



**REGION NINE**



**DEVELOPMENT  
COMMISSION**

## Board of Directors Meeting

Wednesday, May 13, 2026 4:30 pm



**AGENDA**

	<u>Time</u>	<u>Page</u>	<u>Action</u>
1. <b>Call To Order</b>	4:30		
2. <b>Roll Call</b> – <i>Secretary Branstad</i>			
3. <b>Approval of Agenda</b>		2	<a href="#">Action</a>
4. <b>Approval of March 18, 2026, Meeting Minutes</b>		3	<a href="#">Action</a>
5. <b>Approval of Financials</b>	4:40	6	<a href="#">Action</a>
6. <b>Grant/Project Item Review</b>			
a. New Grant Awards			
b. Updated Grant/Project List		11	
7. <b>Proposed Scope of Work Plan for Financial Sustainability &amp; Organizational Development</b>	4:50	13	
Presented by Jessica Beyer, Interim Executive Director and Kim Snyder, Excelsior Bay Group			
8. <b>Bylaws Review</b>	5:15	15	
9. <b>Annual Succession Plan Reviews</b>	5:20		
a. Finance Director’s Succession Plan Review		46	
b. Interim Executive Director’s Plan Review		49	
10. <b>Retention Policy Revision Update &amp; Draft</b>	5:25		
11. <b>Chair’s Report</b>	5:30		
a. <b>Approval of Resolution 2026-02: Proposed FY27 Meeting Dates</b>		54	<a href="#">Action</a>
b. Nominating Committee Recommendations of Officers			
c. Other			
12. <b>Reports</b>	5:35		
a. Interim Executive Director’s Report – <i>Jessica Beyer</i>		55	
b. Finance Director’s Report – <i>Stephanie Hilpipre</i>		57	
13. <b>Other Business</b>	5:45		
a. Commissioner Updates			
b. Meeting Evaluation			Handout
14. <b>Adjournment</b>	6:00		<a href="#">Action</a>

## **1. Call to Order**

Chair Laven called the meeting to order at 4:30 p.m.

## **2. Roll Call**

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

MEMBERS ABSENT: Andrea Boettger

OTHERS PRESENT: Jessica Beyer, Stephanie Hilpiper, Sarah Janovsky, Shanon Nowell (B&P Chair), Josh Heggem (Attorney)

There was a quorum.

## **3. Approval of the Agenda**

*Schafer moved to approve the agenda as presented. Branstad seconded. Motion carried.*

The Board entered a closed session pursuant to Minnesota Statute 13D.03 to discuss labor negotiation strategy

*O'Connor moved to return meeting to open session. Loveall seconded. Motion carried.*

## **4. Approval of February 11, 2026, Meeting Minutes**

*Schafer moved to approve the February 11, 2026 meeting minutes as presented. Rohlfig seconded. Motion carried.*

## **5. Approval of Financials**

The Finance Director provided an overview of the January financial statements, including cash balances, receipts, disbursements, and outstanding payables. The Board discussed current financial conditions and acknowledged upcoming budget pressures.

*Loveall moved to approve the Financials. Schafer seconded. Motion carried.*

## **6. Grant Items**

Staff presented a proposed resolution authorizing submission of a Legislative-Citizen Commission on Minnesota Resources (LCCMR) grant application. The Board discussed the opportunity, including the absence of a match requirement, indirect cost implications, capacity considerations, and strategic value of pursuing the funding despite fiscal constraints.

*Loveall moved to approve the resolution authorizing submission of the application. Wilkening seconded. Motion carried.*

Staff reported that RNDC was awarded an MPCA grant to support stormwater, wastewater, and community resilience work across the region. The Board received an overview of the grant scope, funding amount allocated to RNDC, project duration, and planned use of funds, including partnerships and staffing components.

Staff reviewed the updated Gantt chart outlining active, pending, and submitted grants, including recent EPA and EDA applications. The Board discussed timing uncertainties related to grant awards and the ongoing need to track grant obligations, staffing capacity, and cash flow implications.

## **7. Information/Discussion Items**

Stephanie Hilpipre presented a revised fiscal year 2026 budget based on actual cash activity and current staffing assumptions. The Board discussed revenue constraints, expenditure reductions, austerity measures, legal costs, and assumptions related to reduced staff hours and the absence of an Executive Director.

*Rohlfing moved to recommend the revised FY26 budget to the full commission. O'Connor seconded. Motion carried.*

Hilpipre presented a detailed overview of FY27 budget planning, including funding flow diagrams, use of levy dollars, reserve requirements, indirect cost recovery, and long-term financial sustainability. Discussion focused on diversification of revenue sources, rebuilding reserves, and strategic use of contract work to support financial stability.

Jessica Beyer informed the Board that the agency's records retention schedule, last updated in 2013, would be reviewed and updated in conjunction with an office relocation. Discussion included both physical and electronic records and alignment with current state standards.

The Board discussed the Executive Director position in light of current financial conditions. Consensus was to pause further action and revisit the position at a later date after financial stabilization.

The Board discussed caucusing timing, officer succession, committee assignments, and alignment with election cycles. Staff also reported on upcoming caucusing at the April Commission meeting, ongoing commissioner appointments, and the Budget and Personnel Committee's role in nominations.

## **8. Reports**

Chair Laven acknowledged staff efforts during a challenging financial period and emphasized the importance of continued oversight, transparency, and collaboration. Upcoming closed session topics and Commission items were noted.

Beyer highlighted ongoing grant activity, upcoming housing forum planning, and general operational updates. Additional closed session matters scheduled for May were noted.

Hilpipe expanded on financial sustainability efforts, reserve planning, indirect cost recovery, and long-term budget strategy. Potential options related to revolving loan funds and cash flow management were discussed at a high level.

## **9. Other Business**

The Board acknowledged the passing of a local elected official and expressed condolences. No additional business was raised.

## **10. Adjournment**

*Loveall moved to adjourn. Branstad seconded. Motion carried.*

The meeting was adjourned at 6:16 p.m.



**Financial Report**  
**May 10, 2026 - Full Commission Meeting**

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**CASH BALANCE - March 25, 2026** **\$ 700,612.58**

Cash Receipts	\$	46,692.98
Bank Interest	\$	3,724.19
<b>Total Receipts</b>	<b>\$</b>	<b>50,417.17</b>

Payroll and Benefits Disbursements	\$	(132,996.57)
Accounts Payable	\$	(123,045.11)
Credit Card Charges	\$	(7,351.74)
<b>Total Disbursements</b>	<b>\$</b>	<b>(263,393.42)</b>

**CASH BALANCE - April 30, 2026** **\$ 487,636.33**

**Region Nine Development Commission Accounts**

R9 MAGIC	\$	429,397.95
Wells Fargo - Payroll Account	\$	58,238.38
<b>TOTAL:</b>	<b>\$</b>	<b>487,636.33</b>

**Region Nine Development Commission  
 April 2026 - Summary of Cash Receipts  
 FY 2026**

Description	Amount
<b>DATE: 4/20/2026</b>	
Check Deposit	\$ 4,974.13
<b>DATE: 4/29/2026</b>	
State of Minnesota - State Competativeness	\$ 31,782.47
State of Minnesota - EECBG	\$ 9,936.38
<b>April 2026 Total Cash Receipts:</b>	<b>\$ 46,692.98</b>

**Region Nine Development Commission**  
**April 2026 - Summary of Disbursements**  
**FY 2026**

Date	Description	Amount
<b>Payroll and Benefits Disbursements</b>		
04/28/2026	Wex Health	\$ (495.00)
04/28/2026	Wex Health	\$ (484.61)
04/27/2026	PERA	\$ (5,110.67)
04/24/2026	Wex Health	\$ (79.75)
04/23/2026	Payroll	\$ (35,580.44)
04/20/2026	Missionsquare	\$ (488.95)
04/14/2026	Wex Health	\$ (495.00)
04/14/2026	Wex Health	\$ (484.61)
04/13/2026	PERA	\$ (4,919.77)
04/13/2026	iSolved Fee	\$ (214.59)
04/09/2026	Payroll	\$ (34,262.56)
04/07/2026	Delta Dental	\$ (264.88)
04/06/2026	Missionsquare	\$ (488.95)
04/01/2026	Health Insurance	\$ (9,197.64)
03/31/2026	Wex Health	\$ (495.00)
03/31/2026	Wex Health	\$ (484.61)
03/30/2026	PERA	\$ (4,951.01)
03/26/2026	Payroll	\$ (34,473.78)
03/26/2026	Wex Health	\$ (24.75)
<b>Total:</b>		<b>\$ (132,996.57)</b>

<b>Accounts Payable</b>		
03/27/2026	Conference Speaker Fee (MADO Pooled Funds)	\$ (10,400.00)
04/15/2026	ANALYSIS SERVICE CHARGE - Bank Fee	\$ (497.37)
04/30/2026	James Kotewa	\$ (128.30)
04/28/2026	Mike Laven	\$ (50.00)
04/28/2026	Jordan Hunter	\$ (52.18)
04/28/2026	Scott Schlueter	\$ (86.25)
04/28/2026	Tom Loveall	\$ (100.75)
04/28/2026	Stephanie Hilpipre (Wellness checks)	\$ (280.00)
04/27/2026	Jessica Beyer	\$ (138.93)
04/27/2026	Robert Goblirsch	\$ (230.50)
04/27/2026	Mike Pfeil	\$ (251.50)
04/27/2026	St. James Electric	\$ (32,914.00)
04/24/2026	Lynda Kruse	\$ (79.00)
04/24/2026	Liz Krocak	\$ (106.55)
04/24/2026	Gary Richter	\$ (126.85)
04/24/2026	Vanderberg Cleaning	\$ (360.00)
04/24/2026	Frontier Energy	\$ (12,250.00)
04/23/2026	Philip Schafer	\$ (145.70)
04/23/2026	Mary Milbrath	\$ (168.85)
04/23/2026	Metro Sales Inc.	\$ (290.40)
04/22/2026	Patty O'Connor	\$ (50.00)
04/22/2026	Andrea Boettger	\$ (83.35)
04/22/2026	Jeff Annis	\$ (86.25)
04/22/2026	Steven Cooling	\$ (86.25)
04/22/2026	Jean Anderson	\$ (100.75)
04/22/2026	Jim Branstad	\$ (109.45)
04/22/2026	South Central Service Coop	\$ (207.50)
04/22/2026	Mid-Minnesota Development Commission	\$ (3,575.00)
04/22/2026	Minnesota U.I Fund	\$ (10,428.00)
04/21/2026	Tom Polich	\$ (71.05)
04/21/2026	Harris Computer Systems	\$ (90.60)
04/21/2026	Elroy Glidden	\$ (144.25)

04/21/2026	Blethen Berens	\$	(430.00)
04/21/2026	Southwest Regional Development Commission	\$	(561.27)
04/21/2026	ICS Consulting LLC	\$	(3,062.50)
04/21/2026	Pemberton Law	\$	(3,709.50)
04/21/2026	Reichel Insulation, LLC (Thriving Communities Grant)	\$	(19,109.80)
04/20/2026	Jazmine Flores (mileage)	\$	(142.83)
04/20/2026	Shred-It	\$	(164.59)
04/16/2026	Security Storage Systems	\$	(300.00)
04/16/2026	Shanon Nowell	\$	(71.75)
04/14/2026	American Solutions for Business	\$	(37.27)
04/13/2026	Neubau Holdings LLC (Rent)	\$	(6,808.00)
04/10/2026	Mike Laven	\$	(50.00)
04/09/2026	City of Mankato (Parking)	\$	(266.54)
04/09/2026	Vanderberg Cleaning	\$	(360.00)
04/09/2026	GMS	\$	(438.00)
04/09/2026	Metro Sales Inc.	\$	(1,083.19)
04/08/2026	Claire Goettl	\$	(50.00)
04/08/2026	TeamKeeper	\$	(90.60)
04/08/2026	Lisa Callahan	\$	(4,200.00)
04/07/2026	Steve Rohlfig	\$	(30.45)
04/07/2026	Xcel Energy	\$	(62.74)
04/07/2026	Scott Schlueter	\$	(84.80)
04/07/2026	Gary Richter	\$	(126.85)
04/07/2026	Tom Polich	\$	(168.93)
04/07/2026	Tom Loveall	\$	(251.50)
04/07/2026	Blethen Berens	\$	(1,634.00)
04/06/2026	Lu Vanderwerf	\$	(4,890.62)
04/06/2026	Philip Schafer	\$	(145.70)
04/06/2026	Lynda Kruse	\$	(71.75)
04/06/2026	Christian Lilienthal	\$	(50.00)
04/06/2026	Andrea Boettger	\$	(50.00)
04/02/2026	Jim Branstad	\$	(105.10)
04/02/2026	Patty O'Connor	\$	(50.00)
04/01/2026	Tom Loveall	\$	(302.25)
03/31/2026	Scott Schlueter	\$	(169.60)
3/31/2026	Andrea Boettger	\$	(175.40)
03/25/2026	Mike Laven	\$	(50.00)
<b>Total:</b>			<b>\$ (123,045.11)</b>

#### Credit Card Charges

3/9/2026	Alejandra - Survey Monkey	\$	(1,080.00)
2/23/2026	Jessica - Adobe, Inc.	\$	(3,623.30)
2/25/2026	Jessica - The Plaid Moose (Slayton)	\$	(22.13)
2/25/2026	Jessica - Key Largo (Slayton)	\$	(38.40)
2/26/2025	Jessica - The UPS Store	\$	(137.00)
2/26/2025	Jessica - The Plaid Moose (Slayton)	\$	(24.13)
2/26/2025	Jessica - Kwik Trip	\$	(32.28)
3/5/2026	Jessica - Fillin' Station Coffee	\$	(17.29)
3/6/2026	Sabri - AirBnB (duluth conference)	\$	(476.59)
2/23/2026	Nate - gotprint.com	\$	(324.78)
3/5/2026	Nate - Canva	\$	(53.94)
2/27/2026	Joel - ACEC Minnesota	\$	(300.00)
3/19/2026	Joel - Hyatt Place St. Paul	\$	(467.50)
3/19/2026	Joel - Hyatt Place St. Paul	\$	(25.00)
2/27/2026	Tom - Mistake Swipe (already reimbursed)	\$	(579.37)
2/24/2026	Sarah- Family Dollar	\$	(5.39)
2/24/2026	Sarah - Lake Shetek Resort	\$	(95.12)
3/3/2026	Sarah- Sams Club.com	\$	(49.52)
<b>Total:</b>			<b>\$ (7,351.74)</b>



**Revolving Loan Fund - Cash Balance Report  
May 13, 2026 - Full Commission Meeting**

**CASH BALANCE - March 25, 2026** **\$ 1,786,828.04**

Legacy RLF Loan Payments	\$ 18,036.00
Legacy RLF Bank Interest	\$ 9,370.05
Legacy RLF Loan Closing Fees	\$ 1,350.00

CARES RLF Loan Payments	\$ 12,451.49
CARES RLF Bank Interest	\$ 1,452.66
CARES RLF Loan Closing Fees	\$ 1,023.00

**Total Receipts** **\$ 43,683.20**

New Loans	\$ (90,000.00)
Returned ACH Payment	\$ (1,396.35)
Service Charges	\$ (35.68)

**Total Disbursements** **\$ (91,432.03)**

**CASH BALANCE - April 30, 2026** **\$ 1,739,079.21**

**Revolving Loan Fund Accounts**

Legacy RLF - MAGIC	\$ 1,490,513.09
CARES RLF - MAGIC	\$ 248,566.12
<b>TOTAL:</b>	<b>\$ 1,739,079.21</b>

# RNDC Funding Summary

Department/Program	Contract Source	Money Source	R9 Lead	Full Award	Pass-through	\$ for R9 Operation Expenses			Start	End
						FY26	FY27	FY28		
<b>General Fund</b>										
	Nine Counties	Lewy	Jessica			\$698,409	\$719,361	\$740,942		
<b>Revolving Loan Fund</b>										
Legacy Revolving Loan Fund	De-Federalized	Interest	Jazmine			\$117,000	\$121,000	\$125,000		
CARES Revolving Loan Fund	Economic Development Administration	Interest - Federal	Jazmine			\$33,000	\$34,000	\$35,000		
<b>Economic Development</b>										
EDA Planning Grant	Economic Development Administration	Federal Funds	Alejandra	\$210,000		\$80,000	\$52,500	\$52,500	4/1/2024	3/31/2027
Springfield CARES	Springfield CARES	Local Contract	Alejandra	\$4,500		\$4,500	\$-	\$-		
UofM - Center for Transportatin Studies (TPEC)	University of Minnesota	State Funds	Kristian	\$53,500		\$53,500	\$-	\$-		
Compeer - Childrens Museum	Compeer	Private Grant	Kristian	\$5,000		\$5,000	\$-	\$-		
GMG/DEED Mainstreet Grant Review	GMG	Private Grant	Kristian	\$4,950		\$4,950	\$-	\$-		
<b>Transportation</b>										
Safe Streets and Roads for All (SS4A)	Federal Highway Administration	Federal Funds	Mark	\$340,000		\$72,534	\$133,733	\$133,733		6/30/2028
MnDOT Planning Grant	MnDOT	State Funds	Joel	\$150,000		\$75,000	\$75,000	\$-	7/1/2025	6/30/2027
Shooting Star Scenic Byway	MnDOT District 6	State Funds	Joel	\$74,305		\$37,192	\$37,113	\$-		
Apple Blossom Scenic Byway	MnDOT District 6	State Funds	Joel	\$74,445		\$37,192	\$37,253	\$-		
Historic Bluff Scenic Byway	ECRDC - subcontract of MnDOT funds	Out of Region Contract	Joel	\$15,000		\$15,000	\$-	\$-		
Rural EMS - Empowering Small Communities	University of Minnesota Extension	State Funds	Joel	\$8,000		\$-	\$8,000	\$-		
Tri-County Solid Waste Management Plan	Le Sueur, Nicollet & Sibley Counties	Local Contract	Joel	\$5,000		\$5,000	\$-	\$-		
<b>Environment &amp; Sustainability</b>										
McKnight FY27-FY28 Contract	McKnight Foundation	Private Foundation	Jessica	TBD		\$50,000	TBD	TBD		
Energy Efficiency and Conservation Block Grant (EECBG)	MN Department of Commerce	State Funds	Sabri	\$100,000	\$60,660	\$10,000	\$26,841	\$-	7/1/2024	11/30/2026
Local Foods Month	Minnesota State University	State Funds	Sabri	\$27,500		\$11,750	\$15,750	\$-	4/1/2025	10/31/2026
MPCA - R9 Community Resilience Plan	Minnesota Pollution Control Agency	State Funds	Sam	\$85,000	\$12,748	\$72,252	\$-	\$8,500		
Henderson Stormwater/Wastewater Plan	Minnesota Pollution Control Agency	State Funds	Sam	\$135,000		\$4,500	\$12,000	\$-	1/28/2026	1/12/2027
BRIDGE the Gap - CERTS Seed Grant	University of Minnesota Extension	State Funds	Sam	\$5,000		\$2,500	\$2,500	\$-	6/1/2024	6/30/2026
McKnight State Competitiveness	McKnight Foundation	Private Foundation	Jessica	\$150,000		\$75,000	\$-	\$-		
McKnight FY26 Emergency Funds	McKnight Foundation	Private Foundation	Jessica	\$290,000		\$173,524	\$-	\$-		
State Competitiveness Fund	McKnight Foundation	Private Foundation	Jessica	\$63,492		\$60,000	\$-	\$-	2/16/2024	6/30/2026
Minnesota Climate Adaptation Partnership (MCAP)	MN Department of Commerce	State Funds	Jessica	\$5,490		\$5,490	\$-	\$-	9/23/2024	6/30/2026
Local Climate Action Grant - New Ulm	University of Minnesota Extension	State Funds	Sam	\$3,150		\$3,150	\$-	\$-	7/8/2025	6/30/2026
Local Climate Action Grant - Children's Museum	Minnesota Pollution Control Agency	State Funds	Sam	\$350,000		\$20,000	\$-	\$-	7/24/2025	6/30/2026
RNDC - Thriving Communities	Minneapolis Foundation - Federal Subgrantee	Federal Funds	Sabri	\$310,000	\$302,375	\$20,000	\$-	\$-	4/31/2025	3/31/2026
Community Energy Innovation Prize/Covivencia Hispana	U.S. Department of Energy	Federal Funds	Sabri	\$150,000		\$50,000	\$-	\$-	9/9/2021	6/15/2025
Resource Rural - St. James	Windward Foundation	Private Foundation	Sabri	\$290,553		\$28,112	\$-	\$-		
USDA Natural Resources Conservation Service (NRCS)	U.S. Department of Agriculture	Federal Funds	Sabri	\$31,412		\$31,412	\$-	\$-		
Minnesota Local Food Purchase Assistance (LFPA)	Minnesota Department of Agriculture	State Funds	Sabri	\$11,833		\$11,833	\$-	\$-		
USDA Regional Food Business Centers (RFBCC)	Region 5 - USDA Federal Subgrantee	Federal Funds	Sabri							
<b>Food Recovery</b>										
Regional Food Rescue Coordination: FY25 - FY26	Mankato Area Foundation	Private Foundation	Sabri	\$150,000		\$100,000	\$-	\$-		Until Exhausted



## Memorandum

**To:** RNDC Board of Directors

**From:** Jessica Beyer, Deputy Director/Interim Executive Director

**Date:** May 1, 2025

**Re:** Proposed Scope of Work Plan for Financial Sustainability & Organizational Development

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Included in the Board Packet is a proposed scope of work plan to continue to address long-term financial sustainability and organizational development needs of the organization into the future.

It is a pivotal time for RNDC amidst a leadership change with ongoing work to rebuild organizational culture, trust, and accountability on top of challenging financial pressures the organization has not experienced in recent history.

Over the last six months, as I've led the organization as Interim Executive Director, I'm proud of the way the RNDC team has continued to pivot and work together to make organizational progress in addition to working with me on ways to reinvent how we meet the needs of the region while building partnerships, identifying new funding opportunities, and doing our best to stay resilient throughout a changing environment with many of our traditional funding sources shrinking or going away.

However, looking to the future, much more work needs to be done strategically to address financial sustainability as well as organizational development needs long-term.

Given tight budgets without a financial means to gain external guidance at a critical time for RNDC, I knew I needed to get creative to explore resources and tools to help the organization get to the next level with navigating multiple challenges. Therefore, I researched different opportunities and leaned on relationships and resources I was aware of from past leadership experiences in the region to explore grant opportunities that could support our organizational development needs at RNDC.

To support the proposed scope of work plan provided, I obtained a grant through the Mankato Area Foundation as part of their consultant in residency program.

As part of the grant opportunity, Kim Snyder, founder and consultant with Excelsior Bay Group will be able to work with RNDC at no-cost to execute on the proposed work plan that we developed together.

This proposal seeks to address top focus areas and needs of the organization. Kim and I will present and facilitate discussion with the Board about the grant opportunity at the May 13 Board of Directors meeting.

Proposed Scope of Work Overview  
 Kim Snyder, Excelsior Bay Group  
 May 1, 2026

Like many nonprofit and public-sector organizations across the state, the Commission is facing significant financial pressures while also navigating an unanticipated leadership transition. This moment presents both challenge and opportunity to strengthen alignment, clarify roles, and position the organization for long-term sustainability.

To support the Commission during this period, the Consultant will partner with the Deputy Director/Interim Executive Director, Staff, and Commission Leadership to strengthen:

1. **Financial sustainability** by identifying opportunities to diversify and grow both earned and contributed revenue.
2. **Organizational culture** and build a shared sense of commitment to the Commission’s short and long-term success.
3. **The partnership between the board and staff** by establishing clear practices that support collaboration and accountability and secure the future.

Proposed Services and Timeline:

May 13 <sup>th</sup>	Board meeting – Kim present scope of proposed work for feedback and/or approval
May 14-29 <sup>th</sup>	Individual interviews with selected Commission, Board, and B & P members to gather feedback regarding (a) understanding of their roles and responsibilities, (b) organizational and board strengths and weaknesses, (c) perceptions regarding how best to move forward with unity and clarity of purpose.
May 18 <sup>th</sup>	Staff meeting – Kim to meet with staff to gather feedback regarding (a) the Commission’s internal culture, (b) their own role in building a healthy trusting work environment, and (c) the Commission’s value to the region – NOTE: consider conducting individual interviews with key staff before this meeting.
June -- TBD	Present findings to staff and Board/Commission with suggested recommendations for addressing the three issues above.

Potential interview / discussion questions for board and staff members:

Culture-related:

- How would you describe the organization’s/board’s current culture?
- What can we build on and what needs improvement?
- What do you need to be successful in your role, both individually and as part of the team/board?
- What is one thing you can do to strengthen internal culture and demonstrate your commitment to the mission?

Purpose:

- What do you see as the organization’s greatest strength or value to the region?
- Do the people who live and work in the region need more or different things from the Commission?
- What do they need – and is this within the scope or capacity of the Commission?

# REGION NINE DEVELOPMENT COMMISSION (RNDC)

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**Appendix A - RNDC Amendment History**

## **PREAMBLE**

The Bylaws herein have been adopted by the Commission, effective in 1972, for the purpose of self-regulation and of the regulation of those committees, offices and officers established by and responsible to the Commission. The term "Commission" used heretofore and hereinafter is construed to mean the Region Nine Development Commission (RNDC), a nonmetropolitan, multi-county planning agency. It is the express intent of the Commission and the purpose of these Bylaws to advance the work of the Commission as provided for by statute and to carry on the business of urban and rural planning and development in all its ramifications and branches and to render professional and technical services in conjunction therewith.

## **MISSION STATEMENT**

It is the mission of the Region Nine Development Commission to “To promote the development of the region through intergovernmental cooperation, community and human development, long-range planning, and technical assistance.”

Region Nine Development Commission works to bridge relationships, empower communities, and drive progress with assisting the private, public, and non-profit sectors within the regional jurisdictional boundaries of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, Watonwan counties. Region Nine is comprised of 9 counties, 72 cities, 147 townships, and 33 school districts.

## **ARTICLE I - LEGAL BASIS, NAME, LOCATION, AND JURISDICTION**

### **Section 1 - Legal Basis**

Region Nine Development Commission (RNDC) is a Regional Development Commission established under and pursuant to the Regional Development Act of 1969 as amended (Minnesota Statutes Section 462.381 and following).

The full Regional Development Act statutes section is provided in Appendix B of this Bylaws document.

### **Section 2 - Name**

The Commission shall be known as the Region Nine Development Commission.

### **Section 3 - Location**

The Commission shall maintain its principal office in the city of Mankato, Blue Earth County, Minnesota, and may establish such other locations, as it may deem appropriate.

### **Section 4 - Jurisdiction**

The development region within which this Commission shall function shall include an area within the boundaries of the following counties in the state of Minnesota: Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan.

## **ARTICLE II - POWERS AND DUTIES OF THE COMMISSION**

### **Section 1 - Powers and Duties**

The Commission shall possess, exercise and discharge the powers and duties established by the Regional Development Act as amended, Minnesota Statutes Section 462.381 and following.

The Regional Development Act provides for a variety of powers and duties for which the Commission may undertake. The Act provides for the following types of activities, but is not limited to the examples given:

**A: Regional programs and staff services.** The Commission is authorized to receive public and private funds for purposes including, but not limited to program administration, multicounty planning, coordination, and development. The Commission may provide basic administrative, research, and planning services for all regional planning and development bodies. The Commission may contract to obtain or perform services with federal and state agencies, for-profit or nonprofit entities, subdistricts organized as the result of federal or state programs, councils of governments organized under Minnesota Statutes, Section 471.59, or any other law, and with local governments.

**B: Planning and research.** The Commission may prepare and submit for adoption, after appropriate study and such public hearings as may be necessary, comprehensive plans for local units of government, individually or collectively, within the region. Where studies have not been otherwise authorized by law, the Commission may study the feasibility of programs including, but not limited to, water, land use, economic development, housing, demographics, cultural issues, governmental issues, human services, natural resources, communication, technology, transportation, and other subjects of concern to the citizens of the region. The Commission may institute demonstration projects in connection therewith and may enter into contracts or accept gifts or grants for such purposes as otherwise authorized in Minnesota Statutes, Sections 462.381 to 462.398.

**C: Review of local plans.** The Commission may review and provide comments and recommendations on local plans or development proposals which in the judgment of the Commission have a substantial effect on regional development. Local units of government may request that the Commission review, comment, and provide advisory recommendations on local plans or development proposals.

**D: Data and information.** The Commission may be designated as a regional data center providing data collection, storage, analysis, and dissemination to be used by governmental and private users as well as the Commission itself. The Commission may accept gifts or grants to provide this service.

**E: Service to local government.** The Commission may contract with local units of government to provide them with services and technical assistance in the conduct of local planning and development activities.

## Section 2 - Property Ownership

The Regional Development Act allows the Commission to buy, lease, acquire, own, hold, improve, and use real or personal property or an interest in property, wherever located in the state for purposes of housing the administrative office of the regional commission.

## Section 3 - Property Disposition

The Commission, through the Regional Development Act, may sell, convey, mortgage, create a security interest in, lease, exchange, transfer, or dispose of all or part of its real personal property or an interest in property, wherever located in the state.

## Section 4 - Exercise of Powers

The powers and duties of the Commission shall be performed and carried out by the Commission and/or by its directors, officers or employees as authorized by the Regional Development Act and by these bylaws.

## **ARTICLE III - COMMISSION MEMBERSHIP AND REPRESENTATION**

### **Section 1 - Membership**

The Region Nine Development Commission shall consist of members, elected and appointed, as specified in the Regional Development Act, Minnesota Statutes Section 462.388, subdivision 1.

A commission shall consist of the following members:

- (1) One member from each county board of every county in the development region
- (2) One additional county board member from each county of over 100,000 populations
- (3) The town clerk, town treasurer, or one member of a town board of supervisors from each county containing organized towns
- (4) One additional member selected by the county board of any county containing no townships
- (5) One mayor or council member from a municipality of under 10,000 populations from each county, selected by the mayors of all such municipalities in the county
- (6) One mayor or council member from each municipality of over 10,000 in each county
- (7) Two school board members elected by a majority of the chairs of school boards in the development region
- (8) One member from each council of governments
- (9) One member appointed by each native American tribal council located in each region
- (10) Citizens representing public interests within the region including members of minority groups to be selected after adoption of the bylaws of the commission.

### **Section 2 - Commissioners**

The word commissioner as used in these bylaws means an elected or appointed member to the Regional Development Commission.

### **Section 3 - Selection of Membership**

Members shall be selected as specified in the Regional Development Act, Minnesota Statutes Section 462.388.

Members representing public interests outlined in section five below shall be appointed by the Commission and may serve for a term of two years. The Budget and Personnel Committee (serving as the nominating committee) shall review applications for membership, which shall be made available to the public, and make recommendations to the Commission.

Commissioners representing a public interest may be appointed to succeed themselves.

Compliance shall be reviewed every two years.

## **Section 4 - Term of Office**

The terms of office for commissioners who are elected officials shall be concurrent with the term of their elected office. Upon expiration of the term of the commissioner in elected office, a successor shall be selected in the manner prescribed by the Regional Development Act or these bylaws. A commissioner, if reelected to their elected office, may be selected to succeed themselves on the Commission. The secretary of the Commission shall be responsible for notifying the various membership classifications when the term of their representative has expired.

All commissioners shall serve until their successors are selected and qualified.

## **Section 5 - Public Interest Representatives**

Citizens representing public interests (non-elected positions) within the region including members of minority groups may serve as members of the Commission. Each such member must be a person residing in the development region. It is recognized that public interests within the region will change from time to time. To permit proper representation of such interests, the Commission shall periodically review representations for addition or deletion (as the case may be). In no event, however, shall the representation of minority groups be eliminated, as required by Minnesota Statutes 462.388. The following regional public interests shall be eligible for representation:

- Minority Populations
- Health & Human Welfare
- High School Age Youth
- College Age Youth

Members representing the public interests above mentioned shall be appointed by the Commission and may serve for a term of two years. The Nominating Committee shall review applications for membership, which shall be made available to the public, and make recommendations to the Commission.

Commissioners representing a public interest may be appointed to succeed themselves.

## **Section 6 - Ex-officio Member Representatives**

The immediate past chair of the Commission, even if no longer a commission member, shall serve as an ex-officio member of the Commission without voting rights for one year. Senators and representatives who are members of the State Legislature and whose districts include any part of the region served by the Region Nine Development Commission shall also serve as ex officio members of the Commission without voting rights.

## **Section 7 - Vacancy**

A vacancy in the office of commissioner shall occur upon the death or resignation of a member, if a member ceases to have required qualifications for membership as provided herein, or upon receipt of a formal resolution from any governmental unit indicating that a commissioner no longer is authorized to represent such governmental unit.

Vacancies in public interest positions shall be filled in the manner prescribed in the Regional Development Act and Paragraph 4, Article III of these by-laws. Vacancies in elected positions shall be filled in the manner prescribed in the Regional Development Act and by the government unit represented by said position.

## **Section 8 - Commissioner Absences**

When a Commission Member or Board of Directors Member has missed two consecutive meetings, the Executive Director shall notify the member, reminding them of their obligation to participate in Commission Meetings.

After three (3) consecutive unexcused meeting absences, the Secretary shall notify the member, and any represented governmental unit regarding the absences. Governmental units with selection authority by statute will

have discretion to select a representative of their choice to replace the representative due to repeated unexcused absences. Other entities and special interest members with three (3) or more unexcused absences at Commission meetings will be removed from their seats and recruitment will begin for replacement members.

## **ARTICLE IV - COMMISSION MEETINGS**

### **Section 1 - Annual Meeting**

The annual meeting of the Commission shall be held in June of each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned.

The secretary of the Commission shall send electronically written notice of the time and place of the annual meeting of the Commission to each member no later than ten (10) days prior to the date thereof.

Concurrently, the secretary shall send electronically to each member a tentative agenda of business, which is anticipated will be covered at the annual meeting. In no way, however, shall the business transacted at the annual meeting be limited by the tentative agenda. Members may transact at the annual meeting any business which may properly be brought before the Commission; provided, however, that no business with respect to which special notice is required shall be transacted unless such notice shall have been given.

### **Section 2 - Regular Meetings**

The Commission shall meet on the second Wednesday of October, January and April at such location as may be established by the Commission and identified in the notice of meeting. Notice of the time and place of a regular meeting shall be given by the secretary of the Commission at least ten (10) days prior to the date thereof. The secretary of the Commission shall mail and/or send electronically to the members a tentative agenda of business to be transacted at the meeting. Transaction of business at the meeting, however, need not be limited to those items listed on the agenda.

### **Section 3 - Special Meetings**

A special meeting of the Commission may be called for any purpose or purposes at any time by the chair, the board of directors, or any ten (10) members of the Commission. Persons entitled to call a special meeting shall make a written or electronic request to the chair of the Commission or to the secretary. It shall be the duty of the secretary forthwith to cause notice to be given to all members of a meeting to be held at such time and place as the officer may fix. Such notice shall state the purpose or purposes of the meeting and shall fix the date of such meeting not less than five (5) working days after the receipt of such request by the chairman or secretary. No business may be transacted at a special meeting except as has been described in the notice.

### **Section 4 - Notice of Meeting**

Notices of meeting (annual, regular and special) as provided herein shall be sent electronically to each member at their last known mailing address as listed in the last available Commission records.

### **Section 5 - Recessed or Adjourned Meetings**

Any meeting of the members may be adjourned from time to time upon a vote of a majority of the members present at the meeting. No other notice of adjourned meeting shall be required other than by announcement at the meeting at which such adjournment is taken.

### **Section 6 - Quorum**

Presence at any meeting in person of fifty-one percent (51%) of the total voting membership shall constitute a quorum for the transaction of business. If a quorum is not present, those present shall have the power to adjourn

the meeting from time to time until a quorum shall be present without giving further notice of the adjourned meeting. If a duly called meeting or adjourned meeting has begun with a quorum, the members may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

### **Section 7 - Voting Rights**

Every member of record at the date of a meeting, according to the records of the secretary, shall be entitled at such meeting to one (1) vote. Voting may be by voice or by ballot. There shall be no voting by proxy nor shall any commissioner designate an alternative to vote in their place. When any Commission member is absent from three (3) consecutive meetings, the Secretary shall notify the governmental units represented of that commissioner's absence.

### **Section 8 - Conflict of Interest & Code of Conduct**

Region Nine Development has both Conflict of Interest and Code of Conduct documents that should annually be signed by Commission and staff members. The RNDC Conflict of Interest and RNDC Code of Conduct documents are found in Appendix C. It is expected that all Commission and staff members act in RNDC's best interests and represent RNDC fairly, impartially, and without bias.

### **Section 9 - Minutes**

The minutes of each meeting shall be prepared and distributed to the Commission members after each meeting. Minutes and any corrections thereof, duly adopted, shall be signed by the presiding officer. The minutes of the meeting shall not be deemed to be correct until adopted at an annual, regular or special meeting of the Commission.

### **Section 10 - Committees**

The Commission may establish subcommittees as it may deem necessary, specifying by resolution their purpose, duties, size, and composition. The Commission may delegate such authority to the Chair. However, the Chair's action in this regard must be presented to the Commission for their review. The Commission has the ability to overturn an appointment by motion and majority vote. As far as it is practical, no Commissioner shall be asked to serve on more than three (3) committees at any one time, and that all Commissioners have the opportunity to serve on at least one (1) committee, at their discretion and once acclimated to their Commissioner role. Adhoc committees do not count toward the number of committees on which a Commissioner serves. Committee Chairs shall call meetings of their committees as needed, with staff assistance, as appropriate, and report recommendations and actions to the Commission.

RNDC Committees: (Review of Committees to take place)

- Budget and Personnel Committee
- Legislative and Communications Committee
- Community and Economic Development Committee
- Transportation Advisory Committee
- Revolving Loan Fund Committee

### **Section 11 - Ad-hoc Committees**

The Commission may establish an Ad-hoc Committee through a motion that is designed to recommend action on a specific task or purpose that does not fit into the role of one (1) of the standing committees. Ad-hoc Committees are

designed to end when the task or purpose has been completed. As far as practical, Ad-hoc Committees should finish their recommendations within one (1) year of their designation.

## **ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE**

### **Section 1 - Number of Officers**

The officers of the Commission shall be a chair, a vice chair, a secretary and a treasurer. The Commission may establish additional offices from time to time. The first chair shall be selected by the Commission from Commission membership. Nominations for chair will be accepted from any member of the Commission.

### **Section 2 - Term of Officers**

Succeeding chairs shall serve for a term of two years from the date of their appointment and until a successor is elected and qualified. The chair's term shall be restricted to two consecutive terms. No individual may serve more than (4) years as chair.

The officers shall be elected as hereinafter provided and shall serve for a term of one (1) year and until their successors are elected and qualified, except for the chair of the Commission, whose term shall be for two (2) years. No two (2) offices may be held by the same person at the same time.

### **Section 3 - Election of Officers**

Nominating Committee: The Budget and Personnel Committee will act as the nominating committee. The chair of the nominating committee will be a member from the Budget and Personnel Committee. A potential candidate shall abstain from the nominating process. The nominating committee must submit, twenty days prior to the election, the name or names of one or more commissioners who intend to stand for election for chair.

The vice chair, secretary and treasurer of the Commission shall each be a resident of the region and shall be elected by the board of directors from their membership at the first board of directors meeting after the annual meeting of the Commission and for a term of one (1) year.

### **Section 4 - Board of Directors**

The RNDC bylaws use a Board of Directors structure in place of an Executive Committee.

The Board of Directors of the Commission shall consist of one chair, one commissioner from each county, and one commissioner, who must be an elected official, from each city with a population more than 25,000. Each county's representative on the board shall be nominated by a caucus of that county's representatives, subject to formal election by the Commission. For purposes of caucusing to select the other member of his/her county to serve on the Board of Directors, the representative from the city over 25,000 population, having a permanent seat on the board, shall not participate in the caucus. No more than two public interest or appointed commissioners shall serve on the Board of Directors at the same time.

Regular meetings of the Board of Directors shall meet at least six times during the eight months when the Commission does not meet (months of February, March, May, June, August, September, November, December). Notice of the board of directors' meeting shall be made to all members of the Commission at least ten (10) days prior to the date of the meeting.

Special meetings of the Board of Directors may be called for any purpose or purposes at any time by the chair of the Commission or by three (3) directors. Notice of a special meeting shall be given to all Commissioners.

A quorum at all meetings of the Board of Directors shall consist of a majority of the whole board; but less than a quorum may adjourn any meeting, which may be held on a subsequent date without further notice, provided a

quorum be present at such deferred meeting. If a quorum is present at the beginning of a meeting, such meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members to leave less than a quorum. The chair may vote only in the case of a tie.

### **Section 5 - Duties of the Executive Committee / Board of Directors**

The business and affairs of the Commission shall be managed by a board of directors whose actions and policies are subject to the approval of the Commission. The duties and responsibilities of the Board of Directors may be modified from time to time by resolution of the Commission.

The duties and responsibilities of the Board of Directors may be modified from time to time by resolution of the Commission.

### **Section 6 - Duties of the Chair**

The chair shall be responsible for carrying out the policy decisions of the Commission and seeing that all resolutions of the Commission are carried into effect. The chair shall execute all contracts or instruments of the Commission and shall have the powers and duties vested in them under and pursuant to the Regional Development Act of 1969 and any amendments thereto.

The chair shall preside at all meetings of the Commission and at meetings of the Board of Directors.

### **Section 7 - Duties of the Vice Chair**

The vice chair of the Commission shall assist the chair in carrying out their duties and responsibilities and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chair at any meeting of the Commission or of its Board of Directors, the vice chair shall preside. If both the chair and vice chair are not in attendance at a regular or special meeting, a temporary chair shall be chosen from among those commissioners present at the meeting.

### **Section 8 - Duties of the Secretary**

The secretary shall issue notices of all meetings (except those special meetings which may be called at the request of other officers pursuant to these by-laws). The secretary shall keep minutes of all meetings and maintain a record for that purpose. The secretary shall have custody of and provide for the safekeeping of all documents of the Commission except that clerical and safekeeping obligations may be delegated to the executive director of the Commission or to their staff.

### **Section 9 - Duties of the Treasurer**

The treasurer shall have responsibility for the funds of the Commission and shall keep a full and accurate record of accounts, receipts and disbursements in books belonging to the Commission and shall deposit all funds in the name and to the account of the Commission in such depositories as may be designated by the Commission. The treasurer shall disburse the funds of the Commission as ordered by the Commission and shall render to the Commission or the board of directors an account of transactions and of the financial condition of the Commission as required from time to time by the Commission or the Board of Directors.

The Commission may adopt a resolution authorizing the payment of routine reoccurring expenditures. So long as such an authorizing resolution shall be in effect the treasurer and chair shall have the authority to disburse the funds of the Commission for such purposes. Payments made pursuant to such resolution shall, however, be reported at the next meeting of the Commission or board of directors. In no event shall any officer of the Commission authorize or obligate the Commission to make any payment except from sufficient unencumbered appropriated funds existing at that time to the credit of the Commission. A facsimile signature of an appropriate officer shall be permitted on checks drawn against Commission funds so long as such checks are executed personally by an authorized Commission official.

## **Section 10 - Vacancies**

In the event that any office shall become vacant, the Board of Directors shall appoint a successor from among their membership to serve out the existing term of such office. If a vacancy occurs in the office of chair, a new chair shall be selected at the next meeting of the full Commission according to procedures established in these bylaws. Such a chair shall serve until the succeeding meeting.

## **Section 11 - Removal** **HAVE LEGAL REVIEW THIS**

Any officer or the At-Large Executive Committee member shall be considered removed from office if incapacitated or unable to attend meetings or perform the duties of that office. This fact shall be brought to the attention of the Commission at a regular Commission meeting. The fact that any office stands vacant shall be attested by a two-thirds (2/3) majority vote of the Commission present at the said meeting. In the event that there shall be a failure of necessary vote, the office shall remain filled by the incumbent. Any officer may be removed from office upon motion and a two-thirds (2/3) majority vote of the Commissioners present at any regular meeting at which a quorum is present.

## **Section 12 - Bonding of Officers**

All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in an amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

# **ARTICLE VI - ADMINISTRATION**

## **Section 1 - Executive Director**

The Commission may employ an executive director. The administration of the work to be carried on by the Commission shall be the responsibility of an executive director who is to serve as the chief administrative officer of the Commission.

## **Section 2 - Qualifications and Responsibilities**

The executive director is to be appointed by the Commission from among the citizens of the nation at large and shall be selected on the basis of their training and experience in the field of government affairs. The executive director shall be responsible for all planning, coordination, reporting and other work required of the Commission. In addition, they shall be responsible for the administrative and personnel functions of the Commission. They shall make recommendations as to staff requirements, prepare and submit budgets, prepare reports and publications of the Commission, direct the work of the staff and work with such consultants as may be engaged by the Commission from time to time. The executive director may testify before public bodies or committees (with the consent of the chair within policy areas approved by the board of directors or by the Commission) and may consult and confer with appropriate public officials on behalf of the Commission in connection with its program or the achievement of its goals and purposes.

## **Section 3 - Additional Duties**

Any duty of the secretary or treasurer may be performed by the executive director or under their supervision pursuant to resolution of the Commission. Further, the Commission may grant general or specific authority to the executive director to execute instruments for and on behalf of the Commission.

## **Section 4 - Staff**

The executive director shall, from time to time, make recommendations as to the size and composition of the staff employed by the Commission. Such recommendations shall be made to the Board of Directors, which shall, with the concurrence of the Commission, establish personnel policies as may be required.

## **Section 5 - Merit System**

Employees of the Commission may be under a merit system adopted by the Commission in consultation with the state director of Civil Service as stated by Minnesota Law.

## **Section 6 - Technical Assistance**

Basic administrative research and planning services for all regional planning and development bodies may be provided by the Commission. The Commission may contract to obtain or perform services with state agencies, nonprofit regional groups, subdistricts organized as the result of federal programs, councils of government organized under Minnesota Statutes, Section 471.59, or any other law, and with local governments.

## **Section 7 - Committees**

The Board of Directors may establish such committees, as it deems necessary to carry out its duties and responsibilities and may from time to time recommend the establishment of additional committees to the Commission.

RNDC Committees:

Budget and Personnel Committee  
Legislative and Communications Committee  
Community and Economic Development Committee  
Transportation Advisory Committee  
Revolving Loan Fund Committee

## **Section 8 - Service of Employees**

The Executive Director shall serve at the pleasure of the Commission and may be terminated in accordance with RNDC Personnel Policy provisions and applicable laws. All other employees fall under the RNDC organizational structure with oversight and authority from the Executive Director following provisions of the RNDC Personnel Policy and applicable laws.

## **Section 9 - Per Diem and Expenses**

No salary shall be paid to commissioners for their services. However, a commissioner may receive a per diem and may receive reasonable expenses for each regular and special meeting attended. The chair of the Commission shall receive a per diem and reasonable expenses when working on behalf of the Region Nine Development Commission and so reports on a request for disbursement from the Commission. The payment of expenses shall be made according to a schedule established by resolution of the Commission.

# **ARTICLE VII - FINANCE**

## **Section 1 - Program Year**

The fiscal year of the Commission shall be from July 1 to June 30.

## **Section 2 - Budget**

There shall be a standing Committee of Budget and Personnel, which shall annually recommend to the Commission a proposed budget. Such proposed budget shall be submitted by mail to each member of the Commission no later than July 1 of each year. The proposed budget shall be considered by the Commission at the annual meeting in July of each year.

## **Section 3 - Hearings**

The Commission shall conduct such hearings regarding the proposed budget as are specified in the Regional Development Act.

## **Section 4 - Disbursement of Funds**

**Disbursement of funds of the Commission shall be made in accordance with Finance policies and procedures.**

**The Board Chair, Executive Director, and Treasurer have check signing authority. TBD**

## **Section 5 - Depository**

The monies of the Commission shall be deposited in the name of the Commission in such national or state banks or trust companies authorized to do banking business, as the Commission shall designate in writing. Such designation shall set forth the terms and conditions upon which deposits and withdrawals may be made and shall be signed by the chair and secretary and made a part of the Commission minutes.

# **ARTICLE VIII - NOTICES**

## **Section 1 - Personal Notice**

Whenever the provisions of the Minnesota Statutes or these by-laws require notice to be given, it shall not be construed to mean personal notice; such notice may be given by depositing the same in a post office or letter box in a postage-paid envelope or sent electronically and addressed to such individual at his or her address as the same appears on the books of the Commission. The time when such notice shall be mailed shall be deemed to be the time of the giving thereof.

## **Section 2 - Special Meetings**

A special meeting may be called under unusual circumstances without submitting prior notice as elsewhere provided in these by-laws. However, business conducted at such meeting shall be official only if waivers of notice are signed by all members of the Regional Development Commission.

## **Section 3 - Special Notice**

No business with respect to amendment of these bylaws may be transacted unless the required notice of the proposed amendment and the fact that it is to be voted upon at the meeting has been given.

# **ARTICLE IX - TERMINATION OF COMMISSION**

## **Section 1 – Termination of Commission**

A termination of the Commission will follow the rules set forth in Minnesota Statutes 462.398, as part of the Minnesota Regional Development Act.

## **ARTICLE X - AMENDMENT OF BYLAWS**

### **Section 1 - Amendment of Bylaws**

The bylaws of the Commission may be amended by the majority vote of the members of the Commission at any regular meeting of the Commission or at any special meeting thereof, provided that notice of such regular or special meeting shall state the proposed amendment and the fact that it is to be voted upon at the meeting. The board of directors shall have no power or authority to amend or repeal these bylaws.

## **ARTICLE XI - GENERAL AND MISCELLANEOUS**

### **Section 1 - Conduct of Meetings**

All meetings shall be conducted pursuant to Roberts Rules of Order unless otherwise provided by these bylaws.

## **ARTICLE XII - INTERPRETATION**

### **Section 1 - Errors and Omissions**

Where errors, omission, misspellings, or substitutions appear in the text of any section, which confuse the intent of that section, corrections shall be made and completed, but shall not require official approval beyond the Executive Director.

### **Section 2 - Federal Civil Rights Guidelines**

RNDC complies with these guidelines in that no person on the grounds of race, religion, color, disability, sex, age, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the Commission.

## **APPENDIX A - RNDC AMENDMENT HISTORY**

### **April 13, 2011**

Article III, Section 3, of the Bylaws shall be amended to read as follows:

3. Citizens representing public interests within the region (including members of minority groups) may serve as members of the Commission. Each such member must be a person residing in the development region. It is recognized that public interests within the region will change from time to time. To permit proper representation of such interests, the Commission shall periodically review these by-laws to provide for the addition or deletion (as the case may be) of special interest entitled to representation on the Commission. Addition or deletion shall be carried out by amendment of these by-laws in the manner hereinafter set forth. In no event, however, shall the representation of minority groups be eliminated. The following public interests within the development region shall each be entitled to representation by one member upon the Commission:

- A. Health & Human Welfare
- B. Minority & Low Income

NOTE: This amendment makes no change to the sentence portion of Section 3. It only eliminates the following public interest groups from the alphabetical listings in Section 3: Agriculture Commerce, Industry, Transportation and Construction Crime Prevention Environmental Quality Labor Tourism & Recreation

## **July 9, 2014**

Bylaws shall be amended to include and/or sent electronically as means of receiving meeting notices.

Bylaws shall be amended to change the full Commission regular meeting date from September to October.

## **July 8, 2015**

Bylaws shall be amended to change the annual meeting date to be held on the fourth Wednesday in June.

## **October 12, 2016**

Article III, Section 3 of the bylaws shall be amended to add Youth as a public interest representative.

## **June 28, 2017**

Article VI, Section 1B of the bylaws shall be amended to read as follows: 1B. Nominating Committee: The Budget and Personnel Committee will act as the nominating committee. The chair of the nominating committee will be a member from the Budget and Personnel Committee. A potential candidate shall abstain from the nominating process. The nominating committee will submit, twenty (20) days prior to the election, names of two (2) or more individuals of the Commission who are willing to stand for election for the position of chair.

## **January 10, 2018**

Article IV, Section 1, paragraph 1 of the bylaws currently reads:

1. Annual Meeting. The annual meeting of the Commission shall be held on the fourth Wednesday of June in each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned. In the event said annual meeting date is a legal holiday, such meeting shall be held on the next succeeding business day.

Article IV, Section 1, paragraph 1 of the bylaws is amended by the Commission to read:

1. Annual Meeting. The annual meeting of the Commission shall be held in June of each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned.

## **October 10, 2018**

Article III, Section 4 of the bylaws currently reads:

4. Members representing the public interests above mentioned shall be selected by the Commission from nominees provided to the Commission by the public interest groups in a manner specified by the Commission by resolution. The Nominating Committee shall review applications and make recommendations to the Commission. Commissioners representing a public interest shall serve for a term of two years. Commissioners representing a public interest may be selected to succeed themselves.

Article III, Section 4 of the bylaws is amended by the Commission to read:

4. Members representing the public interests above mentioned shall be appointed by the Commission and may serve for a term of two years. The Nominating Committee shall review applications for membership, which shall be made available to the general public, and make recommendations to the Commission. Commissioners representing a public interest may be appointed to succeed themselves.

## **May 8, 2019 (A)**

A portion of Article III, Section 3 currently reads:

In no event, however, shall the representation of minority groups be eliminated. The following public interests within the development region shall be eligible for representation:

One position of Minority interest (as required by law, MN Statute Chapter 462.388(10))

-Health & Human Welfare

-Minority Populations

-Youth

A portion of Article III, Section 3 is amended by the Commission to read:

In no event, however, shall the representation of minority groups be eliminated, as required by Minnesota Statutes 462.388. The following regional public interests shall be eligible for representation:

- Minority Populations

- Health & Human Welfare

- High School Age Youth

- College Age Youth

### **May 8, 2019 (B)**

A portion of Article VI, Section 1B currently reads:

The nominating committee will submit, twenty (20) days prior to the election, names of two (2) or more individuals of the Commission who are willing to stand for election for the position of chair.

A portion of Article VI, Section 1B is amended by the Commission to read:

The nominating committee must submit, twenty days prior to the election, the name or names of one or more commissioners who intend to stand for election for chair.

How to Organize Appendix:

A- Amendments

B- RDA Statute

C- Code of Conduct

D- Conflict of Interest

## ARTICLE I

### Name, Location and Jurisdiction

1. The Commission shall be known as the Region Nine Development Commission. It is a Regional Development Commission established under and pursuant to the Regional Development Act of 1969 as amended (Minnesota Statutes Section 462.381 and following).
2. The Commission shall maintain its principal office in the city of Mankato, Blue Earth County, Minnesota, and may establish such other locations, as it may deem appropriate.
3. The development region within which this Commission shall function shall include an area within the boundaries of the following counties in the state of Minnesota: Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan.

## ARTICLE II

### Purpose and Powers

1. The Commission shall possess, exercise and discharge the powers and duties established by the Regional Development Act as amended, Minnesota Statutes Section 462.381 and following.
2. The powers and duties of the Commission shall be performed and carried out by the Commission and/or by its directors, officers or employees as authorized by the Regional Development Act and by these by-laws.

## ARTICLE III

### Commission Membership and Representation

1. The Region Nine Development Commission shall consist of members as specified in the Regional Development Act, Minnesota Statutes Section 462.388.
2. The terms of office for commissioners who are elected officials shall be concurrent with the term of their elected office. Upon expiration of the term of the commissioner in elected office, a successor shall be selected in the manner prescribed by the Regional Development Act or these by-laws. A commissioner, if re-elected to his/her elected office, may be selected

to succeed himself/herself on the Commission. The secretary of the Commission shall be responsible for notifying the various membership classifications when the term of their representative has expired.

3. Citizens representing public interests (non-elected positions) within the region including members of minority groups may serve as members of the Commission. Each such member must be a person residing in the development region. It is recognized that public interests within the region will change from time to time. To permit proper representation of such interests, the Commission shall periodically review representations for addition or deletion (as the case may be). In no event, however, shall the representation of minority groups be eliminated, as required by Minnesota Statutes 462.388. The following regional public interests shall be eligible for representation:
  - Minority Populations
  - Health & Human Welfare
  - High School Age Youth
  - College Age Youth
4. Members representing the public interests above mentioned shall be appointed by the Commission and may serve for a term of two years. The Nominating Committee shall review applications for membership, which shall be made available to the general public, and make recommendations to the Commission. Commissioners representing a public interest may be appointed to succeed themselves.
5. All commissioners shall serve until their successors are selected and qualified.
6. A vacancy in the office of commissioner shall occur upon the death or resignation of a member, if a member ceases to have required qualifications for membership as provided herein, or upon receipt of a formal resolution from any governmental unit indicating that a commissioner no longer is authorized to represent such governmental unit. Vacancies in public interest positions shall be filled in the manner prescribed in the Regional Development Act and Paragraph 4, Article III of these by-laws. Vacancies in elected positions shall be filled in the manner prescribed in the Regional Development Act and by the government unit represented by said position.
7. No salary shall be paid to commissioners for their services. However, a commissioner may receive a per diem and may receive reasonable expenses for each regular and special meeting attended. The chair of the Commission shall receive a per diem and reasonable expenses when working on behalf of the Region Nine Development Commission and so

reports on a request for disbursement from the Commission. The payment of expenses shall be made according to a schedule established by resolution of the Commission.

8. The word commissioner as used in these by-laws means an elected or appointed member to the Regional Development Commission.

## ARTICLE IV Commission Meetings

1. Annual Meeting. The annual meeting of the Commission shall be held in June of each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned.

The secretary of the Commission shall mail and/or send electronically written notice of the time and place of the annual meeting of the Commission to each member not later than ten (10) days prior to the date thereof. Concurrently, the secretary shall mail and/or send electronically to each member a tentative agenda of business, which is anticipated will be covered at the annual meeting. In no way, however, shall the business transacted at the annual meeting be limited by the tentative agenda. Members may transact at the annual meeting any business which may properly be brought before the Commission; provided, however, that no business with respect to which special notice is required shall be transacted unless such notice shall have been given.

2. Regular Meetings. The Commission shall meet on the second Wednesday of October, January and April at such location as may be established by the Commission and identified in the notice of meeting. Notice of the time and place of a regular meeting shall be given by the secretary of the Commission at least ten (10) days prior to the date thereof. The secretary of the Commission shall mail and/or send electronically to the members a tentative agenda of business to be transacted at the meeting. Transaction of business at the meeting, however, need not be limited to those items listed on the agenda.
3. Special Meetings. A special meeting of the Commission may be called for any purpose or purposes at any time by the chair, the board of directors, or any ten (10) members of the Commission. Persons entitled to call a special meeting shall make a request in writing, mailed, sent electronically or delivered in person to the chair of the Commission or to the secretary. It shall be the duty of the secretary forthwith to cause notice to be given to all members of a meeting to be held at such time and place as the officer may fix. Such notice shall state the purpose or purposes of the meeting and shall fix the date of such meeting not less than five (5) working days after the receipt of such request by the chairman or

secretary. No business may be transacted at a special meeting except as has been described in the notice.

4. Notice of Meeting. Notices of meeting (annual, regular and special) as provided herein shall be mailed and/or sent electronically to each member at his/her last known mailing address as listed in the last available Commission records.
5. Adjournment. Any meeting of the members may be adjourned from time to time upon a vote of a majority of the members present at the meeting. No other notice of adjourned meeting shall be required other than by announcement at the meeting at which such adjournment is taken.
6. Quorum. Presence at any meeting in person of fifty-one percent (51%) of the total voting membership shall constitute a quorum for the transaction of business. If a quorum is not present, those present shall have the power to adjourn the meeting from time to time until a quorum shall be present without giving further notice of the adjourned meeting. If a duly called meeting or adjourned meeting has begun with a quorum, the members may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.
7. Voting Rights. Every member of record at the date of a meeting, according to the records of the secretary, shall be entitled at such meeting to one (1) vote. Voting may be by voice or by ballot. There shall be no voting by proxy nor shall any commissioner designate an alternative to vote in his/her place. When any Commission member is absent from three (3) consecutive meetings, the Secretary shall notify the governmental units represented of that commissioner's absence.
8. Minutes. The minutes of each meeting shall be prepared and distributed to the Commission members after each meeting. Minutes and any corrections thereof, duly adopted, shall be signed by the presiding officer. The minutes of the meeting shall not be deemed to be correct until adopted at an annual, regular or special meeting of the Commission. Copies of the minutes shall be sent to the county auditor of each county in the Region at the same time as they are distributed to Commission members.

## ARTICLE V

### Board of Directors

1. The business and affairs of the Commission shall be managed by a board of directors whose actions and policies are subject to the approval of the Commission. The duties and responsibilities of the board of directors may be modified from time to time by resolution of the Commission.
2. The board of directors of the Commission shall consist of one chair, one commissioner from each county, and one commissioner, who must be an elected official, from each city with a population more than 25,000. Each county's representative on the board shall be nominated by a caucus of that county's representatives, subject to formal election by the Commission. For purposes of caucusing to select the other member of his/her county to serve on the board of directors, the representative from the city over 25,000 population, having a permanent seat on the board, shall not participate in the caucus. No two members who reside within the confines of that city may serve on the board of directors. No more than two public interest or appointed commissioners shall serve on the board of directors at the same time.
3. The term of each board member shall be concurrent with his/her term of office, if elected by public ballot, or concurrent with his/her seat on the Commission as profiled in Article III of the by-laws. Elected officials whose terms expire may be re-elected to the board of directors in the manner prescribed in Section 2 above at the first regular meeting of the Commission after the vacancy occurs.
4. Vacancies on the board of directors shall be filled by the Commission in the same manner as commissioners are elected to the board of directors.
5. Regular meetings of the board of directors shall meet at least six times during the eight months when the Commission does not meet (months of FEB, MAR, MAY, JUN, AUG, SEP, NOV, DEC). Notice of the board of directors' meeting shall be made to all members of the Commission at least ten (10) days prior to the date of the meeting.
6. Special meetings of the board of directors may be called for any purpose or purposes at any time by the chair of the Commission or by three (3) directors. Notice of a special meeting shall be given to all Commissioners.
7. A quorum at all meetings of the board of directors shall consist of a majority of the whole board; but less than a quorum may adjourn any meeting, which may be held on a

subsequent date without further notice, provided a quorum be present at such deferred meeting. If a quorum is present at the beginning of a meeting, such meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members to leave less than a quorum. The chair may vote only in the case of a tie.

## ARTICLE VI

### Officers

- 1A. The officers of the Commission shall be a chair, a vice chair, a secretary and a treasurer. The Commission may establish additional offices from time to time. The first chair shall be selected by the Commission from Commission membership. Nominations for chair will be accepted from any member of the Commission. The first chair shall serve a term of one year; succeeding chairs shall serve for a term of two years from the date of their appointment and until a successor is elected and qualified. The chair's term shall be restricted to two consecutive terms.
- 1B. Nominating Committee: The Budget and Personnel Committee will act as the nominating committee. The chair of the nominating committee will be a member from the Budget and Personnel Committee. A potential candidate shall abstain from the nominating process. The nominating committee must submit, twenty days prior to the election, the name or names of one or more commissioners who intend to stand for election for chair.
2. The Commission (or the board of directors acting with the consent of the Commission) may appoint one (1) or more assistant secretaries or assistant treasurers.
3. All officers shall be commissioners. Assistant secretaries or assistant treasurers need not be commissioners.
4. The officers shall be elected as hereinafter provided and shall serve for a term of one (1) year and until their successors are elected and qualified, except for the chair of the Commission, whose term shall be for two (2) years, except for the first chair whose term shall be one (1) year.
5. No two (2) offices may be held by the same person at the same time.
6. The chair shall be responsible for carrying out the policy decisions of the Commission and seeing that all resolutions of the Commission are carried into effect. The chair shall execute all contracts or instruments of the Commission and shall have the powers and duties vested

in him/her under and pursuant to the Regional Development Act of 1969 and any amendments thereto.

The chair shall preside at all meetings of the Commission and at meetings of the board of directors.

7. The vice chair, secretary and treasurer of the Commission shall each be a resident of the region and shall be elected by the board of directors from their membership at the first board of directors meeting after the annual meeting of the Commission and for a term of one (1) year.
8. The vice chair of the Commission shall assist the chair in carrying out his/her duties and responsibilities, and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chair at any meeting of the Commission or of its board of directors, the vice chair shall preside. If both the chair and vice chair are not in attendance at a regular or special meeting, a temporary chair shall be chosen from among those commissioners present at the meeting.
9. The secretary shall issue notices of all meetings (except those special meetings which may be called at the request of other officers pursuant to these by-laws). The secretary shall keep minutes of all meetings and maintain a record for that purpose. The secretary shall have custody of and provide for the safekeeping of all documents of the Commission except that clerical and safekeeping obligations may be delegated to the executive director of the Commission or to his/her staff.
10. The treasurer shall have responsibility for the funds of the Commission and shall keep a full and accurate record of accounts, receipts and disbursements in books belonging to the Commission and shall deposit all funds in the name and to the account of the Commission in such depositories as may be designated by the Commission. The treasurer shall disburse the funds of the Commission as ordered by the Commission and shall render to the Commission or the board of directors an account of transactions and of the financial condition of the Commission as required from time to time by the Commission or the board of directors.

The Commission may adopt a resolution authorizing the payment of routine reoccurring expenditures. So long as such an authorizing resolution shall be in effect the treasurer and chair shall have the authority to disburse the funds of the Commission for such purposes. Payments made pursuant to such resolution shall, however, be reported at the next meeting of the Commission or board of directors. In no event shall any officer of the Commission

authorize or obligate the Commission to make any payment except from sufficient unencumbered appropriated funds existing at that time to the credit of the Commission. A facsimile signature of an appropriate officer shall be permitted on checks drawn against Commission funds so long as such checks are executed personally by an authorized Commission official.

11. All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in an amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.
12. All employees of the Commission shall serve at the pleasure of the Commission and shall be governed by the personnel procedures and classification manual adopted by the Region Nine Development Commission and may be amended by the Commission.

## ARTICLE VII Administration

1. The Commission may employ an executive director. The administration of the work to be carried on by the Commission shall be the responsibility of an executive director who is to serve as the chief administrative officer of the Commission.
2. The executive director is to be appointed by the Commission from among the citizens of the nation at large and shall be selected on the basis of his/her training and experience in the field of government affairs. The executive director shall be responsible for all planning, coordination, reporting and other work required of the Commission. In addition, he/she shall be responsible for the administrative and personnel functions of the Commission. He/she shall make recommendations as to staff requirements, prepare and submit budgets, prepare reports and publications of the Commission, direct the work of the staff and work with such consultants as may be engaged by the Commission from time to time. The executive director may testify before public bodies or committees (with the consent of the chair within policy areas approved by the board of directors or by the Commission) and may consult and confer with appropriate public officials on behalf of the Commission in connection with its program or the achievement of its goals and purposes.
3. Any duty of the secretary or treasurer may be performed by the executive director or under his/her supervision pursuant to resolution of the Commission. Further, the Commission may grant general or specific authority to the executive director to execute instruments for and on behalf of the Commission.

4. The executive director shall, from time to time, make recommendations as to the size and composition of the staff employed by the Commission. Such recommendations shall be made to the board of directors, which shall, with the concurrence of the Commission, establish personnel policies as may be required.
5. Employees of the Commission may be under a merit system adopted by the Commission in consultation with the state director of Civil Service as stated by Minnesota Law.
6. Basic administrative research and planning services for all regional planning and development bodies may be provided by the Commission. The Commission may contract to obtain or perform services with state agencies, nonprofit regional groups, subdistricts organized as the result of federal programs, councils of government organized under Minnesota Statutes, Section 471.59, or any other law, and with local governments.
7. The board of directors may establish such committees, as it deems necessary to carry out its duties and responsibilities and may from time to time recommend the establishment of additional committees to the Commission.

## ARTICLE VIII

### Finance

1. The fiscal year of the Commission shall be from July 1 to June 30.
2. There shall be a standing Committee of Budget and Personnel, which shall annually recommend to the Commission a proposed budget. Such proposed budget shall be submitted by mail to each member of the Commission no later than July 1 of each year. The proposed budget shall be considered by the Commission at the annual meeting in July of each year.
3. The Commission shall conduct such hearings regarding the proposed budget as are specified in the Regional Development Act.
4. Disbursement of funds of the Commission shall be by check signed by both the chair or secretary and the executive director of the Commission.
5. The monies of the Commission shall be deposited in the name of the Commission in such national or state banks or trust companies authorized to do banking business, as the Commission shall designate in writing. Such designation shall set forth the terms and

conditions upon which deposits and withdrawals may be made and shall be signed by the chair and secretary and made a part of the Commission minutes.

## ARTICLE IX Notices

1. Whenever the provisions of the Minnesota Statutes or these by-laws require notice to be given, it shall not be construed to mean personal notice; such notice may be given by depositing the same in a post office or letter box in a postage-paid envelope or sent electronically and addressed to such individual at his or her address as the same appears on the books of the Commission. The time when such notice shall be mailed shall be deemed to be the time of the giving thereof.
2. A special meeting may be called under unusual circumstances without submitting prior notice as elsewhere provided in these by-laws. However, business conducted at such meeting shall be official only if waivers of notice are signed by all members of the Regional Development Commission.

## ARTICLE X Amendment of By-Laws

1. The by-laws of the Commission may be amended by the majority vote of the members of the Commission at any regular meeting of the Commission or at any special meeting thereof, provided that notice of such regular or special meeting shall state the proposed amendment and the fact that it is to be voted upon at the meeting. The board of directors shall have no power or authority to amend or repeal these by-laws.

## ARTICLE XI General and Miscellaneous

1. The immediate past chair of the Commission and the senators and representatives who are members of the State Legislature and whose districts include any part of the region served by the Region Nine Development Commission shall be ex-officio members of the Commission without any voting rights.
2. All meetings shall be conducted pursuant to Roberts Rules of Order unless otherwise provided by these by-laws.



## AMENDMENTS TO THE BYLAWS

### AMENDMENT

**April 13, 2011**

*Article III, Section 3, of the Bylaws shall be amended to read as follows:*

3. Citizens representing public interests within the region (including members of minority groups) may serve as members of the Commission. Each such member must be a person residing in the development region. It is recognized that public interests within the region will change from time to time. To permit proper representation of such interests, the Commission shall periodically review these by-laws to provide for the addition or deletion (as the case may be) of special interest entitled to representation on the Commission. Addition or deletion shall be carried out by amendment of these by-laws in the manner hereinafter set forth. In no event, however, shall the representation of minority groups be eliminated. The following public interests within the development region shall each be entitled to representation by one member upon the Commission:
  - A. Health & Human Welfare
  - B. Minority & Low Income

*NOTE: This amendment makes no change to the sentence portion of Section 3. It only eliminates the following public interest groups from the alphabetical listings in Section 3:*

*Agriculture*

*Commerce, Industry, Transportation and Construction*

*Crime Prevention*

*Environmental Quality*

*Labor*

*Tourism & Recreation*

AMENDMENT

**July 9, 2014**

*Bylaws shall be amended to include and/or sent electronically as means of receiving meeting notices.*

*Bylaws shall be amended to change the full Commission regular meeting date from September to October.*

AMENDMENT

**July 8, 2015**

*Bylaws shall be amended to change the annual meeting date to be held on the fourth Wednesday in June.*

AMENDMENT

**October 12, 2016**

*Article III, Section 3 of the bylaws shall be amended to add Youth as a public interest representative.*

AMENDMENT

**June 28, 2017**

*Article VI, Section 1B of the bylaws shall be amended to read as follows:*

- 1B. Nominating Committee: The Budget and Personnel Committee will act as the nominating committee. The chair of the nominating committee will be a member from the Budget and Personnel Committee. A potential candidate shall abstain from the nominating process. The nominating committee will submit, twenty (20) days prior to the election, names of two (2) or more individuals of the Commission who are willing to stand for election for the position of chair.

AMENDMENT  
**January 10, 2018**

*Article IV, Section 1, paragraph 1 of the bylaws currently reads:*

1. Annual Meeting. The annual meeting of the Commission shall be held on the fourth Wednesday of June in each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned. In the event said annual meeting date is a legal holiday, such meeting shall be held on the next succeeding business day.

*Article IV, Section 1, paragraph 1 of the bylaws is amended by the Commission to read:*

1. Annual Meeting. The annual meeting of the Commission shall be held in June of each year at the principal office of the Commission or at such other location as the Commission shall determine and shall be specified in the notice of meeting hereinafter mentioned.

AMENDMENT  
**October 10, 2018**

*Article III, Section 4 of the bylaws currently reads:*

4. Members representing the public interests above mentioned shall be selected by the Commission from nominees provided to the Commission by the public interest groups in a manner specified by the Commission by resolution. The Nominating Committee shall review applications and make recommendations to the Commission. Commissioners representing a public interest shall serve for a term of two years. Commissioners representing a public interest may be selected to succeed themselves.

*Article III, Section 4 of the bylaws is amended by the Commission to read:*

4. Members representing the public interests above mentioned shall be appointed by the Commission and may serve for a term of two years. The Nominating Committee shall review applications for membership, which shall be made available to the general public, and make recommendations to the Commission. Commissioners representing a public interest may be appointed to succeed themselves.

AMENDMENT  
**May 8, 2019 (A)**

*A portion of Article III, Section 3 currently reads:*

In no event, however, shall the representation of minority groups be eliminated. The following public interests within the development region shall be eligible for representation:

One position of Minority interest (as required by law, MN Statute Chapter 462.388(10))

- Health & Human Welfare
- Minority Populations
- Youth

*A portion of Article III, Section 3 is amended by the Commission to read:*

In no event, however, shall the representation of minority groups be eliminated, as required by Minnesota Statutes 462.388. The following regional public interests shall be eligible for representation:

- Minority Populations
- Health & Human Welfare
- High School Age Youth
- College Age Youth

AMENDMENT  
**May 8, 2019 (B)**

*A portion of Article VI, Section 1B currently reads:*

The nominating committee will submit, twenty (20) days prior to the election, names of two (2) or more individuals of the Commission who are willing to stand for election for the position of chair.

*A portion of Article VI, Section 1B is amended by the Commission to read:*

The nominating committee must submit, twenty days prior to the election, the name or names of one or more commissioners who intend to stand for election for chair.

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

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

EMERGENCY PLAN - Short Term Unplanned Absence.

1. Rationale: When the Finance Director departs unexpectedly, usually due to death or illness, this can be used as a short-term “stop gap” measure to sustain viability for the short-term or for longer-term use when it will take time for recovery of illness or to go through replacement.
2. Priority Functions of the Finance Director needed to be completed on a short-term basis include:
  - A. Ensuring vendors are paid on a timely basis.
  - B. Performing the payroll and related human resources functions.
  - C. Receipting and depositing funds as necessary.
  - D. Submission of required federal reporting as needed.
3. Approved Actions in the event of an unplanned temporary/short absence or death of the Finance Director.
  - A. The Board of Directors authorizes the Executive Director to implement the terms of this emergency plan.
  - B. The Executive Director shall immediately inform the Chair of the Commission of the Finance Director absence.
  - C. The Lending Specialist shall assume the duties as listed under Priority Functions as listed earlier.
  - D. RNDC’s IT representative will allow all applicable data access to that of the Lending Specialist and/or Executive Director.
4. Cross-Training Plan for Appointees: The Finance Director with the help of the Executive Director shall develop a plan for training the Lending Specialist in each of the priority functions of the Finance Director. *(as listed in bullet 2.)*

The training plan will be attached to this document when the plan is completed. The Finance Director shall have the responsibility of handling the logistics of the plan’s implementation. The plan will include:

- A listing of all login systems needed for completion of priority functions.
- Video walkthroughs of how to perform each priority function.

- Email and call forwarding to be put in place for communications required of the Finance Director.
5. **Compensation:** The Acting Finance Director shall receive a temporary salary increase to the entry-level salary of the Finance Director OR to 5% above his/her current salary, whichever is greater.

#### TEMPORARY LONG-TERM PLAN

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

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

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

#### APPROVALS AND MAINTENANCE OF RECORD

1. **Succession Plan Approval:** This succession plan will be approved by the Board of Directors. Following approval, the plan will be reviewed and amended as needed annually.
2. **Signatories:** The Board Chair, Executive Director, Finance Director and the appointees designated in this plan shall sign this plan and all updated version of the plan if there are changes at the June meeting of the Commission.

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

**SIGNATORIES**

**TO Be Annually Updated and Secured at Commission June Meeting**

This Succession Plan has been reviewed and approved by the full Board of the RNDC Commission on RNDC.

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Mike Laven, Board Chair

Date

---

Executive Director

Date

---

Finance Director

Date

---

Jazmine Flores, Lending Specialist

Date

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

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

**EMERGENCY PLAN - Short Term Unplanned Absence.**

1. Rationale: When the Executive Director departs unexpectedly, usually due to death or illness, this can be used as a short-term “stop gap” measure to sustain viability for the short-term or for longer-term use when it will take time for recovery of illness or to go through replacement.
2. Priority Functions of the Executive Director – see attached job description and External Roles and Relationships. Those functions include:
  - A. Carry out the mission of RNDC as stated by RNDC Commission through planning, administration and communication.
  - B. Assure that the overall operations of the commission are carried out in an effective, professional, and timely manner.
3. Approved Actions in the event of an unplanned temporary/short absence or death of the Executive Director.
  - A. The Commission authorizes the Board of Directors to implement the terms of this emergency plan.
  - B. The Deputy Director or other appropriate staff shall immediately inform the Chair of the Commission of the Executive Director’s absence.
  - C. The Commission Chair shall convene a meeting of the Board of Directors via video conference to affirm the procedures prescribed in this plan or to make modifications the Board deems appropriate.
  - D. Standing Appointee to the position of Acting Executive Director: to be Jessica Beyer, Deputy Director.  
If Jessica Beyer is unable to take on the role of Acting Executive Director, Kristian Braekkan will serve as the backup for the position.

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

4. Cross-Training Plan for Appointees: The Executive Director will work with the Deputy Director to develop a plan for training in each of the priority functions of the Executive Director. *(from job description)*

The training plan will be attached to this document when the plan is completed.

5. Authority and restrictions of the Appointee: The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director. This includes signature authority on all accounts, investments and checks, etc. The RNDC Finance Director, will immediately issue all appropriate signature changes to include Acting Executive Director; such as signature cards for checking accounts at banks, etc.
6. Compensation: The Acting Executive Director shall receive a temporary salary increase to the entry-level salary of the Executive Director OR to 5% above his/her current salary, whichever is greater.
7. The Board Chair is responsible for oversight and support to the Acting Executive Director: As with the Executive Director, the Board Chair will have responsibility for monitoring the work of the Acting Executive Director. In addition, the Board of Directors will also be alert to the special support needs of the Acting Executive Director in their temporary leadership role.
8. Communications Plan: As soon as possible after the Acting Executive Director has begun covering an unplanned absence of the Executive Director, The Board Chair shall communicate the temporary leadership structure to the following key supporters external to RNDC:
  - A. Governments within the Region Nine region, total of nine counties
  - B. Key Customers (current contractual partners)
  - C. Key Partners and foundations (NADO and MADDO Executive Directors)
  - D. When appropriate the Communications Specialist will develop a press release for regional newspapers and media. Press release will also be sent to all newspapers and news outlets in the region.

### **TEMPORARY LONG-TERM PLAN**

1. **Rationale:** When the Executive Director's unplanned absence is expected to last more than 3 months and it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved.  
**Process:** A determination will be made by the Board of Directors to decide if the Executive Director is ready and able to resume the duties of the position. If it is determined that the Executive Director is not either ready nor able to resume the duties of the position, and therefore will not be reinstated, then

the Permanent Plan outlined in this document will commence. If it is determined that they are ready and able to resume the duties of the position, then a plan for an orderly return will be established, communicated and implemented.

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

2. **Procedures:** The procedures and conditions to be followed shall be the same as for the unplanned short-term absence with one addition:
  - A. The Board of Directors of the Commission will give immediate consideration in consultation with Acting Executive Director, to temporarily back-fill the position left vacant by the Acting Executive Director (filling the Deputy Director position). OR they may decide to develop a temporary plan utilizing **multiple** appropriate staff to cover the responsibilities of the Deputy Director position left vacant. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary position would focus on covering the priority areas in which the Acting Executive Director needs assistance.

### **PERMANENT PLAN**

1. **Rationale:** A permanent unplanned absence is one in which it is firmly determined that the Executive Director will not be returning to the position.
2. **Procedures:** The procedures and conditions shall be the same as the temporary long-term plan for an unplanned absence with the following additions:
  - A. The Commission shall appoint a Search Committee to include a minimum of two Commission members, one or two MADO Executive Directors (Dawn Hegland and/or Jay Trusty), and begin the process of a search for a permanent long-term Executive Director.
  - B. Search Committee will utilize a Talent Recruitment Consultant who will report directly to the Chair of the Search Committee to develop a full search plan and implementation.

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

#### **APPROVALS AND MAINTENANCE OF RECORD**

1. **Succession Plan Approval:** This succession plan will be approved by the full Commission. Following approval, the plan will be reviewed and amended as needed by the Board of Directors.
2. **Signatories:** The Board Chair, Executive Director, and the appointees designated in this plan shall sign this plan and all updated version of the plan if there are changes at the June meeting of the Commission.
3. **Maintenance of Record:** Copies of this plan shall be maintained by the Board Chair, Executive Director, Finance Director, and filed.

## SIGNATORIES

This Succession Plan has been reviewed and approved by the RNDC Commission.

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Mike Laven, Chair of the Commission

Date

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Executive Director

Date

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Jessica Beyer, Deputy Director

Date

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Kristian, Braekkan, Economic Development Director

Date



## RESOLUTION

Region Nine Development Commission

**2026 – 02**

**Resolution Establishing Region Nine Development Commission  
Meeting Dates for Fiscal Year 2027**

**Whereas,** The State of Minnesota established the Region Nine Development Commission to work with an on behalf of the nine counties, seventy-two cities, and one hundred forty-seven townships on economic, social, physical and governmental issues of a regional nature, and

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

**Now, therefore, be it resolved,** that the Region Nine Development Commission establishes the following as meeting dates for fiscal year 2027.

**Full Commission**

October 14, 2026  
January 20, 2027  
April 14, 2027  
June 9, 2027

**Board of Directors**

August 12, 2026  
September 9, 2026  
November 11, 2026  
December 9, 2026  
February 17, 2027  
March 10, 2027  
May 12, 2027

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

Dated this 17<sup>th</sup> day of June 2026

Signed:

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Mike Laven, Chair

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Jim Branstad, Secretary

# Interim Executive Director's Report

*Submitted by Jessica Beyer*

Board of Directors Report for May 13, 2026 Meeting

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## **Leadership Transition & Organizational Stability**

Over the past six months, I have worked to maintain and enhance organizational continuity, support staff, and ensure consistent engagement with the Board and Commission during this transition.

This work has included close collaboration with Board leadership, direct outreach to Commission members, and intentional staff engagement through regular meetings, individual check-ins, and team communications. Ensuring that programs, services, and projects remain on track while supporting staff, enhancing organizational processes, working to achieve financial solvency, and pursuing new or continued funding opportunities that align with the needs of our region have and remain key focus areas.

## **Financial Oversight & Administrative Operations**

Added oversight, support, and attention has been given to working with Finance to continue progress with managing department functions, project/deadline priorities, communication, and resources to aide wherever possible with financial clean-up efforts and time sensitive needs.

A recent main responsibility has been coordinating, facilitating and following up on team budget meetings in preparation for the FY26/27 Budget. This has also included external meetings related to new and existing partnerships/revenue sources to solidify expected revenue for the new fiscal year. I have also been working to find additional ways to reduce expenditures wherever possible with service contracts. For instance, I'm currently analyzing and obtaining quotes for IT services to make sure we are right sized for our needs. Costs with our current IT contract significantly increased in March.

Navigating project lists with finance and delegating work, when possible, to myself and team members to support the finance workload is ongoing.

I've been in communication with Tom from Abdo and Stephanie on the audit extension which is on my radar as a key priority for Finance that needs to happen within the next few months in coordination with clean-up and Abdo's availability.

## **Governance, Bylaws & Organizational Development**

Governance and efforts to strengthen organizational practices continue to be carried out. Key accomplishments and ongoing work include:

- Ongoing work/support/progress of an ad-hoc Bylaws Subcommittee
- Development of materials, and packets for regular Commission, Board, and Budget & Personnel Meetings
- Continued follow-up work on recommendations and actions from Commission and Committee meetings for example with development of policies
- Preparations are underway for the annual meeting and bus tour

## **Funding, Grants & Strategic Partnerships**

I have worked closely with staff to identify, pursue, and oversee grant funding and partnership opportunities that align with RNDC's mission and long-term sustainability. These efforts include both competitive grant submissions and strategic relationship-building activities. Recent grant awards will be discussed at the meeting and notable meetings are listed at the end of this report for this reporting period. Additionally, more information

will be presented specifically on the organizational development and financial sustainability work I am spearheading for the organization.

### **Staff Engagement & Capacity Building**

Supporting and investing in RNDC staff remains a priority. In addition to monthly staff meetings and individual check-ins, I have facilitated additional engagement opportunities—such as listening sessions and informal coffee conversations—to strengthen communication, trust, and team culture.

### **External Engagement & Regional Representation**

Throughout the reporting period, I have continued to represent Region Nine at key local, regional, and statewide meetings and events. These engagements support RNDC's partnerships, advocacy efforts, and regional leadership role.

#### Notable Activities/Meetings/Events since April 8, 2026:

- 5/13/26 - RNDC Board Meeting
- 5/12/26 - SMIF Partnership Discussion
- 5/11/26 - RNDC Staff Meeting & Spring Potluck
- 5/6/26 - Bylaws Committee Meeting
- 5/4/26 - Transportation Reauthorization Discussion with NADO and MN RDO's
- 5/4/26 - RNDC Staff Meeting
- 4/29 to 5/1/26 - MADDO All Staff Professional Development & Peer Group Training
- 4/28/26 - Bob Meyer Retirement (Blue Earth County Administrator)
- 4/27/26 - RNDC Staff Check-in Meeting
- 4/24/26 - MCAP Partnership Contract Discussion
- 4/23/26 - SMIF 40<sup>th</sup> Anniversary Event; SBDC Partnership Meeting
- 4/22/26 - Mankato Area Foundation Recharge Event; EDD Quarterly Meeting; MCAP Awards Event
- 4/20/26 - RNDC Staff Meeting and Employee Appreciation Activities (including baked potato bar lunch)
- 4/16/26 - Sibley County Meeting with Administrator
- 4/15/26 - Safe Routes to School Meeting with Le Sueur
- 4/13/26 - RNDC Staff Check-in Meeting
- 4/10/26 - Pioneer Bank Relationship Building Meeting
- 4/9/26 - Meeting at MSU with Congressman Finstad's DC Representative
- 4/8/26 - Bylaws Committee Meeting and Commission Meeting

#### Upcoming Notable Activities/Events/Meetings to June 17, 2026:

- 5/14/26 - New Ulm Family Resource Meeting
- 5/15/26 - Bike to Work Day
- 5/18/26 - RNDC Staff Meeting
- 5/26/26 - Budget and Personnel Committee Meeting
- 5/27/26 - Le Sueur County Communities Presentation
- 5/28 to 5/29/26 - MADDO Executive Directors Meeting
- 6/1/26 - RNDC Staff Meeting
- 6/5/26 - KTOE Talk of the Town
- 6/8/26 - RNDC Staff Check-in
- 6/10/26 - RNDC Housing Forum; REDA Advisory Committee Meeting
- 6/12/26 - AMC District Meeting - Brown County
- 6/15/26 - RNDC Staff Meeting
- 6/27/26 - RNDC Bus Tour; Commission Meeting

## Finance

- As mentioned in my previous Finance Director reports, my workload continues to exceed my current capacity. A long-term, cost-effective solution to this issue remains imperative to ensure that all financial responsibilities, reporting requirements, and organizational priorities can continue to be managed effectively and in a timely manner.
- Training is now complete for Sarah to assist with the accounts payable process. Now that she has received initial training on the GMS system, we have jointly blocked out our calendars for May 13–15 to focus specifically on recoding and correcting FY25 transactions.
- Lu Vanderwerf continues to provide valuable assistance with correcting and updating the GMS system so that accurate and current accounting reports can once again be generated reliably. Her continued support has been instrumental in helping move this process forward. Her next full day in the office is scheduled for May 20.
- There are still several contracts that have been worked on but not yet invoiced. The continued inability of GMS to generate correct financial reports is creating a significant backlog in the invoicing process, which is delaying reimbursement and revenue collection efforts. Resolving these reporting issues remains a top priority.
- Initial work on the FY27 budget has begun. My schedule has been blocked out for May 18–22 to focus on completing the budget development process, with presentation to the B&P Committee scheduled for later this month. We anticipate facing several financial challenges in the upcoming fiscal year, including ongoing uncertainty surrounding federal funding sources. Diversification of revenue streams and continued strategic financial planning will be increasingly important to maintaining organizational stability and supporting future operations.

## Revolving Loan Fund

- Jazmine has experienced a significant increase in applications for new loan requests over the past several weeks, to the point that a waitlist system may soon need to be implemented in order to effectively manage workflow and maintain timely communication with applicants.
- A notable takeaway from the recent MADO All Staff training was learning that Region Nine is tied for the largest Revolving Loan Fund among all Minnesota RDOs. Between cash on hand and invested assets, the fund has now reached approximately \$4 million.

## Region Nine Area, Inc.

- RNAI Two RNAI clients, Food Recovery by Wooden Spoon and Waseca Community Investment Group, currently have grants that are winding down and will require additional assistance with final project reporting and closeout activities. Staff will continue working closely with both organizations to ensure all reporting requirements are completed accurately and submitted within the required timelines.

**PROGRAM UPDATES:**

**Comprehensive Economic Development Strategy (CEDS)** – Alejandra, Nate

Alejandra submitted an application to the University of Minnesota's RSDP program to support the CEDS process. After review, RNDC was invited to submit a full proposal. If selected for the final project, RSDP would partner with RNDC and connect RNDC with a graduate student to support data analysis. The project would also provide staff time from Extension educators, stipends and funding to support engagement activities, and funding to cover platform memberships for data analysis and survey collection. Alejandra has also been conducting one-on-one interviews with key regional stakeholders in workforce development and education. She leads the CED committee, which is steering and leading the implementation process for the CEDS.

**Regional Food System Supply Chains and Transportation Implications** – Kristian

No new updates at this time.

**Regional Food Rescue** – Tom, Sabri

The amount of food rescue in our region is currently sitting at 42,240 lbs. so far this year, valued at approximately \$92,071. Some of the highlights this past month include biscuits, coffee creamer & corn from trucks rejected at Walmart, a large 2,200 lb. rescue of produce from MSU.

Prior to the summit, Tom also presented to the Northeast Climate Smart Food Systems group, highlighting our program and helping them identify potential opportunities in their area.

**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. This has already resulted in us getting a diverted call from the Ponderosa landfill for 800 lbs. of spinach, most of which reached the Produce Place refrigerators.

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 Pride Counseling Services, Fernbrook Family Center, Partners for Housing, and the Lake Crystal Area Rec Center. The final fridge from this program will be delivered to Beyond Brink in the coming week.

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

**Bus Tour** – Nate, Jessica

Nate and Jessica met with Commissioner Annis about touring Mapleton as part of the 2026 Bus Tour. Tentatively, the bus tour will stop at the Winnebago Museum before heading to Mapleton. Final destinations, speakers, and agenda will be provided soon.

**Communications** – Nate

Nate attended the MADDO All-Staff training in St. Cloud with the rest of the team. The training provided the RDO's staff to learn from leaders in Economic Development and Leadership. MADDO also gave the various departments an opportunity to meet with their peers and discuss issues and best practices.

Nate also attended MADDO's Writing with Purpose Intensive. This event focused on ways to tell the stories of our organizations and the communities we serve. During the event, Nate gave the winning presentation that secured a \$1000 donation to the YouthSet Organization in St. Cloud.

Nate has been helping to facilitate the upcoming Regional Housing Forum in June. This has included creating the event and landing pages and creating promotional materials. Trying a new platform to check effectiveness and features. He has created a webpage and graphics to promote the event as well as booking a radio session for Alejandra on KTOE.

Nate met with Lime Valley Advertising to discuss ways to make the CEDS easier to access and use. Nate is exploring a web-based solution to make navigating the final document and data more intuitive. Nate will continue to assist with the CEDS when the budget allows.

Nate continued his work on a comprehensive communications guide for RND. 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 has created signage and social media posts for the upcoming Bike to Work Day happening in May. He is supporting Mark with tasks as they arise including a press release to be distributed to local media.

Nate and Jessica met with Hannah Bretz, the Regional Director of the SBDC to discuss providing marketing consultation services to SBDC clients as part of new partnership discussions with SBDC. Nate will be meeting with Hannah to discuss further and take the next steps with the opportunity.

Nate has been examining and implementing cost-saving measures in the Communications Department. He switched to a new social media scheduling platform. The change eliminated a recurring \$1,200 annual membership in exchange for a \$47 lifetime membership on the new platform. He also negotiated a lower per-user rate for RND's Adobe Acrobat team accounts. Nate has also greatly reduced the cost of website maintenance over the last four years with a dramatic decrease in 2025 and into 2026. When he took over the communications department, the service cost for 2023 was \$948.55. In 2025, the cost of services was lowered to \$156.25 due to Nate's experience managing websites.

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**

Jazmine Flores continued to support the administration and growth of the Revolving Loan Fund (RLF) through a combination of portfolio management, outreach, and professional development activities. She completed a UCC extension for Pizzeria 201 to ensure compliance and continuity within the portfolio. In addition, she received and began reviewing new loan applications for several prospective projects, including Kinder Cottage Daycare, Le Center Floral, Endless Adventure Park, and a potential project with River Rock in St. Peter. Jazmine also maintained routine financial operations by processing RLF payments and onboarding new clients into the bank portal in preparation for upcoming payment cycles.

Jazmine remained active in strengthening partnerships and exploring program expansion opportunities. She met with Alejandra to review the structure and feasibility of reintroducing a microloan program at Region Nine. She also participated in MADDO training alongside the full team to enhance her professional knowledge and stay aligned with statewide development efforts. As part of ongoing outreach, Jazmine met with Jordan Evans from CCF Bank to discuss continued collaboration opportunities and, along with Jessica Beyer, visited West Bank to explore potential partnerships. She plans to follow up with both institutions to present on the RLF program and expand lender relationships.

In addition to lender engagement, Jazmine connected with local daycare advocates, facilitated through Alejandra, to discuss childcare funding needs and how the RLF could support these efforts. She also attended a Grow America best practices webinar focused on fraud prevention, strengthening her awareness of risk management strategies. To stay connected with existing borrowers, Jazmine conducted a site visit at Moonshot Enterprises, reinforcing ongoing client relationships and monitoring project progress.

**Safe Streets and Roads for All Grant** – Mark

No new updates at this time.

**Transportation/MnDOT Regional Planning Grant** – Joel, Mark

Joel facilitated the quarterly TAC meeting on May 8. There, he presented the proposed workplan for the FY27 MnDOT planning grant contract and took suggestions from the TAC on additional items before the TAC motioned to recommend approval of the FY27 workplan. There was also a discussion in the TAC about starting a Regional Transportation Coordinating Council (RTCC) in the region. Mark also gave a road safety update at the TAC meeting.

Relevant to the RTCC discussion at the TAC, Joel, Mark, and Jessica have been meeting with the Mayo Clinic to discuss starting an RTCC in the region as well. Since the RTCC funding cycle won't be open again until early 2028, other funding avenues are being explored to serve as a stopgap until 2028.

Joel and Mark met with other RDO transportation planners ahead of the MADO all-staff retreat for their scheduled quarterly meeting and during the retreat as well. There, they discussed differences in procedures between the ATPs throughout the state and are looking to meet with MnDOT transportation staff at the next quarterly meeting to discuss best practices. They also discussed the various functions and forms each RDC's TAC takes and may continue that exchange to see what works and if some RDOs want to reconsider how their TAC operates entirely.

Mark and Joel have secured a city permit for Bike to Work Day on May 15 and will be hosting an event from 7:00am-9:00am on the stage area in front of the Intergovernmental Center in Mankato.

**St. James Energy Navigators** - Sabri

Sabri has 45 household installations scheduled between March and September.

**Prevention of Wasted Food MPCA Grant** – Sabri

Sabri submitted a regional application 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, grant partners includes the Waseca Food Shelf, Neighborhood Pantry, Feeding Our Communities Partners (FOCP), Southcentral MN Food Recovery, MY Place, and the St. Peter Area Food Shelf.

**Local Foods Month** – Sabri, Nate

Sabri has continued to work on Local Foods Month. So far, he has 7 farms and 7 restaurants participating for 2026.

**MDA Specialty Crop Block Grant** – Sabri

Sabri and the Living Earth Center were conditionally awarded a specialty crop block grant from the MDA. The grant will further establish the Emerging Growers program and help these growers in establishing their businesses and creating markets for their culturally relevant crops.

**REGIONAL TECHNICAL ASSISTANCE:**

**Fairmont Energy and Environmental Resilience Plan** – Sabri, Sam, Lisa, Nate

No new updates at this time.

**Minnesota Climate Adaptation Partnership (MCAP)** – Sam, Jessica, Sabri

Sam and Jessica recently attended the Minnesota Climate Adaptation awards to celebrate efforts taken across the state over the past year, and to continue building the relationship between RNDC and MCAP. Sam is also working with the EM Directors for Waseca and Blue Earth Counties in developing a community preparedness workshop. This initiative is designed to prepare residents and community members ahead of extreme weather events, helping them think about putting measures in place to be more resilient and ready for future floods, droughts, and more.

**Tri-County Solid Waste Management Plan** – Joel, Mark, Nate

No new updates at this time.

**Apple Blossom Road & Shooting Star Scenic Byways Corridor Management Plans** – Mark, Joel, Sabri, Sam, Alejandra, Kristian, Sarah, Nate

Mark has continued to build up the GIS deliverables for the scenic byway plans. Mark and Joel have scheduled kickoff meetings with select stakeholders for both plans.

**Empowering Small Minnesota Communities Rural EMS Project** – Joel

The project team is working on an additional phase of interviews from key informants in EMS in the region.

**Housing Forum** - Alejandra

Alejandra has been working with Minnesota Housing staff to plan the housing forum, which will be hosted on June 10 at the Mayo Health Clinic Event Center. She has also been meeting one-on-one with housing experts and leaders to identify key questions, topics, and resources to highlight, as well as conducting outreach to promote registration. The forum will bring together local governments, nonprofits, lenders, housing developers, and community leaders from across the region to share ideas, highlight resources, and identify practical solutions to address housing challenges. The event will also include discussions on current housing trends, tools and financing options, and local examples of communities making progress on housing.

**Empowering Small Minnesota Communities: South Bend Township** – Sabri, Sam, Lisa

RNDC worked with the South Bend Township Board to submit an application focusing on flood mitigation for impacted households. Recurring issues related to drainage and surface flow have led to flooded basements and properties, making life difficult for residents. This project will assess a variety of solutions and project ideas that can help alleviate these issues.

#### **GRANT COORDINATION AND ADMINISTRATION:**

**Solar on Schools – MNSU, Mankato** – Sabri

No new updates at this time.

**Food Retail Improvement Grant** – Sabri, Alejandra

No new updates at this time.

**BRIDGE The Gap: Student-Led Energy Outreach** – Sam, Lisa

Sam and Lisa have been coordinating efforts with BRIDGE Club on the distribution of LED lighting kits to Mankato neighborhoods. Approximately 100 kits have been deployed alongside energy efficiency resources (MVAC, Citizens Utility Board) and a project survey Sam developed in tandem with RNDC Youth Commissioner, Hunter Jordan.

**Region Nine Community Resilience Plan** – Sam, Lisa

No new updates at this time.

**Energy Efficiency and Conservation Block Grant (EECBG)** – Sam, Sabri, Lisa

Sam and Sabri will be working with Lake Crystal to develop solar education resources for the community.

**Henderson Stormwater and Wastewater Resilience Plan** – Sam, Lisa

The MPCA contract agreement has officially been formalized, and a kickoff meeting will be held during the first full week of May to coordinate roles and responsibilities for the project partners. RNDC will be facilitating and managing the project.

**MPCA Waseca Local Climate Action Grant** – Sam, Lisa

RNDC was awarded \$50,000 to help develop a climate resilience hub for the City of Waseca. These efforts will prioritize direct community engagement, fielding input and expertise from local stakeholders. Technical partners for this grant include the Minnesota Climate Adaptation Partnership (MCAP) for hub framework insights, and the Great Plains Institute (GPI) for the energy expertise.

**Eagle Lake Land Use Plan – Alejandra**

Alejandra has been working to identify and pursue funding opportunities to support a land use plan for the City of Eagle Lake. She worked with Jennifer Brownland to submit an application to the Blandin Foundation to fund the plan. After submitting the letter of intent, Eagle Lake was invited to submit a full application.

**Economic Development Administration (EDA) Disaster Grants - Kristian, Jessica, Alejandra, Mark**

Region Nine staff have been working with local governments and higher education to submit EDA Disaster Grant applications since the release of the notice of funding opportunity in June 2025. All nine counties within Region Nine were part of the disaster declaration. It was presented at the April Commission Meeting that we obtained word from the EDA that grants for MSU/Region Nine, City of North Mankato, Le Sueur County (Cannon River Watershed), Martin County, and Rice County were not awarded funding. The City of Springfield still has a pending grant with the EDA. Currently, we are also supporting the City of Waterville, South Central College, and the City of Mapleton with potential submissions. Over the last several weeks we have been conducting debrief calls for each of the projects and determining the next steps for pursuing alternative funding. Jessica and Kristian have also been in communication with the Federal EDA Regional Office and Federal Delegation staff members regarding the uniqueness of no awards being made. Jessica was also part of a meeting with a representative from Congressman Finstad's Office where information about the grants and projects was shared.

**McKnight MADO Application – Jessica, Sam**

Jessica and Sam worked with 7 other RDOs to develop and submit an application to the McKnight Foundation designed to support general capacity building and operating support for climate and clean energy focused initiatives. The application will be reviewed by the McKnight Board in mid-May, and funding announcements are anticipated to be made by early June.

**McKnight Region Nine Application – Sam, Sabri, Lisa**

Sam, Sabri, and Lisa worked to develop an additional McKnight Foundation application designed to establish a dedicated funding stream for grant writing and high-level technical assistance support. This funding would act as a revolving grant writer fund replenished annually by RNDC's grant writing fee for service charge. This instills a sustainable model that allows RNDC planners to continue pursuing funding opportunities for the region while also ensuring RNDC is compensated for its time in these efforts.

**Blandin Foundation Application - Jessica, Sabri, Alejandra, Sam, Kristian, & Lisa**

RNDC is submitting an application to the Blandin Foundation designed to bring in additional capacity building dollars to continue our work in the region. We will focus on providing direct support to communities under 1,000 residents and communities with significant BIPOC populations. This will include supporting communities in the expansion of their housing stock, building and maintaining their tax base, and creating environmentally and socially resilient communities. Specific projects and deliverables will include supporting applications for DEED's Small Communities Development Program, developing economic feasibility studies for projects in the region, supporting flood resilience initiatives, and other opportunities discovered during the funding period.