2/5/2025	City of Mankato	$	(258.90)
2/5/2025	League of Minnesota Cities - membership	$	(2,497.00)

2/6/2026	Xcel Energy	$	(65.30)
2/6/2026	Andrea Boettger	$	(83.35)
2/6/2026	Liz Krocak	$	(108.00)
2/6/2026	Robert Goblirsch	$	(230.50)
2/6/2026	Neubau Holdings, LLC	$	(6,808.00)
2/9/2026	Watonwan County Treasurer	$	(28.17)
2/9/2026	Watonwan County Recorder	$	(46.00)
2/9/2026	Julie Tesch	$	(94.95)
2/9/2026	Phil Schafer	$	(145.00)
2/10/2026	Mary Milbrath	$	(55.80)
2/10/2026	River Bend Business Products	$	(75.00)
2/10/2026	Sarah Janovsky - Wellness Reimbursement	$	(138.93)
2/11/2026	Patty O'Connor	$	(50.00)
2/11/2026	Tom Loveall	$	(100.75)
2/11/2026	Mark Plotz	$	(124.94)
2/11/2026	Leah Matzke	$	(300.00)
2/12/2026	Upper MN Valley RDC	$	(1,111.93)
2/13/2026	Rob Wilkening	$	(83.60)
2/17/2026	Matt Peterson	$	(50.00)
2/17/2026	Thriveon, Inc.	$	(3,845.42)
2/17/2026	St. James Electric	$	(33,647.00)
2/18/2026	Christian Lilienthal	$	(103.65)
2/18/2026	Christian Lilienthal	$	(104.60)
2/19/2026	DVS Renewal	$	(21.25)
2/20/2026	Dawn Kratzke	$	(93.50)
2/24/2026	Chris Dalton	$	(83.35)
2/25/2026	Rochester Title and Escrow Company	$	(135.00)
2/25/2026	Pemberton Law	$	(7,125.00)
2/26/2026	Tom Polich - Food Recovery Mileage	$	(145.00)
2/26/2026	South Central Service Coop	$	(315.00)
2/26/2026	SFM	$	(675.00)
2/27/2026	Claire Goettl	$	(50.00)
2/27/2026	Southwest Regional Development Commission	$	(121.20)
2/27/2026	Vanderberg Cleaning Services LLC	$	(360.00)
2/27/2026	Center for Energy and Evironment	$	(1,378.50)
2/27/2026	Kavira Health	$	(3,888.00)
2/27/2026	Mid-Minnesota Development Commission	$	(10,125.00)
	Total:	**$**	**(90,261.97)**

Credit Card Charges

1/15/2026	Jessica - Monday.com	$	(684.00)
1/21/2026	Jessica - Caribou Coffee	$	(13.12)
1/21/2026	Jessica - Caribou Coffee	$	(9.20)
1/21/2026	Jessica - Monday.com	$	(2,574.19)
12/26/2025	Sabri - Menards	$	(248.89)
1/6/2026	Sabri - Sustainable Farming	$	(90.00)
1/9/2026	Sabri - Waseca Inc.	$	(147.64)
1/10/2026	Sabri - Menards (return)	$	19.40
12/22/2026	Nate - USPS	$	(6.24)
1/12/2026	Nate - DRI*Signs	$	(32.24)
1/15/2026	Stephanie - USPS	$	(11.90)
1/2/2026	Sarah - Target	$	(5.38)
1/8/2026	Sarah - Amazon	$	(8.62)
	Total:	**$**	**(3,812.02)**

Revolving Loan Fund - Cash Balance Report
February 18, 2026 - Board of Directors Meeting

CASH BALANCE - January 31, 2026			**$**	**1,779,331.69**
Legacy RLF Loan Payments	$	14,833.12		
Legacy RLF Bank Interest	$	4,330.56		
CARES RLF Loan Payments	$	11,333.65		
CARES RLF Bank Interest	$	737.28		
Total Receipts	**$**	**31,234.61**		
New Loan - Silver Fox Plumbing, LLC	$	(50,000.00)		
Returned ACH Payment	$	(187.80)		
Service Charges	$	(23.12)		
Total Disbursements	**$**	**(50,210.92)**		
CASH BALANCE - February 28, 2026			**$**	**1,760,355.38**

Revolving Loan Fund Accounts		
Legacy RLF - MAGIC	$	1,537,724.12
CARES RLF - MAGIC	$	222,631.26
TOTAL:	**$**	**1,760,355.38**

Memo

To: RNDC Board of Directors

From: Samuel Sharp, RNDC Energy and Sustainability Planner

Date: March 12, 2026

Re: Legislative-Citizen Commission on Minnesota Resources (LCCMR) Proposal

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Project Description

Region Nine Development Commission (RNDC) seeks to expand regional capacity by establishing dedicated staff to serve as a regional sustainability coordinator for 72 rural communities across nine counties. Rural local governments in the Region Nine area face mounting climate, energy, water, and natural-resource challenges but have extremely limited staff capacity to respond. By providing technical assistance, project scoping, and locally relevant expertise, this initiative helps communities identify needs, evaluate solutions, and move early-stage ideas toward actionable, fundable projects.

The project will deliver free grant writing, in-kind project management, community engagement support, and decision-ready technical assistance for environmental and resilience initiatives. Communities will receive assistance with energy efficiency and renewable-energy planning, stormwater and flood-mitigation strategies, wetland and habitat restoration concepts, and natural-resource protection measures. By building long-term local capacity and connecting rural governments to funding opportunities, this investment accelerates environmental stewardship, supports climate adaptation, and ensures rural communities can access resilience projects and resources they have historically been unable to reach.

Match Requirement

No match is required for this proposal. The project will be fully funded through the Environment

and Natural Resources Trust Fund (ENRTF), with all staff time, technical assistance, and deliverables provided at no cost to participating communities. This structure ensures equitable access for small and under-resourced rural communities that otherwise lack capacity to develop and implement natural-resource and resilience projects.

Funding Request

RNDC is requesting $500,000 from the ENRTF to establish regional sustainability coordination, provide technical assistance, offer free grant writing, and support rural communities with project development and resilience implementation.

RESOLUTION

Region Nine Development Commission

Resolution No. 2026 – 03

RESOLUTION AUTHORIZING APPROVAL OF LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES 2027 ENRTF REQUEST FOR PROPOSAL

WHEREAS, The Region Nine Development Commission seeks $500,000.00 to increase staff capacity and serve as the regional sustainability coordinator for the nine-county region served by RNDC to guide communities through initial issue identification, help them identify resources, and support them with project implementation.

NOW, THEREFORE, BE IT RESOLVED, That the Region Nine Development Commission supports the above referenced project and authorizes the submittal of a proposal for funding of this project on behalf of the Region Nine Development Commission to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the 2026 Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal; and

BE IT FURTHER RESOLVED, That, if funding is awarded, the Region Nine Development Commission agrees to accept the award and may enter into an agreement with the State of Minnesota for the above referenced project. The Region Nine Development Commission will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and

BE IT FURTHER RESOLVED, That Region Nine Development Commission understands that grants from the ENRTF are generally paid out on a reimbursement basis. The Region Nine Development Commission has the financial capability to pay for project expenses prior to seeking reimbursement; and

BE IT FURTHER RESOLVED, That Region Nine Development Commission certifies none of the current principals of Region Nine Development Commission have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded; and

BE IT FURTHER RESOLVED, That Jessica Beyer, Interim Executive Director is hereby authorized to execute such agreements and work plans as necessary, and that RNDC staff designated by the Executive Director are authorized to implement the project on behalf of the Region Nine Development Commission.

Now, therefore, be it resolved that Region Nine Development Commission hereby approves and authorizes the Region Nine Development Commission's proposal to the Legislative-Citizen Commission on Minnesota Resources 2026 ENRTF Request For Proposal.

Dated this 18th of March 2026

Signed:

Mike Laven, Chair

Jim Branstad, Secretary

Memo

To: RNDC Board of Directors

From: Samuel Sharp, RNDC Energy and Sustainability Planner

Date: March 12, 2026

Re: MPCA FY26 Stormwater, Wastewater, and Community Resilience Planning Grant

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Project Description

Region Nine Development Commission (RNDC) was recently awarded funding to complete a region-wide community resilience plan. The goal of this project is to equip Region Nine communities with practical, data-driven knowledge to address the escalating risks of extreme weather and climate vulnerability. This effort will foster interregional collaboration, reduce planning silos, and enable communities, especially those in areas of environmental justice and disadvantaged status, to access future funding resources and implement cost-effective resilience measures.

The project will deliver a regional resilience planning framework, including standardized workflows, identification of best practices, and recommendations for future funding opportunities. Additionally, given the abundance of existing planning tools, an evaluation matrix will be developed based on intuitiveness and efficacy of these resources. Vulnerability mapping will serve to inform areas of priority, and strategic community engagement and training will identity pilot sites and demonstration projects to be included in the overall plan.

Match Requirement

This project requires a 10% match which will be achieved by in-kind contribution, leveraging funds from the UMN Minnesota Climate Adaptation Partnership contract.

Funding Amount

RNDC was awarded $85,000 to complete this plan by the Minnesota Pollution Control Agency. $8,500 will be contributed as the in-kind match, totaling a final project budget of $93,500.

RNDC Financial Gantt Chart - Current Funding

Project Title	Source	Category	Budget	RNDC Match	Total	Remaining Eligible Dollars for FY25/26	Other	Period	Disbursements	Start	End	Contract Link
EDA Partnership Planning Grant	Economic Development Administration	Federal	$70,000	$70,000	$140,000		Not impacted by shutdown	Quarterly	$17,500	4/1/2024	3/31/2027	EDA
MnDOT Planning Grant	MnDOT	State	$75,000	$13,235	$88,235			3x/year		7/7/2025	6/30/2026	MnDOT Planning
Safe Streets and Roads for All (SS4A) Year 1 of 3	Federal Highway Administration	Federal	$90,667	$22,667	$113,334			Monthly		9/11/2025	6/30/2026	SS4A
EECBG - Energy Block Grant	MN Department of Commerce	State	12,250	None	$100,000					7/1/2024	11/30/2026	EECBG
State Competitiveness Fund (For Pursuing Federal Projects)	MN Department of Commerce	State	100,000	None	$290,000					2/16/2024	6/30/2026	State Competativness Fund
State Competitiveness Fund (For Pursuit of Climate/Clean Energy Projects)	McKnight Foundation	Private Foundation	150,000	None	$150,000					6/1/2024	6/30/2026	State Competitiveness - McKnight
Regional Food Rescue Coordination	Mankato Area Foundation	Private Foundation		None	$110,000			Single Stipend			Until funds are exhausted	no contract
Community Innovation Prize	Community Innovation Prize	Federal	$20,000	None	$20,000			Pass through Funds		1/1/2025	1/1/2027	Thriving Communitites - Innovation Grant
RNDC - Thriving Communities	EPA/Minneapolis Foundation	Federal/Foundation	$57,700	None	$57,700					4/31/2025	3/31/2026	Thriving Communities
Resource Rural - Windward Fund, St. James			$15,000	None	$15,000			Single Stipend		1/1/2025	1/1/2027	Resource Rural-St. James
SCMNFR - Thriving Communities	EPA/Minneapolis Foundation	Federal/Foundation	$19,500	None	$19,500							SCMNFR-Thriving Communities
Local Foods Month	Minnesota State University, Mankato		$15,750							4/1/2025	10/1/2026	MNSU-LFM
Local Climate Action Grant - Children's Museum	Minnesota Pollution Control Agency		$1,800							8/8/2025	6/30/2026	LCA-Children's Museum
Local Climate Action Grant - New Ulm	Minnesota Pollution Control Agency		$5,490							8/8/2025	6/30/2026	LCA-New Ulm
Shooting Star Scenic Byway	MnDOT District 6		$74,305	None	$74,305					10/15/2025*	6/30/2026	Shooting Star Byway
Apple Blossom Scenic Byway	MnDOT District 6		$74,445	None	$74,445					10/15/2025*	6/30/2026	Apple Blossom Byway
Tri-County Solid Waste Management Plan	Tri-County Solid Waste (Le Sueur, Nicollet, Sibley Counties)		$15,000*	None	$15,000					8/21/2024	6/30/2026	
Minnesota Climate Adaptation Partnership	University of Minnesota Regents	Higher Education	N/A	None	$63,492	$59,096.68				9/26/2024	6/30/2026	MCAP
Henderson Stormwater/Wastewater Plan	Minnesota Pollution Control Agency	State	$26,000	None			Needs Update!			pending	6/30/2027	
BRIDGE the Gap: Student-Led Energy Outreach	Clean Energy Resource Teams	Statewide Partnership	$3,500	none	5000					1/1/2026	1/12/2027	CERTs-BRIDGE Club
Historic Bluff County Scenic Byway	MnDOT District 6		$15,000									
Bright Ideas for Comfrey	Clean Energy Resource Teams	Statewide Partnership	$1,500	none	$9,000					1/1/2026	1/12/2027	
SWC Planning Grant	MPCA	Grant	$85,000	10% RNDC in-kind	$93,500		RNDC lead applicant			pending	6/30/2027	pending

RNDC Financial Gantt Chart - Submitted or Pending

Project Title	Source	Category	Budget	RNDC Match	Total	Remaining Eligible Dollars for FY25/262	Other	Period	Disbursements	Start	End
University of Minnesota - TPEC Study	U of M	Grant	$20,000		$20,000	$20,000				10/1/2025	6/30/2026
NADO Rural Energy Academy	NADO	Stipend	$4,000		$4,000	$4,000				11/1/2025	11/31/2025
SMIF	SMIF	Grant	$20,000	$5,000 (plus $15,000 in-kind)	$20,000					1/1/2026	
McKnight USDA Replacement	McKnight Foundation	Grant	$50,000		$50,000	$50,000				10/31/2025	
Rural Reslience Through Nature-Based Solutions	Bush Foundation	Grant	$250,000		$250,000					9/12/2025	
From Recovery to Resilience: Strengthening Region Nine with Skills, Training, and Workforce Readiness	EDA	Grant	$807,468	$78,492	$885,960		MSU				
Rural Reslience: Southern Minnesota Rapid Response to Extreme Weather	USDA-NIFA	Grant	$99,000	No match						9/15/2025	
Increasing Climate Urban Practices - Outreach and Engagement Initatives	Greater Blue Earth River Basin Alliance	Contract	$10,000							9/12/2025	
Increasing Climate Urban Practices - Project Development Initatives	Greater Blue Earth River Basin Alliance	Contract	$65,000							9/12/2025	
Local Climate Action Grant	MPCA	Grant	$50,000	$2,500, (RNDC 5% in-kind)	$52,500		RNDC lead applicant				6/30/2027

RED = Did not Receive

Original Budget Approved in June 2025

REGION NINE DEVELOPMENT COMMISSION

Fiscal Year 2025-2026 Proposed Budget

Revenues	FY25 Projected	FY26 Budget
Levy	$ 698,409	$ 719,361
MN Department of Transportation	$ 75,000	$ 75,000
Contract Services	$ 54,846	$ -
Resource Rural	$ 150,000	$ -
Center for Transportation Studies UofM	$ 13,000	$ -
U of M Partnership - MCAP	$ 40,500	$ -
EDA Planning Federal Grant	$ 13,841	$ 80,000
Tri County Solid Waste - Transportation Area		$ 5,000.00
EEGBC - Energy Block Grant (Federal Funding)		$ 12,000.00
Local Climate Action Grant - New Ulm		$ 3,150.00
Local Climate Action Grant - Children's Museum		$ 5,000.00
MNSU Local Foods		$ 15,750.00
Community Energy Innovation Prize		$ 20,000.00
R9 Wellness - benefit paid from health plan	$ 1,560	$ 1,500
USDA Local Foods Passthrough	$ 20,134	$ -
SMIF - Grow a Farmer	$ 131,175	$ -
Regional Food Business Center Grant	$ 48,167	$ -
Food Recovery Coordinator	$ 25,000	$ -
Food Recovery SHIP Grant	$ 6,663	$ -
Social Media Campaign - City of Springfield	$ 90	$ -
Legacy RLF - Interest and Fees	$ 150,151	$ 150,000
Cares RLF - Interest and Fees	$ 30,261	$ 30,000
Interest Earned	$ 36,317	$ 30,000
Dividends	$ 8,358	$ 5,000
Miscellaneous	$ 14,953	$ -
Total Revenues	**$ 1,518,425**	**$ 1,151,761**

Expenditures	FY25 Projected	FY26 Budget
Salary	$ 901,440	$ 928,483
Fringe Benefits	$ 217,724	$ 235,142
Indirect Costs	$ 249,346	$ 250,000
Consultant Services	$ 55,100	$ 15,000
Technology/Software	$ 21,453	$ 22,000
Staff Travel/Conferences	$ 12,739	$ 10,000
Dues and Memberships	$ 9,264	$ 9,350
Commissioner Per Diems and Expenses	$ 8,533	$ 15,000
Meetings/Events Catering	$ 6,751	

Professional Services	$	4,707	$	5,000
Region Nine Vehicle	$	2,327	$	2,500
Office Supplies	$	1,932	$	2,000
Bus Rentals	$	1,588	$	835
Banking/Service Fees	$	1,364	$	1,200
Printing/Publications/Marketing	$	7,718	$	7,500
Postage	$	306	$	300
Utilities (electricity, etc.)	$	281	$	300
R9 Wellness - benefit paid from health plan	$	1,071	$	1,500
Telephone Services	$	216	$	225
Personnel/Hiring/Recruitment Costs	$	29	$	50
Miscellaneous	$	888	$	-
MADO Expenses - One Time All-Staff Training	$	7,162	$	-
MADO	$	5,000	$	-
Staff Consultant/Intern Fees	$	5,509	$	-
Internships/Fellows	$	3,150	$	-
Staff Professional Development	$	4,453	$	-
Commission Travel/Conferences	$	2,923	$	-
Unemployment Benefits	$	40,306	$	-
Region Nine Area Inc. - Passthrough	$	27,746	$	-
Convivencia	$	18,150	$	-
NUBRIC	$	5,789	$	-
Passthrough Funds	$	154	$	-
Total Expenditures	$	1,625,119	$	1,506,386
Total Net Budget	$	(106,694)	$	(354,624)

Paused Funds that Were Previously Secured

USDA - Regional Food Business Centers	$	60,000.00
Safe Roads for All	$	113,333.00
Thriving Communities	$	9,000.00

New Funding Opportunities - Pending Applications

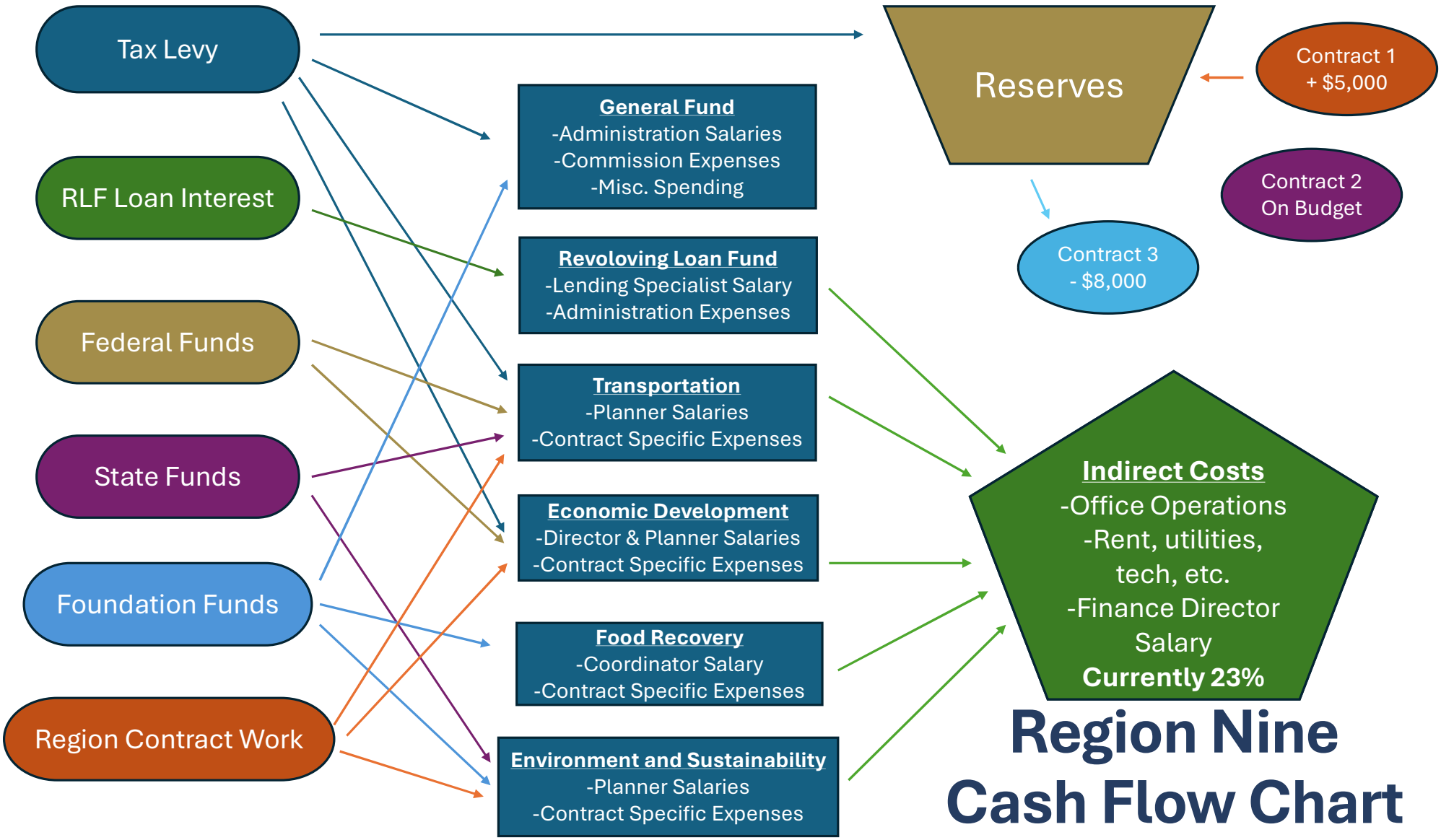
LCCMR	$75,000
AAA Safety Foundation	$72,000
MN Forward	$50,000
USDA Regional Food System Partnership USDA Grant	TBD

Potential New Consulting/Technical Assistance Opportunities

Federal EDA Disaster Grant Funding Grant Administration	$75,000
Federal EDA Resilience Coordination Grant	$50,000
General Project Consulting Fees for Economic Development Work	$40,000
General Project Consulting for Transportation	$15,000
SMIF Contracts	TBD

REGION NINE DEVELOPMENT COMMISSION

FY27 Budget Discussion Items
March 18, 2026
Budget and Personnel Committee



Region Nine Cash Flow Chart

Example Budget from FY2020

	Organization Totals			Revolving Loan Fund				EDA Planning Grant			Community & Economic Development Contracts		
	FY19 Budget	FY20 Proposed Budget	% Change	FY19 RLF Budget	YTD Actual Thru April	FY20 Proposed Budget	% Change	FY19 Budget	FY20 Proposed Budget	% Change	FY19 Budget	FY20 Proposed Budget	
Revenues													
Federal	$ 232,391	$ 70,000	-69.9%	$ -	$ -	$ -	0.0%	$ 70,000	$ 70,000	0.0%	$ 162,391	$ -	-100.0%
State	$ 75,000	$ 75,000	0.0%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Tax Levy (620,527)	$ 602,453	$ 620,527	3.0%	$ -	$ -	$ -	0.0%	$ 70,000	$ 71,387	2.0%	$ 125,560	$ 170,684	35.9%
Other Sources	$ 121,145	$ 37,833	100.0%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ 121,145	$ 37,833	-68.8%
RLF Savings Interest	$ 420	$ 420	0.0%	$ 400	$ 378	$ 420	5.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Charges for Services	$ 43,206	$ 48,509	12.3%	$ 4,250	$ 820	$ 2,000	-52.9%	$ -	$ -	0.0%	$ 1,456	$ 21,050	100.0%
Interest/Dividends	$ 66,095	$ 70,000	5.9%	$ 66,000	$ 59,020	$ 66,000	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Total Revenues	$ 1,140,710	$ 922,289	-19.1%	$ 70,650	$ 60,218	$ 68,420	-3.2%	$ 140,000	$ 141,387	1.0%	$ 410,552	$ 229,567	-44.1%
Expenditures:													
Personnel	$ 657,166	$ 594,264	-9.6%	$ 39,388	$ 20,860	$ 37,819	-4.0%	$ 64,351	$ 75,954	18.0%	$ 218,384	$ 179,325	-17.9%
Fringe	$ 170,082	$ 140,519	-17.4%	$ 10,813	$ 5,459	$ 8,943	-17.3%	$ 17,666	$ 17,960	1.7%	$ 59,950	$ 42,403	-29.3%
Shared Services	$ 29,281	$ 19,718	100.0%	$ 1,312	$ 815	$ 1,312	0.0%	$ 2,611	$ 2,742	100.0%	$ 11,988	$ 1,223	-89.8%
Communications & Utilities	$ 12,220	$ 13,489	100.0%		$ -	$ -		$ -	$ -		$ -	$ -	
Copying/Printing	$ 7,000	$ 7,980	14.0%	$ 400	$ 152	$ 400	0.0%	$ 2,065	$ 1,400	-32.2%	$ 800	$ 1,680	110.0%
Public Notice	$ 200	$ 200	0.0%	$ -	$ -	$ -	0.0%	$ 1,609	$ -	-100.0%	$ -	$ -	0.0%
Postage	$ 1,080	$ 830	-23.1%	$ 200	$ 38	$ 150	-25.0%	$ 425	$ 30	-92.9%	$ 100	$ -	100.0%
Telephone/Fax/Internet	$ 5,510	$ 3,800	-31.0%	$ 150	$ 40	$ 100	-33.3%	$ 1,200	$ 200	-83.3%	$ 160	$ -	-100.0%
Travel - Staff	$ 28,911	$ 23,040	-20.3%	$ 1,102	$ 156	$ 1,500	36.1%	$ 2,650	$ 6,550	147.2%	$ 5,153	$ -	-100.0%
Travel - Other	$ 4,603	$ 2,700	-41.3%	$ 300	$ -	$ 200	-33.3%	$ 250	$ 300	20.0%	$ 1,905	$ -	-100.0%
Registration	$ 11,100	$ 8,548	-23.0%	$ 500	$ 47	$ 658	31.6%	$ 175	$ 1,600	814.3%	$ 3,000	$ 952	100.0%
Supplies	$ 13,132	$ 12,124	-7.7%	$ 300	$ 38	$ 365	21.7%	$ 3,432	$ 1,430	-58.3%	$ 5,577	$ 5,302	-4.9%
Pub./Subs./Memberships	$ 4,000	$ 10,400	160.0%	$ -	$ -	$ -	0.0%	$ 2,600	$ 1,800	-30.8%	$ -	$ -	0.0%
Consultant	$ 44,078	$ 33,380	-24.3%	$ 200	$ 315	$ 400	100.0%	$ 8,400	$ 1,000	-88.1%	$ 31,278	$ 24,980	-20.1%
Insurance	$ 600	$ -	-100.0%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Errors & Omissions	$ 7,100	$ 7,100	0.0%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Maintenance	$ 2,930	$ 6,050	106.5%	$ 500	$ 520	$ 500	0.0%	$ 350	$ 350	0.0%	$ -	$ -	0.0%
Legal & Banking Fees	$ 3,700	$ 3,300	-10.8%	$ 2,000	$ 306	$ 1,800	-10.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Audit	$ 12,200	$ 13,000	6.6%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Equipment/Depreciation	$ 8,300	$ 2,960	-64.3%	$ -	$ -	$ -	0.0%	$ 5,000	$ -	-100.0%	$ 2,500	$ -	100.0%
Capital Outlay	$ 2,500	$ -	-100.0%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Marketing	$ 9,700	$ 9,178	-5.4%	$ 718	$ -	$ 678	-5.6%	$ -	$ -	0.0%	$ 500	$ -	-100.0%
Prog/Staff Development	$ 10,150	$ 6,490	-36.1%	$ -	$ -	$ -	100.0%	$ 1,092	$ -	-100.0%	$ 150	$ -	100.0%
Commission Expenses	$ 33,751	$ 29,000	-14.1%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
Designated Funds	$ 23,000	$ 19,700	-14.3%	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -	$ -	0.0%
												$ -	
Total Direct Costs	$ 1,102,294	$ 967,770	-12.2%	$ 57,883	$ 28,746	$ 54,825	-5.3%	$ 113,876	$ 111,316	-2.2%	$ 341,445	$ 255,865	-25.1%
									$ -			$ -	
Indirect Costs	$ 119,757	$ 110,382	-7.8%	$ 10,853	$ 5,096	$ 11,683	7.6%	$ 19,777	$ 23,721	19.9%	$ 64,021	$ 54,525	-14.8%
Office Space	$ 37,596	$ 37,338	-0.7%	$ 1,914	$ 1,611	$ 1,914	0.0%	$ 6,347	$ 6,348	0.0%	$ 5,086	$ 3,997	-21.4%
									$ -				
									$ -				
Total Expenditures	$ 1,259,646	$ 1,115,489	-11.4%	$ 70,650	$ 35,453	$ 68,419	-3.2%	$ 140,000	$ 141,387	1.0%	$ 410,552	$ 314,386	-23.4%
									$ -				

Example Budget from FY2020

	Transportation				General Fund				Indirect			
	FY19 Budget	YTD Actual Thru April	FY20 Proposed Budget	% Change	FY19 Budget	YTD Actual Thru April	FY20 Proposed Budget	% Change	FY19 Budget	YTD Actual Thru April	FY20 Proposed Budget	% Change
Revenues												
Federal	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	
State	$ 75,000	$ 37,500	$ 75,000	0.0%	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	
Tax Levy (620,527)	$ 13,235	$ 20,403	$ 20,403	54.2%	$ 393,658	$ 295,245	$ 358,053	-9.0%	$ -	$ -	$ -	
Other Sources	$ -	$ -	$ -	0.0%	$ -	$ 946	$ -	0.0%	$ -	$ -	$ -	
RLF Savings Interest	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	
Charges for Services	$ 37,750	$ -	$ 25,459	-32.6%	$ 2,000	$ -	$ -	100.0%	$ -	$ -	$ -	
Interest/Dividends	$ -	$ -	$ -	0.0%	$ 95	$ 5,450	$ 4,000	4110.5%	$ -	$ -	$ -	
Total Revenues	$ 125,985	$ 57,903	$ 120,862	-4.1%	$ 395,753	$ 301,641	$ 362,053	-8.5%	$ -	$ -	$ -	
Expenditures:												
Personnel	$ 67,069	$ 43,087	$ 73,119	9.0%	$ 183,736	$ 119,140	$ 175,303	-4.6%	$ 50,783	$ 41,802	$ 52,744	3.9%
Fringe	$ 18,412	$ 7,481	$ 17,290	-6.1%	$ 50,438	$ 29,729	$ 41,452	-17.8%	$ 13,941	$ 11,054	$ 12,472	-10.5%
Shared Services	$ 3,279	$ 2,259	$ 2,591	100.0%	$ 7,530	$ 5,644	$ 8,200	8.9%	$ 2,430	$ 1,911	$ 3,650	100.0%
Communications & Utilities	$ -		$ -			$ -	$ -		$ 12,220	$ 9,220	$ 13,489	100.0%
Copying/Printing	$ 700	$ 363	$ 700	0.0%	$ 3,100	$ 2,944	$ 3,200	3.2%	$ 600	$ 390	$ 600	0.0%
Public Notice	$ -	$ 234	$ -	0.0%	$ 200	$ -	$ 200	0.0%	$ -	$ -	$ -	0.0%
Postage	$ 150	$ 66	$ -	-100.0%	$ 350	$ 288	$ 350	0.0%	$ 300	$ 94	$ 300	0.0%
Telephone/Fax/Internet	$ 800	$ -	$ -	-100.0%	$ 4,100	$ 1,140	$ 3,500	-14.6%	$ 150	$ -	$ -	-100.0%
Travel - Staff	$ 3,780	$ 3,001	$ 790	-79.1%	$ 11,500	$ 9,403	$ 11,500	0.0%	$ 3,000	$ 194	$ 2,700	-10.0%
Travel - Other	$ 48	$ 91	$ 50	4.2%	$ 1,900	$ 1,102	$ 1,900	0.0%	$ 250	$ -	$ 250	0.0%
Registration	$ 600	$ 345	$ 338	-43.7%	$ 5,000	$ 2,494	$ 4,000	-20.0%	$ 1,000	$ 1,000	$ 1,000	0.0%
Supplies	$ 455	$ 520	$ 600	31.9%	$ 4,500	$ 1,865	$ 3,500	-22.2%	$ 900	$ 668	$ 927	3.0%
Pub./Subs./Memberships	$ 500	$ 375	$ 500	0.0%	$ 1,500	$ 6,396	$ 7,500	400.0%	$ 500	$ 509	$ 600	20.0%
Consultant	$ 600	$ -	$ -	-100.0%	$ 10,000	$ 7,105	$ 7,000	-30.0%	$ 1,000	$ 1,563	$ -	-100.0%
Insurance	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	$ 600	$ 388	$ -	-100.0%
Errors & Omissions	$ -	$ -	$ -	0.0%	$ 7,100	$ 4,074	$ 7,100	0.0%	$ -	$ -	$ -	0.0%
Maintenance	$ -	$ 200	$ -	0.0%	$ -	$ -	$ -	0.0%	$ 2,430	$ 3,724	$ 5,200	100.0%
Legal & Banking Fees	$ -	$ -	$ -	0.0%	$ 2,000	$ 2,242	$ 1,500	100.0%	$ -	$ -	$ -	0.0%
Audit	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	$ 12,200	$ 12,300	$ 13,000	6.6%
Equipment/Depreciation	$ 3,200	$ -	$ -	-100.0%	$ -	$ -	$ -	0.0%	$ 2,100	$ -	$ 2,960	41.0%
Capital Outlay	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	$ 2,500	$ -	$ -	-100.0%
Marketing	$ -	$ -	$ -	0.0%	$ 8,500	$ 1,624	$ 8,500	0.0%	$ -	$ -	$ -	0.0%
Prog/Staff Development	$ 1,000	$ -	$ -	-100.0%	$ 6,000	$ 13,961	$ 6,000	0.0%	$ 3,000	$ 371	$ 490	-83.7%
Commission Expenses	$ -	$ -	$ -	0.0%	$ 33,751	$ 18,634	$ 29,000	-14.1%	$ -	$ -	$ -	0.0%
Designated Funds	$ -	$ -	$ -	0.0%	$ 23,000	$ 10,000	$ 19,700	-14.3%	$ -	$ -	$ -	0.0%
			$ -									
Total Direct Costs	$ 100,593	$ 58,022	$ 95,978	-4.6%	$ 364,205	$ 237,785	$ 339,405	-6.8%	$ 109,904	$ 85,188	$ 110,382	0.4%
			$ -									
Indirect Costs	$ 18,749	$ 10,173	$ 20,453	9.1%	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
Office Space	$ 2,700	$ 3,691	$ 4,431	64.1%	$ 21,548	$ 17,839	$ 20,648	-4.2%	$ -	$ -	$ -	0.0%
Total Expenditures	$ 122,042	$ 71,886	$ 120,862	-1.0%	$ 385,753	$ 255,624	$ 360,053	-6.7%	$ 109,905	$ 85,188	$ 110,382	0.4%

Reserve Balance Strategy

Assumed current reserves is value of the cashed out Principal Asset = **$286,081**

Payable Year	Levy with 3% Increase	80% of Levy Reserve Target	Shortfall	Annual Levy Allocated Towards Rebuild	Years to Rebuild
2026	$ 740,942	$ 592,754	$ 306,673	$ 306,673	1 year
2027	$ 763, 170	$ 610,536	$ 324,455	$ 162,228	2 years
2028	$ 786,065	$ 628,852	$ 342,771	$ 114,257	3 years
2029	$ 809,647	$ 647,718	$ 361,637	$ 90,409	4 years
2030	$ 833,937	$ 667,149	$ 381,068	$ 76,214	5 years
2031	$ 858,955	$ 687,164	$ 401,083	$ 66,847	6 years
2032	$ 884,723	$ 707,779	$ 421,698	$ 60,243	7 years
2033	$ 911,265	$ 729,012	$ 442,931	$ 55,366	8 years
2034	$ 938,603	$ 750,883	$ 464,802	$ 51,645	9 years
2035	$ 966,761	$ 773,409	$ 487,328	$ 48,733	10 years

Memo

To: RNDC Board of Directors

From: Jessica Beyer, RNDC Deputy Director

Date: March 11, 2026

Re: RNDC Records Storage Clean-Out and Retention Policy Review

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RNDC is preparing to clean out and reduce its offsite storage in advance of relocating these materials to a more secure facility. RNDC's retention schedule was last revised in 2013, and staff plan to update the schedule to ensure it aligns with current state-approved standards, along with best practices for RDOs related to financial and human resources documents. A copy of RNDC's current policy is included in the packet for review.

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
ADMINISTRATION	ADM 00500	AGENDA PACKETS – COMMISSION Complete record of information relevant to commission meetings	Permanent	Yes	Public	
ADMINISTRATION	ADM 00600	AGENDA PACKETS – MISC. Various boards and committees that are commission approved or appointed.	Permanent	No	Public	
ADMINISTRATION	ADM 00650	AGENDA PACKETS – MISC. Various boards and committees that are not commission approved or appointed.	3 years	No	Public	
ADMINISTRATION	ADM 01000	ANNUAL REPORTS Commission or departmental	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 01200	ARTICLES OF INCORPORATION Permanent; has historical value	Permanent	Yes	Public	
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS Opinions of commission attorney and correspondence relating thereto	Permanent; has historical value when no longer need by commission	Yes	Public	
ADMINISTRATION	ADM 01600	BILLS OF SALES Record documenting the official transaction between the commission and the buying party	6 years	Yes	Public	
ADMINISTRATION	ADM 01800	BUDGET – RECORD COPY Includes commission and departmental budgets	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 01900	BUDGET – SUPPORT/ WORKING PAPERS	2 years	No	Public	
ADMINISTRATION	ADM 02000	BYLAWS – COMMISSIONS AND BOARDS	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 02100	CENSUS REPORTS Reports and any protests to census	Permanent	No	Public	
ADMINISTRATION	ADM 02700	COMPLAINTS – GENERAL General services, maintenance, repair, citizen complaints	1 year after action completed	No	Public	
ADMINISTRATION	ADM 02900	CORRESPONDENCE – GENERAL	3 years	No	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
ADMINISTRATION	ADM 03000	CORRESPONDENCE – HISTORICAL Correspondence to/from Executive Director and/or Commission Board Chair. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issues, organization or individual.	Permanent; has historical value	Yes	Public/private	MS 13.601
ADMINISTRATION	ADM 03050	CORRESPONDENCE – MESSAGES Transitory messages, e-mail, social media or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which related to transactions of Commission business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public.	Until Read	No	Public	
ADMINISTRATION	ADM 03100	DEPARTMENTAL REPORTS Annual	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual	1 year	No	Public	
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 years after State audit CFR 24.42, 6 years after audit Federal 28USC2415(b)	No	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 04000	MANUALS – COMMISSION EQUIPMENT Instructions or maintenance manuals of office equipment	Until removed or superseded	No	Public	
ADMINISTRATION	ADM 04400	MINUTES – VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS	Permanent; has historical value	Yes	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
ADMINISTRATION	ADM 04500	NEWSLETTERS – COMMISSION GENERATED	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 04600	NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposed only	Permanent	No	Public	
ADMINISTRATION	ADM 04700	NOTICE OF MEETINGS Commission generated.	6 years	No	Public	
ADMINISTRATION	ADM 04800	OATH OF OFFICE – ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to commission, various boards and committees.	10 years after service of elected/ appointed position	No	Public	
ADMINISTRATION	ADM 5200	ORGANIZATIONAL CHARTS - COMMISSION	Until superseded	Yes	Public	
ADMINISTRATION	ADM 05400	POLICIES & PROCEDURES Documents the policies and procedures of the commission.	Until superseded	No	Public	
ADMINISTRATION	ADM 05500	PRESS RELEASES	1 year	No	Public	
ADMINISTRATION	ADM 05700	PROJECT CORRESPONDENCE With state and federal agencies, not including general correspondence.	6 years or subject to state or federal requirements	No	Public	
ADMINISTRATION	ADM 05800	PUBLIC HEARING RECORDS Related to subject or action.	Can be destroyed after recorded in minutes. If not recorded in minutes, then retain 6 years.	No	Public	
ADMINISTRATION	ADM 05900	PUBLICATIONS – COMMISSION GENERATED Including brochures, booklets, informational pamphlets, etc.	Until superseded	Yes	Public	
ADMINISTRATION	ADM 06000	SPECIAL COMMITTEE REPORTS Minutes, policies, studies, correspondence, etc.	Permanent; has historical value	Yes	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
ADMINISTRATION	ADM 06300	TELEPHONE SYSTEM Correspondence, service reports, working papers	Until superseded	No	Public	
ADMINISTRATION	ADM 06400	TITLES TO COMMISSION VEHICLES AND EQUIPMENT	Length of ownership	No	Public	
ADMINISTRATION	ADM 06420	VIDEO TAPES – GENERAL Including entertainment, training, cable segments and other misc. video tapes.	until superseded	No	Public	
ADMINISTRATION	ADM 06440	VIDEO TAPES - HISTORICAL	Permanent	No	Public	
ADMINISTRATION	ADM 06460	VIDEO TAPES - PROJECTS	File with projects or keep as long as projects are retained.	No	Public	
ADMINISTRATION	ADM 06500	VIDEO TAPES OF PUBLIC MEETINGS	Erase and reuse tapes 3 months after formal approval of written minutes	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
ATTORNEY	ATT 00100	ADMINISTRATION FILES Correspondence and reports related to the legal review of commission functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages.	3 years	No	Public	
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official interpretation regarding questions of legal rights or liabilities affecting operation departments.	10 years	Yes	Public, Private, Non Public	MS 13.393, MS 13.39
ATTORNEY	ATT 00300	CIVIL LITIGATION FILES Documents civil actions by the commission or against the commission including claims and suits. Includes work papers, copies of court documents and correspondence.	20 years after last court activity	No	Public, Private, Confidential, Protected Non-public	MS 13.39
ATTORNEY	ATT 00400	CORRESPONDENCE – GENERAL ATTORNEY	6 years	No	Public	
ATTORNEY	ATT 00500	CRIMINAL LITIGATION FILES Documents litigation involving the commission. Work papers and other copies of court records.	2 years after last court activity	No	Public, Private, Confidential, Protected Non-public	MS 13.393, MS 13.82
ATTORNEY	ATT 00600	INVESTIGATIVE FILES Includes requests for investigation, work papers, work assignments and final reports. Research conducted by no litigation takes place.	3 years	No	Public, Private, Confidential, Protected Non-public	MN 13.39
ATTORNEY	ATT 00900	RESEARCH & SUBJECT FILES Attorney topic files, research, misc. notes, correspondence and other materials regarding minor matters of inquiry.	While active	No	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
CONTRACTS	CON 00050	AGREEMENTS/CONTRACTS/LEASES /JOINT POWERS Various associations doing business with the commission.	10 years after paid and audited	No	Public	
CONTRACTS	CON 00500	EQUIPMENT CONTRACTS	Length of ownership and after audit.	No	Public	
CONTRACTS	CONT 00700	LEASE OF REAL PROPERTY Property leased or rented from the commission or by the commission. Copy of lease, payment record, etc.	10 years after expiration of lease	No	Public	13.51 subd 2f

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
FINANCE	FIN 00100	ACCOUNT REPORTS – DELINQUENT & UNCOLLECTIBLE Record of all accounts of monies owed to the commission that have not been paid or are uncollectible.	6 years	No	Public	
FINANCE	FIN 00200	ACCOUNTS PAYABLE LEDGERS & JOURNALS Record of all accounts of monies owed to other parties by the commission.	6 years	No	Public	
FINANCE	FIN 00300	ACCOUNTS RECEIVABLE LEDGERS & JOURNALS Records of all accounts of monies owed to the commission.	6 years	No	Public	
FINANCE	FIN 00800	AUDIT REPORTS – EXTERNAL Reports based on private companies for the review of tax payments.	7 years	No	Non-public	MS 13.37
FINANCE	FIN 00900	AUDIT REPORTS – INTERNAL Reports based on the agencies' internal operations.	7 years	No	Non-public	MS 13.37
FINANCE	FIN 01000	BANK STATEMENTS Deposit slips, deposit books & reconciliations.	6 years	No	Public	
FINANCE	FIN 01100	BANKRUPTCY RECORDS Individual or vendor owing money to the commission but was declared bankrupt.	6 years	No	Public	
FINANCE	FIN 01200	BILLING STATEMENTS	4 years	No	Public	
FINANCE	FIN 01310	BUDGET - ANNUAL	Permanent	No	Public	
FINANCE	FIN 01320	BUDGET - REPORTS Monthly reports, departmental breakdown of accounts.	2 years	No	Public	
FINANCE	FIN 01400	BUDGET WORKPAPERS - DEPARTMENT	2 years	No	Public	
FINANCE	FIN 01500	BUDGET WORKPAPERS - MASTER	5 years	No	Public	
FINANCE	FIN 02010	CHECK REGISTER Numerical list of checks/voucher issued.	Permanent	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
FINANCE	FIN 02020	CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE Paid & returned checks	6 years	No	Public	
FINANCE	FIN 02030	CHECKS (CANCELED & VOIDED) PAYROLL Paid & returned checks	6 years	No	Public/private	MS 13.43
FINANCE	FIN 02040	CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	6 years	No	Public	
FINANCE	FIN 02050	CHECKS (DUPLICATE) Alphabetical order of checks issued.	4 years	No	Public	
FINANCE	FIN 02100	DAILY CASH REPORTS Daily report of routine receipts received by the commission.	2 years	No	Public	
FINANCE	FIN 02200	DISPOSAL OF PROPERTY Documents the disposal of commission owned property.	6 years after disposal	No	Public	
FINANCE	FIN 02400	ENCUMBANCES/REVERSALS – ORDERS ISSUED Report or document of purchase orders by number.	4 years	No	Public	
FINANCE	FIN 02500	EXPENDITURE REPORTS – MONTHLY SUMMARIES Record of all commission expenditures.	2 years	No	Public	
FINANCE	FIN 02600	EXPENDITURE REPORTS – YEAREND SUMMARIES Record of all commission expenditures.	Permanent	No	Public	
FINANCE	FIN 02610	FINANCIAL REPORTS Monthly.	2 years	No	Public	
FINANCE	FIN 02620	FINANCIAL REPORTS/STATEMENTS (ANNUAL) As audited. Comprehensive Annual Financial Report (CAFR).	Permanent	No	Public	
FINANCE	FIN 02900	GENERAL JOURNAL Chronological listing of the commission's financial transactions.	Permanent	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
FINANCE	FIN 03000	GENERAL LEDGERS Record of all commission accounts.	Permanent	No	Public	
FINANCE	FIN 03100	INCOME SALES TAX RETURNS/RECEIPTS Used to verify and audit private companies to ensure payment of taxes.	4 years	No	Public	
FINANCE	FIN 03300	INVOICES – CLAIM VOUCHERS & VERIFIEDS (AR & AP) Record of payments & requests for payment of accounts paid by the commission.	6 years	No	Public	
FINANCE	FIN 03400	JOURNAL ENTRY SUPPORT Includes source document.	6 years	No	Public	
FINANCE	FIN 03800	PURCHASE ORDERS Official record documenting the purchase of goods & services	6 years	No	Public	
FINANCE	FIN 04000	RECEIPTS & RECEIPT BOOKS Records documenting cash received by the commission.	6 years	No	Public	
FINANCE	FIN 04300	REQUISITIONS – DEPARTMENT COPY Official record documenting the request for the purchase of goods & services.	2 years	No	Public	
FINANCE	FIN 04400	REVENUE REPORTS – MONTHLY SUMMARIES Record of all commission accounts revenue.	2 years	No	Public	
FINANCE	FIN 04500	REVENUE REPORTS – YEAR END SUMMARIES Record of all commission accounts revenue.	Permanent	No	Public	
FINANCE	FIN	TAX RETURNS Form 990, worksheets & related documents	Permanent	No	Public	
FINANCE	FIN 04700	TRAVEL EXPENSE RECORDS Documentation of travel cost &	6 years	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
		payments.				
FINANCE	FIN 04710	TREASURER'S REPORT – MONTHLY	2 years	No	Public	
FINANCE	FIN 05000	WORK ORDERS Used of job costing systems.	4 years	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
HUMAN RESOURCES	HR 00100	AFFIDAVIT OF PUBLICATION FOR JOB OPENING	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 00200	AFFIRMATIVE ACTION FILES Sexual harassment & discrimination.	Permanent	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1 year	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00400	AFFIRMATIVE ACTION REPORTS Copies of reports send the Human Rights Commission	5 years	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00500	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	1 year	No	Public	
HUMAN RESOURCES	HR 00600	APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc. becomes part of employee personnel file.	2 years or length of eligibility if longer	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 00700	ARBITRATION DECISIONS	Permanent	No	Public	
HUMAN RESOURCES	HR 00750	BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc.	Superseded or 5 years after coverage lapses.	No	Public	
HUMAN RESOURCES	HR 00800	BENEFITS PLAN Includes insurance, health care, deferred compensation, etc.	Until superseded of 5 years after coverage lapses.	No	Public	
HUMAN RESOURCES	HR 00900	CERTIFICATION OF TEST/ EXAMINATION RESULTS From tests administered to applicants.	2 years	No	Public	
HUMAN RESOURCES	HR 01100	CLASSIFICATION STUDIES Studies which describe job duties and may rank individual commission positions. see also: pay equity	Until superseded	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
HUMAN RESOURCES	HR 01150	COMPENSATION PLAN	Permanent	No	Public	
HUMAN RESOURCES	HR 01300	ELIGIBILITY REGISTER A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion, ranked in order of test score.	2 years after job has been filled.	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 01500	EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file.	2 years	No	Public	
HUMAN RESOURCES	HR 01600	EMPLOYEE SUGGESTION FORM	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 01700	EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS) Reports sent to Federal Government.	3 years	No	Public	29 CFR 1602.30
HUMAN RESOURCES	HR 01800	EXAMINATION FILE Completed exams administered to applicants & promotional exams administered to employees.	2 years Eligible, 1 year Not Eligible	No	Private	MS 13.43
HUMAN RESOURCES	HR 01850	FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should retained in medical file rather than employee personnel file.	3 years (29 CFR SS825)	No	Private	MS 13.43
HUMAN RESOURCES	HR 01900	GRIEVANCE FILES Formal written employee grievance and/or complaint filled under a labor agreement or personnel rules, and received by the commission. Should not be retained in employee personnel file.	5 years after employee's termination	No	Public/private	MS 13.43

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
HUMAN RESOURCES	HR 02000	EMPLOYMENT ELIGIBILITY VERIFICATION/I-9 FORM Verifies status of citizenship or naturalization.	3 years after date of hire, or 1 year after employment is terminated, whichever is later. Should not be retained in employee personnel file.	No	Private	MS 13.43
HUMAN RESOURCES	HR 02200	JOB/POSITION DESCRIPTIONS Personnel department retains a position description history on the various positions within the city.	Until superseded	No	Public	
HUMAN RESOURCES	HR 02800	PAY EQUITY PROFILES	Until superseded	No	Public	
HUMAN RESOURCES	HR 02900	PAY EQUITY QUESTIONNAIRE BOOKS Questionnaires used to rank individual positions.	3 years	No	Public	
HUMAN RESOURCES	HR 03000	PAY EQUITY PLAN/SUMMARY	Permanent	No	Public	
HUMAN RESOURCES	HR 03100	PAY EQUITY WORKPAPERS	Until superseded	No	Public	
HUMAN RESOURCES	HR 03200	PENSION FILES Form letters & reports	Permanent	No	Public	
HUMAN RESOURCES	HR 03300	PERSONNEL FILES Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. Should be retained in employee personnel files: Certain records should NOT be retained in employee personnel files: medical records, health insurance	5 years after termination or separation from commission. Destruction approval is contingent upon retention of master copy of payroll register	No	Public/private	MS 13.43

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
		information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments, all originals are to be maintained by the personnel department or responsible department.	of record.			
HUMAN RESOURCES	HR 03400	POLICIES & PROCEDURES/RULES & REGULATIONS For human resource function, includes annual leave program, hiring procedure file, etc.	Permanent	No	Public	
HUMAN RESOURCES	HR 03500	RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each commission position.	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 03600	REPRIMANDS/DISCIPLINARY ACTION	5 years after employee's termination.	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 03700	REQUISITIONS FOR PERSONNEL	1 year after job is filled or requisition is canceled.	No	Public	
HUMAN RESOURCES	HR 04000	UNEMPLOYMENT CLAIMS/COMPENSATION	6 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 04050	VETERANS PREFERENCE ELECTION FORM Veterans Preference Act	1 year if not hired, 5 years after termination if hired.	No	Public	MS 13.43 Subd. 3.
HUMAN RESOURCES	HR 04100	WAGE ASSIGNMENTS Letters, correspondence, etc.	6 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 04200	EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician,	5 years after separation from county	No	Public/private	MS 13.43

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
		including medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions and employee medical complaints.				
HUMAN RESOURCES	HR 04500	OSHA – CITIATIONS OF PENALTY Notifications of violations by the commission.	2 years after violation has been corrected.	No	Public	
HUMAN RESOURCES	HR 04600	OSHA REPORTS Incident reports and annual summary.	5 years after accident	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 04700	OSHA – EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances of harmful physical agents.	30 years after termination of retirement.	No	Public/private	MS 13.43 29 CFR 1910.20

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
INSURANCE	INS 00100	APPLICATIONS FOR INSURANCE To Commission's insurance provider.	3 years	No	Public	
INSURANCE	INS 00400	CERTIFICATES OF INSURANCE	6 years after expiration	No	Public	
INSURANCE	INS 00450	CLAIMS Claims filed by or against the commission	6 years after final settlement except those involving a minor, save until minor turns 19.	No	Public/private	MS 13.43
INSURANCE	INS 00500	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal – to cover any employee, also known as "Faithful Performance Bond."	6 years after expiration	No	Public	
INSURANCE	INS 00650	FIRST REPORT OF INJURY	6 years, MS 176.151; 20 years if maintained with workers compensation file.	No	Public/private	MS 13.43
INSURANCE	INS 00700	INSURANCE AGENTS' SERVICE AGREEMENT	6 years after expiration	No	Public	
INSURANCE	INS 01100	LONG TERM DISABILITY (LTD) Claims filled by employee for a long term disability insurance program.	6 years after final settlement	No	Private	MS 13.43
INSURANCE	INS 01240	POLICIES – ALL INSURANCE POLICIES Includes, but not limited to: auto, general liability, life, property and workers' compensation.	6 years after expiration	No	Public	
INSURANCE	INS 01450	SHORT TERM DISABILITY (STD) Claims filed by employee for a short term disability insurance program.	6 years	No	Private	MS 13.43

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
INSURANCE	INS 01550	WORKERS' COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries. If infectious disease retain 30 years per HRS 04400	20 years	No	Private	MS 176.231
INSURANCE	INS 01600	WORKERS COMPENSATION CLAIM REGISTER	Permanent	No	Public	MS 176.231

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
PAYROLL	PAY 00100	AUTHORIZATION CARDS Voluntary (charitable contributions, employee club, credit union)	6 years after inactive	No	Private	MS 13.43
PAYROLL	PAY 00300	CANCELED PAYROLL CHECKS	6 years	No	Public/private	MS 13.43 Subd. 3.
PAYROLL	PAY 00400	CHANGE FORM (PAYROLL COPY) Original retained in personnel file: salary, position, grade level, address, leave of absence, etc.	1 year	No	Public/private	MS 13.43
PAYROLL	PAY 00450	EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941)	6 years	No	Public	
PAYROLL	PAY 00500	GARNISHMENTS Child supports/spousal maintenance. Not to be retained in personnel file.	6 years, not to be retained in personnel file	No	Private	MS 13.43
PAYROLL	PAY 00600	INSURANCE PREMIUM REPORT Monthly statement of employees' premiums.	6 years	No	Public	
PAYROLL	PAY 00700	PAYROLL HISTORY CARD	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 00800	PAYROLL JOURNAL Detailed register of current and year-to-date salaries, gross to net, and benefits hours used.	Retain year-end report permanently; retain other reports 6 years.	No	Public/private	MS 13.43
PAYROLL	PAY 00900	PAYROLL LEDGER	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 01000	PAYROLL REPORTS State withholding, federal withholding & FICA.	10 years	No	Public/private	MS 13.43
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred com. etc.	10 years	No	Public/private	MS 13.43
PAYROLL	PAY 01300	PERA REPORTS	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 01350	QUARTERLY WITHHOLDING TAX RETURN (State Form MW-1)	6 years	No	Public	

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
PAYROLL	PAY 01400	TIME SHEETS Originals	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01500	VACATION & LEAVE REQUESTS Reports/slips.	3 years	No	Public/private	MS 13.43
PAYROLL	PAY 01600	W-2 STATEMENTS- EMPLOYERS COPY	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01700	W-3 STATEMENTS	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01800	W-4 FORM-ORIGINALS	Until replaced	No	Public/private	MS 13.43
PAYROLL	PAY 01900	WORKERS COMP PROOF OF PAYMENT	6 years	No	Public	
PAYROLL	PAY 02000	1099 MISC. INCOME	6 years	No	Public/private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
RECORDS MGMT	RMG 00100	AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR-1) Used to approve destruction of records not on an approved retention schedule.	Permanent	No	Public	
RECORDS MGMT	RMG 00200	HISTORICAL DATA/PHOTOGRAPHS	Permanent; has historical value	Yes	Public	
RECORDS MGMT	RMG 00400	PROCEDURES Written procedures & policies related to records management.	Until superseded	No	Public	
RECORDS MGMT	RMG 00500	RECORDS INVENTORIES List of specific types of records generated by the agencies' staff. Used for generating retention schedules.	Until superseded	No	Public	
RECORDS MGMT	RMG 00600	RECORDS CHECKOUT REQUEST Documents the access of records retrieved from Records Center.	6 months	No	Public	
RECORDS MGMT	RMG 00700	RECORDS DISPOSITION AUTHORIZATION Internal list of records that have been authorized for destruction and are listed on a state approved retention schedule.	Permanent	No	Public	
RECORDS MGMT	RMG 00800	RECORDS INVENTORY REPORT Index of record stored off-site.	Until superseded	No	Public	
RECORDS MGMT	RMG 00900	RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards and general records guidelines.	Until superseded	No	Public	
RECORDS MGMT	RMG 01000	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until superceded	No	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

SECTION	*CODE*	*TITLE & DESCRIPTION*	*RENTENTION PERIOD*	*ARCHIVE Y/N*	*CLASSIFICATION*	*STATUTE*
RECORDS MGMT	RMG 01100	RECORDS TRANSFER/ TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 year or until the records are removed/destroyed	No	Public	

Portions of this schedule were originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts. The revised schedule was updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA), revised: March 2011. (http://www.mcfoa.org/index.asp?Type=B_BASIC&SEC={2A0616C3-4791-49BC-9B78-CF2E0B2420F5})

Records Storage Area

Records that are to be stored for extended periods of time prior to disposal should be stored in labeled boxes and located in an area that is separated from public use areas and protected from unauthorized entry.

Records Disposal

1. The Executive Director shall approve a Records Retention Schedule for the commission.
2. Public and Private Data Records that have not received a permanent status and have reached their retention period may be destroyed after a request has been approved by the Executive Director as follows:
    - Request for permission to destroy records will be forwarded to the Executive Director who will make final decision on request.
    - If request is approved, records will be designated for destruction at next scheduled records disposal.
    - The approved manner of destruction is via shredding. Shredding may be done either within the agency or completed by an authorized vendor.

Staff Training/Updates on Data Privacy

Agency staff will be provided with Data Privacy policy and periodic updates to ensure compliance with:

- Types of data
- Collection and securing of private data
- Distribution of public data
- Retention of data
- Destruction of data

_____ _____

Region Nine Development Commission, Executive Director Date

Interim Executive Director's Report

Submitted by Jessica Beyer

Board Meeting Report: March 18, 2026

Jessica Beyer, Deputy Director, is currently carrying out the organization's succession plan of serving as the Interim Executive Director.

In addition to supporting and overseeing projects and initiatives that were provided in the staff report by RNDC team members, I have been focusing my time on managing day to day operations with executive director functions, working on new funding opportunities for the organization, handling administration/HR needs, continued coordination with Finance, and supporting emerging projects and areas of work that require my attention.

The following is a list of noteworthy work this past month (since my February 11 report) as well as ongoing areas of work that is in progress or taking place.

- Work with team members to identify and pursue grant funding opportunities to support RNDC's mission, along with building out avenues to build out a schedule of ongoing technical assistance work services for stakeholders to benefit from across the region as well as financially support our organization. I have had meetings with Mankato Area Foundation regarding funding opportunities and worked with Tom and Sabri to submit a request to Taylor Family Farms Foundation for food rescue support. Additionally I've provided oversight to all grants and funding opportunities identified on the Gaant Chart. I've also met with McKnight Foundation, along with MADO colleagues to advocate for collective regional development funding in addition to specific funding for Region Nine Development Commission.

- Continued engagement with providing outreach and assistance to communities related to EDA Disaster assistance funds which includes conducting work to revise and provide updated materials to our regional EDA representative, Darrin Fleener.

- Support Finance functions and ongoing needs with clean-up and Finance area needs

- Bylaws Subcommittee Meeting – February 19 with next meeting scheduled March 19
    - Create Survey for Commission
    - Provide background materials for ad-hoc Committee Members
    - Meeting follow-up and creation of materials discussed

- MADO Executive Directors Meeting (February 25/26, Slayton)
    - Collaborated with other directors on all staff training preparations for the end of April in St. Cloud
    - Learned about best practices
    - Received valuable connections and documents to begin work on updated HR practices, procedures, policies

- Continue work to support RNDC Team Development
    - In addition to monthly staff meetings and individual monthly check-ins with staff, I've scheduled coffee conversations to engage with our team differently to hold listening sessions to continue to build our current and future team culture/environment
    - A staff lunch (not coming out of the RNDC budget) is taking place March 16
    - A team holiday event postponed from earlier this year is taking place March 23

- Budget and Personnel Committee Meeting – March 18
    - Work with team to develop packet materials

- Board of Directors Meeting – March 18
    - Meeting preparation with team members
    - Follow-up work from February meeting

- Commission Member Recruitment
    - Applications have come in for a college-age Commissioner and a Faribault County Township Officer Commissioner and I've been working with each applicant to go through the RNDC process ahead of the April 8 Commission Meeting. If both candidates are approved, we will have a full Commission representation.

- Begin Preparations for the April Commission Meeting
    - Caucusing format at the meeting
    - Comprehensive Economic Development Strategy (CEDS) information
    - Other topics/presentations

- Continue to Build out a Schedule for Board Meeting and Work Session visits to local government partners across the region
    - Scheduled to present at the Faribault County Board Meeting on March 17 with Tom Polich

- Professionally represent Region Nine at key events and impactful meetings across the region with stakeholders and partners (as invited)
    - MADO/NADO Calls and Upcoming Meetings
    - Transforming Tomorrow Together – Regional Planning Initiative Meeting
    - Meeting with Federal delegation staff representatives to provide project updates and continue relationships
    - Mayo regional transportation discussions with Joel and Mark
    - Xcel Energy Partners in Energy discussions with Sabri and Sam
    - Other events as invited, and scheduling allows for me and/or staff

At the beginning of the year, I increased my part-time hours to help navigate the needs of the organization from my originally planned reduction. I currently strive to be at 32 hours per week to balance both workload demands and trying to save impact to the General Fund as part of voluntary hour reductions. This also provides me greater flexibility. However, at times, I have not been able to stick to reduced hours given workload demands and wanted to be transparent about that with the Board.

Finance Director's Report

Submitted by Stephanie Hilpipre

Finance

- The Region Nine accounts cash balance as of March 12, 2026 was $682,774.93. However, a significant portion of these funds are restricted:
    - Approximately $176,500 are fiscally hosted pooled MADO McKnight funds that must be expended by June 30, 2026.
    - At least $200,000 is unearned revenue for contracted projects. These funds were received in advance from foundations and cannot be used for operating expenses. They must be passed through in accordance with project contracts.

  After accounting for these restrictions, cash available for operational purposes is approximately $306,000.

  Over the next month, quarterly invoices and financial reports will need to be submitted for contracts, including the State Competitiveness Fund, EECBG, MnDOT, EDA, and Safe Streets for All. These invoices will provide us with some cash inflow.

- Work continues on cleaning up the GMS accounting system. However, this process is time-consuming, and my total workload continues to exceed my capacity. I'm attaching a slide previously presented to B&P that illustrates my workload across past (FY25), present (FY26), and future (FY27) responsibilities. Jessica and I have worked to identify and engage resources for help based on this breakdown. Our contractor Lu is primarily assisting with cleaning up GMS and other tasks related to past work. Sarah has taken on a significant workload helping with accounts payable, benefit management, and other present tasks. Jessica and I continue to have budget planning discussions, and she assists with tasks related to future planning.
- On February 20th, Lu and I had a meeting with Abdo regarding our FY25 audit. We discussed the possibility of overriding the trail balance in GMS. It's not an ideal fix because it can cause multi-year reports to be incorrect, but at this point may be our only practical option. We also discussed the need to apply for an extension of our Single Audit. The auditor indicated this will likely result in an audit finding, which would require additional testing for future audits (40% instead of 20%). This should not create a significant burden, because our only funds currently requiring a Single Audit is the CARES RLF. For reference, I am attaching an email summary of this meeting prepared by Lu.

Revolving Loan Fund

- As requested, I looked further into the option of restating the Legacy RLF plan to allow Region Nine to apply for a loan if needed. I found that defederalized funds must be used for economic development purposes. Region Nine meets this requirement, as we are an economic development organization. The primary issue that still requires review is how to avoid conflict-of-interest concerns when applying for a loan from funds that we oversee.

Region Nine Area, Inc.

- RNAI is the fiscal host for the entity Food Recovery by Wooden Spoon. This month they were awarded an Immigrant Rapid Response Fund grant from the Women's Foundation of Minnesota. The total award deposited into RNAI was $30,000.

Past

- Identify and recode incorrect GMS data
- Input backlog of new data
- Reconcile FY2025 and complete audit files
- FY2025 Audit
- Resolve past year missed benefit payments
- Resolve PTO accrual issues
- Fix misc. other issues as they are uncovered
- ~~Reconcile/Transfer incorrect RLF Deposits~~
- ~~Clean up RNAI and past due 990 filings~~

Present

- Accounts Payable
- Cash Receipts
- Payroll
- Invoicing Contracts
- Contract Reporting
- Service RNAI Clients
- Timekeeping system maintenance
- Emails and daily “fires”
- Create Finance Directors Reports and Packet Financials
- Managing Benefits
- Closing out months – R9 and RNAI
- Board, B&P, Commission, RNAI Client & Staff Meetings

Future

- FY2026 Budget Amendment
- FY2027 Budget Work
- Track and analyze project budgets to ensure projects are not over or under billed
- Calculate and communicate billable hours strategy
- Monthly department budget meetings

Stephanie Hilpipre

From: Lu Vanderwerf
Sent: Tuesday, February 24, 2026 2:09 PM
To: Stephanie Hilpipre
Subject: Meeting with Auditor 2-20-26

[EXTERNAL E-MAIL]

After meeting with Tom Olinger (R9's audit partner); potential solutions to correcting the Region 9 accounting system and enable the Finance Director to provide meaningful reports that are credible.

The solution we agreed to try at this point is to take the Trial Balance from the last completed audit and try to start reconciling from there. After the reconciliation process has been completed, the starting account balances will be adjusted in GMS and FY25 can be corrected and brought to 6-30-25 so that audit work can be done. Errors have been discovered and are being corrected at the same time. A number of prior period adjustments will need to be made, and all adjustments will be reviewed by Tom prior to being entered in the system.

We are consulting with GMS to make sure that this method will not prevent us from being able to generate accurate reports in the future. Adjusting numbers in a beginning balance of the year is not a typical action, but Tom agreed that it may be our best option.

The consequence of this plan is that it will take time. Definitely longer than the deadline for our Single Audit requirement. Tom can apply for an extension. It will move Region 9 into a higher risk classification and will require a 40% testing level once we are ready for audit. This 40% testing will only apply to the RLF as it is the only program subject to Single Audit.

While the road still hs a few bumps to navigate, we are on a path. It will take time; but we must not jeopardize the integrity of our GMS system. If we can't trust our accounting system we don't have an accounting system.

Lu Vanderwerf
Director of Grant Funded Initiatives
Project Spark

PROGRAM UPDATES:

Comprehensive Economic Development Strategy – Alejandra, Nate
To kick off the engagement process, three surveys have been launched to gather feedback from education professionals, students, and residents across the region. Alejandra also submitted a Regional Sustainable Development Partnerships (RSDP) application to support the CEDS planning process, regional engagement activities, and the development of a more interactive format for regional partners and the public.

Alejandra and Jazmine plan to host a gap financers engagement event this summer to increase awareness of the RLF program and support CEDS outreach efforts. Alejandra has also been reviewing regional planning documents and economic data to help inform CEDS priorities.

Nate created a CEDS landing webpage and one-pager to share with stakeholders, and the CEDS Committee will convene in March to begin guiding the planning and implementation process. Alejandra has also been identifying regional organizations that can support the engagement process by co-hosting events, sharing feedback, and helping spread information about the CEDS.

Nate has been updating stakeholder lists to assist in CEDS engagement and future communications. Additional team members will be involved as needed for components of this planning and work including Kristian and Jessica.

Rural Child Care Innovation Program in Eagle Lake (RCCIP) – Alejandra
No new updates at this time.

Regional Food System Supply Chains and Transportation Implications – Kristian
Kristian presented the final research report on the supply chain study to the University of Minnesota on March 6th as the first deliverable for the finalized project which concludes in June 2026. He co-directs the study and TPEC will present the results to the advisory committee in St. Paul upon the completion of the work, including Kristian's final recommendations.

Regional Food Rescue – Tom, Sabri, Jessica
2026 has gotten off to a strong start for food rescue in our region with 21,154 lbs., valued at approximately $39,024. Some of the highlights thus far include green peppers, chicken, and crescent rolls from trucks rejected at Walmart, a large 5,000 lb. rescue of carrots from Kato Moving & Storage, extra meat from Compart Family Farms, and even some ice cream off a truck at the MN-19 Truck Wash in Gaylord.

The goal for 2026 has been set at 125,000 lbs. rescued for our region. This reflects what we expect to be able to rescue based on current capacity and transportation arrangements while also including a slight increase over last year's numbers.

Tom has created a more streamlined "route system" for large rescues to make them more efficient and equitable to our food access partners. While this is in place, it still is reliant on time Tom's availability and if the current transportation (the Wooden Spoon van) is available. If a more consistent and available transportation solution is found, talks with food access partners about regular deliveries will be made.

The tracking system has also been cleaned up and revamped for this next year. Our partnership with SCMNFR will allow them to also contribute data to the tracking sheets to not have duplicate data and to have a whole picture of food rescue within our region.

Recent discussions have taken place with the Mankato Area Foundation and Taylor Family Farms to garner additional support for next phases and components of continuing to build regional food rescue efforts.

Mankato Clinic Produce Place & SHIP Freezers – Tom
Mankato Clinic will be looking into freezer solutions soon to have additional capacity. Additionally, RNDC received a $10,000 grant from Mankato Clinic Foundation for furthering current efforts and supporting work to begin collaboration with area landfills.

Seeing how this program has flourished, SHIP has provided SCMNFR funding for four freezers around Blue Earth County the freezers have been delivered and filled for Fernbrook Family Center, Partners for Housing, and the Lake Crystal Area Rec Center. The freezer that will be located at Pride Counseling Services has been delivered and will be stocked with food by March 4th.

Mayo Clinic has also expressed wanting to have a more formal agreement in place for their fridge/freezer program at their Eastridge location.

Alternative and Ethnically Relevant Rescued Food Sources - Tom
No new updates at this time.

SCMNFR Advisory Council – Tom, Sabri
Next final scheduled meeting of the council is scheduled for March 16th. We anticipate having additional meetings as topics and local needs arise.

Communications – Nate
In addition to other projects noted throughout, Nate has been preparing for the updated accessibility requirements. This has involved researching the new requirements, running an accessibility report, and correcting issues that he can. He has also gathered quotes to fix any issues that cannot be addressed in-house.

Nate has continued creating marketing material for the RLF program which has included yard signs, brochures, and window clings. Nate is also working with Stephanie to prepare a move to a new storage facility that is climate-controlled and secure. The storage shed will contain RNDC documents. This project will also involve securely disposing of old documents to reduce the needed space for the new storage unit.

Nate has been updating RNDC general presentation and has begun working on supporting documents that highlight RNDC's work.

Nate has been working with Sam and the City of New Ulm to promote the city's energy event. This has involved creating an event registration page, creating a flyer and social image, promotion, and tracking registration.

Nate has been facilitating guests for RNDC's regular spot on KTOE. Future topics will include CEDS engagement and the BRIDGE Club formed by RNDC's High School Aged Commissioner.

Nate has begun the creation of a communications guide for RNDC. This document will guide the communications department to ensure a consistent voice and help develop communication strategies for the future. The guide will also establish best practices when writing about communities and creating content for social media. This will also assist future communications personnel.

Nate continues to work reduced hours when he is able, although it has become difficult to manage the workload while cutting hours to help stabilize the organization's financial situation.

Revolving Loan Fund – Jazmine
During the reporting period, the staff made strides in lending and portfolio management. The Loan Committee discussed approval for a $90,000 loan for Our Family LLC, a restaurant in Montgomery, Minnesota. The members were not able to make a decision and will be holding another meeting for further discussion. The loan for Silver Fox Plumbing was successfully closed. After closing, the necessary loan servicing systems, including ACH payments and RLSS system entries, were established for proper administration and monitoring.

The staff also focused on portfolio oversight and borrower engagement. Issues were identified with Bosphorus Kebab due to a few returned payments, and the team is working to resolve these concerns. Additionally, they coordinated site visits for project monitoring.

Professional development and compliance were priorities, with staff participating in an RLF Policies and Procedures webinar and completing Innovations Capital RLF training. They also reviewed and updated insurance documentation for the loan portfolio and provided training to staff member Sarah on insurance tracking and compliance.

Safe Streets and Roads for All Grant – Mark
Mark worked with traffic safety stakeholders in the Mankato area to identify locations where traffic signal timing could be adjusted to improve safety for pedestrians and bicyclists. In early March, Mark and Joel met with MnDOT District 7's new Towards Zero Deaths Coordinator. Mark is attempting to establish an RDO traffic safety working group.

Transportation/MnDOT Regional Planning Grant – Joel, Mark
Joel convened the Winter meeting of RNDC's Transportation Advisory Committee. The guest speaker, Dr. Nichole Morris from University of Minnesota, shared research and best practices for marking high visibility crosswalks, and community-based traffic-calming projects. Mark covered the recently published traffic safety data for 2025, providing a regional and county-level breakdown of crash types by users, by injury severity, by route system, and by previous years. Joel led a discussion of the four proposals received under MnDOT's STP-Small Urban and STP-Rural funding program. Proposals were submitted by the Cities of Fairmont, New Ulm, and St. Peter, and Waseca County. TAC members were tasked with scoring projects for regional significance. The next TAC meeting will occur in early April.

Joel and Mark submitted an application to AARP's Community Challenge Grant program. The proposal would establish a traffic-calming library accessible to interested cities and counties in RNDC's service area. The library would include bollards, paint, signage, high visibility tape, stencils, and warning signs all of which can be lent out to build temporary safety and accessibility projects. Possible projects could include temporary bikeways, downtown walking enhancements, and high visibility pedestrian crossings in school zones. Hopefully we will have good news to share with you soon.

Joel and Mark met with active transportation stakeholders in the greater Mankato area to discuss the future of the Highway 22 trail which would link St. Peter to the Sakatah Singing Hills Trail. The 7.25 mile trail is in Le Sueur and Blue Earth counties. Funding is being sought for a bridge over a rail cut and for paving the trail. RNDC will be contributing an economic impact analysis of the proposed project.

St. James Energy Navigators - Sabri
Sabri has 11 household insulation installations scheduled for March and April.

Prevention of Wasted Food MPCA Grant – Sabri
Sabri is leading a regional effort to apply for the MPCAs prevention of wasted food and food rescue grant. The goal of the application is to rescue more food and build stronger infrastructure to connect that food to rural communities across the region. So far, partners include the Waseca Food Shelf, Feeding our Community Partners, Southcentral MN Food Recovery, MY Place, and the Mankato Head Start.

REGIONAL TECHNICAL ASSISTANCE:

Fairmont Energy and Environmental Resilience Plan – Sabri, Sam, Lisa, Nate
They have started drafting the plan and should have a final document in late March.

Federal EDA Disaster Notice of Funding Opportunity (NOFO) – Jessica, Kristian, Alejandra, Sabri

RNDC anticipates a funding determination in March for the MSU grant application submitted last fall, with approximately $850,000 allocated to RNDC from the $3.5 million project.

Springfield's construction application is awaiting a final EDA decision and is currently under consideration for a reduced award of $8–9 million, pending utility provider contributions for electrical upgrades.

It is important to note that we are also awaiting funding news on projects for the following communities/areas; Cannon River Watershed (Le Sueur County), Martin County, and North Mankato.

Our team is continuing to work with Waterville and Mapleton on applications as well as circling back with a few other jurisdictions to determine potential projects as funding is available.

Minnesota Climate Adaptation Partnership (MCAP) – Sam, Jessica, Sabri
As part of MCAP efforts Sabri is coordinating with local Architecture and Engineering firms to bring an MCAP training and associated modeling resources to the region in late spring or early summer.

Tri-County Solid Waste Management Plan – Joel, Mark, Nate
Joel and Mark met with Tri-County Solid Waste in March to go over narrative and maps produced for the plan thus far. TCSW is pleased with the progress and will provide additional information for the plan later in March.

Apple Blossom Road & Shooting Star Scenic Byways Corridor Management Plans – Mark, Joel, Sabri, Sam, Alejandra, Kristian, Sarah, Nate
RNDC held an internal kick-off meeting for the project in mid-February. MnDOT pushed project delivery deadlines to fall 2026, so staff discussed what data collection, research and engagement activities can be completed in RNDC's current fiscal year. Joel and Mark had two meetings with MnDOT's Scenic Byways project management team to discuss budgeting and gain appreciation for the intrinsic qualities of the Byways. We learned that the Shooting Star Scenic Byway is the only place in Minnesota where the endangered Western Prairie Fringed Orchid still grows.

Empowering Small Minnesota Communities Rural EMS Project – Joel
The project team had its first meeting for the Community Engagement to Advance Research and Community Health (CEARCH) grant. Over the several months, the team will continue research and outreach to develop legislative language around designating rural EMS as an essential service.

Housing Forum - Alejandra
Alejandra connected with several housing organizations to build support for a regional housing forum as housing has been identified as the top priority through CEDS engagement. MN Housing expressed interest in partnering with RNDC and will co-host a regional Housing Forum focused on strengthening regional collaboration and addressing local housing needs. Planned for late May or early June, the event aims to bring together 100–150 community leaders, nonprofits, developers, and policymakers to share data, success stories, and practical tools for advancing housing solutions, and planning is underway to identify speakers and finalize topics.

GRANT COORDINATION AND ADMINISTRATION:

Energy Efficiency and Conservation Block Grant (EECBG) – Sam, Sabri, Lisa
No new updates at this time.

Henderson Stormwater and Wastewater Resilience Plan – Sam, Lisa
No new updates at this time.

Solar on Schools – MNSU- Mankato – Sabri
Sabri supported staff at MNSU-Mankato so submit a solar on schools' application which would add solar to the new dorm at their Future State Development. The full request was $675,000 and would result in roughly a 438 kWdc solar array.

Food Retail Improvement Grant – Sabri and Alejandra

The team is working on two applications for this grant to improve the viability of local grocery stores through much needed investments in infrastructure. They are working with Seoul Foods in North Mankato and Davis' Marketplace in Waterville.

BRIDGE The Gap: Student-Led Energy Outreach – Sam and Lisa
The team held a kick-off meeting to begin this project funded by the CERTs seed grant award. RNDC Youth Commissioner, Hunter Jordan, coordinated with Sam and Lisa to convene BRIDGE Club members and introduce the project. A survey is currently being developed that will be distributed to low-income Mankato neighborhoods alongside a free LED Light bulb kit provided by Xcel Energy.

Region Nine Community Resilience Plan – Sam and Lisa
Region Nine was recently awarded $85,000 to complete a regional resilience plan through the MPCA's Planning Grants for Stormwater, Wastewater, and Community Resilience. The purpose of this project is to develop and test a climate vulnerability assessment framework tailored to the Region Nine area, addressing gaps between FEMA-compliant Hazard Mitigation Plans (HMPs) and state climate priorities. This planning effort will provide counties and cities with actionable workflows, GIS-based vulnerability maps, and adaptation strategies that strengthen stormwater, wastewater, and community resilience.

LCCMR Regional Resilience Coordination – Sabri, Sam, and Lisa
Region Nine Development Commission (RNDC) seeks to expand regional capacity by establishing dedicated staff to serve as a regional sustainability coordinator for 72 rural communities across nine counties. The project will deliver free grant writing, in-kind project management, community engagement support, and decision-ready technical assistance for environmental and resilience initiatives. Communities will receive assistance with energy efficiency and renewable-energy planning, stormwater and flood-mitigation strategies, wetland and habitat restoration concepts, and natural-resource protection measures.

The project proposal will be submitted Wednesday, March 18th, and will be processed for review. If selected to move on, a formal presentation of the proposal will be held in Summer 2026. If selected for funding, project activities would be eligible to begin Summer 2027.