



REGION NINE



**DEVELOPMENT
COMMISSION**

Commission Meeting

Wednesday, June 17, 2026 6:00 p.m.



COMMISSION MEETING

June 17, 2026 | South Central Service Cooperative
Dinner and Networking at 5:00 p.m. | Meeting at 6:00 p.m.

AGENDA

	<u>Time</u>	<u>Page</u>	<u>Action</u>
1. Call to Order - <i>Chair Laven</i>	6:00		
2. Approval of Agenda		2	Action
3. Pledge of Allegiance			
4. Roll Call - <i>Secretary Brastad</i>			
5. Approval of April 8, 2026, Meeting Minutes	6:05	3	Action
6. Approval of Financials		7	Action
7. Housing Forum Re-cap and Greater MN Housing Partnership Fund Rural & Tribal Capacity Building Program Overview <i>Presented by: Alejandra Bejarano, RNDC & Breanne Kennedy, CEO of Thrive Consulting, LLC</i>	6:15	12	
8. Public Hearing of FY27 Budget	6:30	26	
A. Call to Opening Public Hearing			Action
B. Approval of FY27 Operating Budget			Action
C. Approval of FY27 Preliminary Levy			Action
D. Call to Close Public Hearing			Action
9. First Review & Potential Approval of Bylaws	7:00	51	Action
10. Review & Approval of Records Retention Policy		66	Action
11. Approval of MADDO Advocacy Letter for Transportation Funding		72	Action
12. BRIDGE Club Presentation - <i>Hunter Jordan</i>	7:20		
13. Chair's Report - <i>Chair Laven</i>	7:30		
A. Election of Chair		73	
B. Approval of Resolution 2026-02: Proposed FY27 Meeting Dates		74	Action
C. Commissioner Code of Conduct			
14. Reports	7:45		
A. Interim Executive Director's Report - <i>Jessica Beyer</i>		75	
B. Finance Director's Report - <i>Stephanie Hilpipre</i>		80	
15. Other Business	7:50		
A. Commissioner Updates			
B. Meeting Evaluation		Handout	
16. Adjournment	8:00		Action

1. CALL TO ORDER

Chair Laven called the meeting to order at 6:00 p.m. at South Central Service Cooperative.

2. APPROVAL OF AGENDA

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

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

MEMBERS PRESENT: Jean Anderson, Jeff Annis, Andrea Boettger, Jim Branstad, Steve Cooling, Marie Dranttel (virtual), Elroy Glidden, Robert Goblirsch, Hunter Jordan, James Kotewa, Brad Krause, Liz Krocak, Lynda Kruse, Mike Laven, Tom Loveall, Mary Milbrath, Bob Nielsen, Shanon Nowell, Patty O'Connor, Matt Peterson, Mike Pfeil, Billeye Rabbe, Rita Rassbach, Gary Richter, Pam Rodewald, Steve Rohlfing, Phil Schafer, Scott Schlueter, Julie Tesch, Luisa Trapero, Rob Wilkening (virtual)

MEMBERS ABSENT: Sarah Berry, Dave Borchert, Chris Dalton, Paul Harris, Dawn Kratzke,

MEMBERS EXCUSED: Christian Lilienthal

OTHERS PRESENT: Alejandra Bejarano, Jessica Beyer, Sabri Fair, Nathan George, Joel Hanif, Stephanie Hilpipre, Sarah Janovsky, Mark Plotz, Samuel Sharp, Andrew Haefner

There was a quorum.

5. APPROVAL OF COLLEGE-AGE COMMISSIONER AND INTRODUCTION

Milbrath moved to approve Andrew Haefner as the college-age commissioner. Kruse seconded. Motion carried.

6. APPROVAL OF JANUARY 14, 2026, MEETING MINUTES

O'Connor moved to approve the January 14,2026 Commission meeting minutes. Nowell seconded. Motion carried.

7. APPROVAL OF FINANCIALS

Cooling moved to approve the consent agenda. Trapero seconded. Motion carried.

8. APPROVAL OF THE REVISED FY25/26 BUDGET

Loveall moved to approve the Revised FY26 Budget. Rabbe seconded. Motion carried.

9. NICOLLET COUNTY PUBLIC HEALTH PRESENTATION & DISCUSSION

Spencer Crawford, Nicollet County Public Health Planner, presented findings from the Nicollet County Community Health Assessment. He discussed listening sessions conducted with diverse community groups and highlighted the top health-related issues, noting their interconnected nature. Priority topics included housing affordability, transportation access, youth mental health, substance use, income inequality, childcare shortages, food access, and dental care. Mr. Crawford provided detailed information on housing cost burden, transportation barriers, and active transportation, emphasizing their impacts on health outcomes. Commissioners asked questions and discussed how these issues were reflected across the Region 9 counties. Mr. Crawford outlined next steps, including development of a Community Health Improvement Plan and opportunities for community involvement.

10. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PLANNING OVERVIEW & DISCUSSION

Alejandra Bejarano, RNDC Economic Recovery Planner, provided an overview of the Comprehensive Economic Development Strategy (CEDS), a required five-year regional plan tied to federal Economic Development Administration funding. She explained the purpose, structure, and importance of the CEDS in positioning the region for federal funding and responding to economic challenges. Ms. Bejarano outlined the planning timeline, engagement opportunities, and the four statewide CEDS framework components. Commissioners were encouraged to participate in surveys, interviews, listening sessions, and a regional housing forum scheduled for June 10, 2026. Questions were asked regarding engagement and survey distribution.

11. COMMITTEE OVERVIEWS & UPDATES

- Comprehensive Economic Development (CEDS) Committee – Alejandra Bejarano: Ms. Bejarano reviewed the role of the CEDS Committee, noting its responsibility for guiding

development of the regional strategy and incorporating commissioner and stakeholder input.

- Legislative & Communications Committee – Chair Andrea Boettger: Chair Boettger summarized recent legislative discussions, including proposed housing legislation and data center-related bills. She emphasized impacts on rural communities and the importance of continued monitoring and coordinated messaging to legislators.
- Budget & Personnel Committee – Chair Shanon Nowell: Chair Nowell reported on committee work since January, including financial oversight, budget review, governance items, leadership transition support, and preparation for the FY27 budget. She acknowledged staff contributions during a period of transition.
- Bylaws Ad-hoc Committee – Jessica Beyer, Interim Executive Director: Ms. Beyer provided an update on the ad hoc bylaws review process, noting committee representation, progress to date, survey feedback from commissioners, and plans to bring revised bylaws to the Commission in June.
- Revolving Loan Fund Committee – Stephanie Hilpipre, Finance Director: Ms. Hilpipre reported on recent loan activity, fund growth, and the need to add one additional commissioner to the committee to meet plan requirements. She highlighted recent loan successes and increased lending activity.
- Transportation Advisory Committee – Joel Hanif: Mr. Hanif discussed the role of the Transportation Advisory Committee, including project scoring, planning review, and recent MnDOT cost participation policy updates that affect local governments.

12. REPORTS

Chair’s Report

Chair Laven referenced ongoing commission and caucus processes and facilitated transitions between agenda items.

Interim Executive Director’s Report

Jessica Beyer summarized key activities since January, including organizational stability efforts, funding and partnership development, staff engagement, and grant activity. She reported recent grant awards and noted that EDA disaster funding applications were not successful. Alternative funding strategies were being pursued.

Finance Director’s Report

Stephanie Hilpipre reported on fiscal year closeout work, upcoming invoicing deadlines, audit preparation, and FY27 budget development.

13. OTHER BUSINESS

Commissioners shared updates from their communities, including transportation funding successes, energy efficiency initiatives, food rescue partnerships, and youth civic engagement efforts. Several commissioners highlighted the value of RNDC support in securing grants and technical assistance

12. ADJOURNMENT

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

The meeting was adjourned at 7:57 p.m.



Financial Report
June 17, 2026 - Full Commission Meeting

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

Cash Receipts	\$	393,146.43
Bank Interest	\$	1,361.11
Total Receipts	\$	394,507.54

Payroll and Benefits Disbursements	\$	(91,935.29)
Accounts Payable	\$	(63,197.88)
Credit Card Charges	\$	(3,093.17)
Total Disbursements	\$	(158,226.34)

CASH BALANCE - May 31, 2026 **\$ 723,917.53**

Region Nine Development Commission Accounts

R9 MAGIC	\$	670,560.85
Wells Fargo - Payroll Account	\$	53,356.68
TOTAL:	\$	723,917.53

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

Description	Amount
DATE: 5/12/2026	
South Central Services Cooperative	\$ 3,000.00
City of New Ulm (Climate Action Grant)	\$ 2,115.00
Joel Hanif (CC Reimbursement)	\$ 25.00
Jessica Beyer (CC Reimbursement)	\$ 17.29
Jessica Beyer (CC Reimbursement)	\$ 191.00
DATE: 5/20/2026	
State of Minnesota - MnDOT	\$ 30,000.00
DATE: 5/27/2026	
Mankato Area Foundation (Food Recovery)	\$ 300,000.00
Taylor Family Farms Foundation (Food Recovery)	\$ 20,000.00
Levy - Le Sueur County	\$ 4.22
DATE: 5/28/2026	
Windward Foundation	\$ 750.00
DATE: 5/29/2026	
Levy - Faribault County	\$ 37,043.92
<u>May 2026 Total Cash Receipts:</u> \$ 393,146.43	

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

Date	Description	Amount
Payroll and Benefits Disbursements		
5/1/2026	Health Insurance	\$ (9,197.64)
5/1/2026	Principal Life Insurance	\$ (309.42)
5/4/2026	Missionsquare	\$ (488.95)
5/6/2026	Delta Dental	\$ (264.88)
5/7/2026	Payroll	\$ (34,799.51)
5/11/2026	PERA	\$ (4,993.93)
5/11/2026	iSolved Fee	\$ (132.51)
5/12/2026	Wex Health	\$ (495.00)
5/12/2026	Wex Health	\$ (484.61)
5/18/2026	Missionsquare	\$ (488.95)
5/21/2026	Payroll	\$ (34,288.22)
5/22/2026	Wex Health	\$ (79.75)
5/26/2026	PERA	\$ (4,932.31)
5/27/2026	Wex Health	\$ (495.00)
5/27/2026	Wex Health	\$ (484.61)
Total:		\$ (91,935.29)

Accounts Payable		
5/1/2026	Steve Rohlfig	\$ (30.45)
5/1/2026	Luisa Trapero	\$ (109.45)
5/5/2026	Julie Tesch	\$ (94.95)
5/8/2026	Pamela Rodewald	\$ (79.00)
5/8/2026	Nathan George	\$ (165.30)
5/11/2026	Joel Hanif	\$ (127.60)
5/11/2026	Lisa Callahan	\$ (4,200.00)
5/14/2026	Lu Vanderwerf	\$ (2,397.50)
5/15/2026	Xcel Energy	\$ (65.83)
5/15/2026	Rob Wilkening	\$ (100.00)
5/15/2026	Security Storage Systems	\$ (100.00)
5/15/2026	Christian Lilienthal	\$ (210.20)
5/15/2026	Metro Sales, Inc.	\$ (221.75)
5/15/2026	Bank Fee	\$ (364.89)
5/18/2026	St. James Electric	\$ (745.00)
5/19/2026	Thriveon, Inc.	\$ (10,909.13)
5/21/2026	East Central Regional Dev Commission	\$ (1,500.78)
5/22/2026	Jazmine Flores	\$ (541.43)
5/26/2026	Nathan George	\$ (171.10)

5/27/2026	Rob Wilkening	\$	(84.80)
5/27/2026	Harris Computer Systems	\$	(90.60)
5/27/2026	Brad Krause	\$	(97.13)
5/27/2026	Jim Branstad	\$	(105.10)
5/27/2026	Sarah Janovsky	\$	(218.98)
5/27/2026	Nelvin Arnaldo Barrios Coronado	\$	(400.00)
5/27/2026	SFM	\$	(663.00)
5/27/2026	Pemberton Law	\$	(2,136.00)
5/27/2026	Southwest Regional Development Commission	\$	(9,394.58)
5/27/2026	Reichel Insulation, LLC	\$	(13,840.00)
5/28/2026	Philip H Schafer	\$	(145.70)
5/28/2026	ICS Consulting, LLC	\$	(3,062.50)
5/29/2026	Creative Ad Solutions, Inc.	\$	(27.00)
5/29/2026	Steve Rohlfing	\$	(30.45)
5/29/2026	Mike Laven	\$	(50.00)
5/29/2026	CarlsonSV CPAs & Advisors	\$	(480.00)
5/29/2026	East Central Regional Dev Commission	\$	(4,556.78)
5/29/2026	Thriveon, Inc.	\$	(5,680.90)
	Total:	\$	(63,197.88)

Credit Card Charges

3/26/2026	Alejandra - Circle K	\$	(48.19)
3/26/2026	Alejandra - Best Western Willmar	\$	(529.21)
3/26/2026	Alejandra - Best Western Willmar	\$	(351.14)
4/9/2026	Jessica - Reimbursed charge	\$	(191.00)
4/11/2026	Jessica - Tav on the Ave	\$	(66.39)
3/24/2026	Sabri - SMIF 40th Anniversary	\$	(30.00)
3/27/2026	Sabri - Duluth Entertainment Conv.	\$	(10.00)
4/1/2026	Sabri - HyVee	\$	(27.67)
4/1/2026	Sabri - Superfair Foods	\$	(8.58)
4/8/2026	Sabri - True Value	\$	(172.28)
3/31/2026	Jazmine - Truman Tavern	\$	(19.31)
4/6/2026	Nate - Canva	\$	(119.40)
4/16/2026	Nate - Best Western Willmar	\$	(365.88)
4/21/2026	Nate - Paddypost.com	\$	(47.00)
4/10/2026	Joel - City of Mankato	\$	(30.00)
3/27/2026	Stephanie - Spectrum	\$	(367.90)
3/25/2026	Sarah - T-Mobile	\$	(650.00)
3/25/2026	Tom - Wooden Spoon	\$	(24.60)
3/29/2026	Tom - Tobies Station, Inc.	\$	(34.62)
	Total:	\$	(3,093.17)



Revolving Loan Fund - Cash Balance Report
June 17, 2026 - Full Commission Meeting

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

Legacy RLF Loan Payments	\$	17,998.60
Legacy RLF Bank Interest	\$	4,618.40
Legacy RLF Loan Closing Fees	\$	-

CARES RLF Loan Payments	\$	11,586.50
CARES RLF Bank Interest	\$	791.04
CARES RLF Loan Closing Fees	\$	-

Total Receipts **\$ 34,994.54**

New Loans	\$	-
Returned ACH Payment	\$	(593.96)
Service Charges	\$	(35.76)

Total Disbursements **\$ (629.72)**

CASH BALANCE - April 30, 2026 **\$ 1,773,444.03**

Revolving Loan Fund Accounts

Legacy RLF - MAGIC	\$	1,512,518.25
CARES RLF - MAGIC	\$	260,925.78
TOTAL:	\$	1,773,444.03

GREATER MINNESOTA HOUSING FUND: Rural and Tribal Capacity Building Program Region 9 Presentation



Our Priorities for Housing Access

GMHF invests in innovative and emerging strategies by developing new models, conducting demonstration projects, and launching new programs and financing tools at scale to address key housing priorities:



Support the **preservation of existing affordable housing**



Support **successful homeownership**



Support unhoused Minnesotans **and work to end homelessness**

GMHF's innovations in successful regional approaches have become national models.

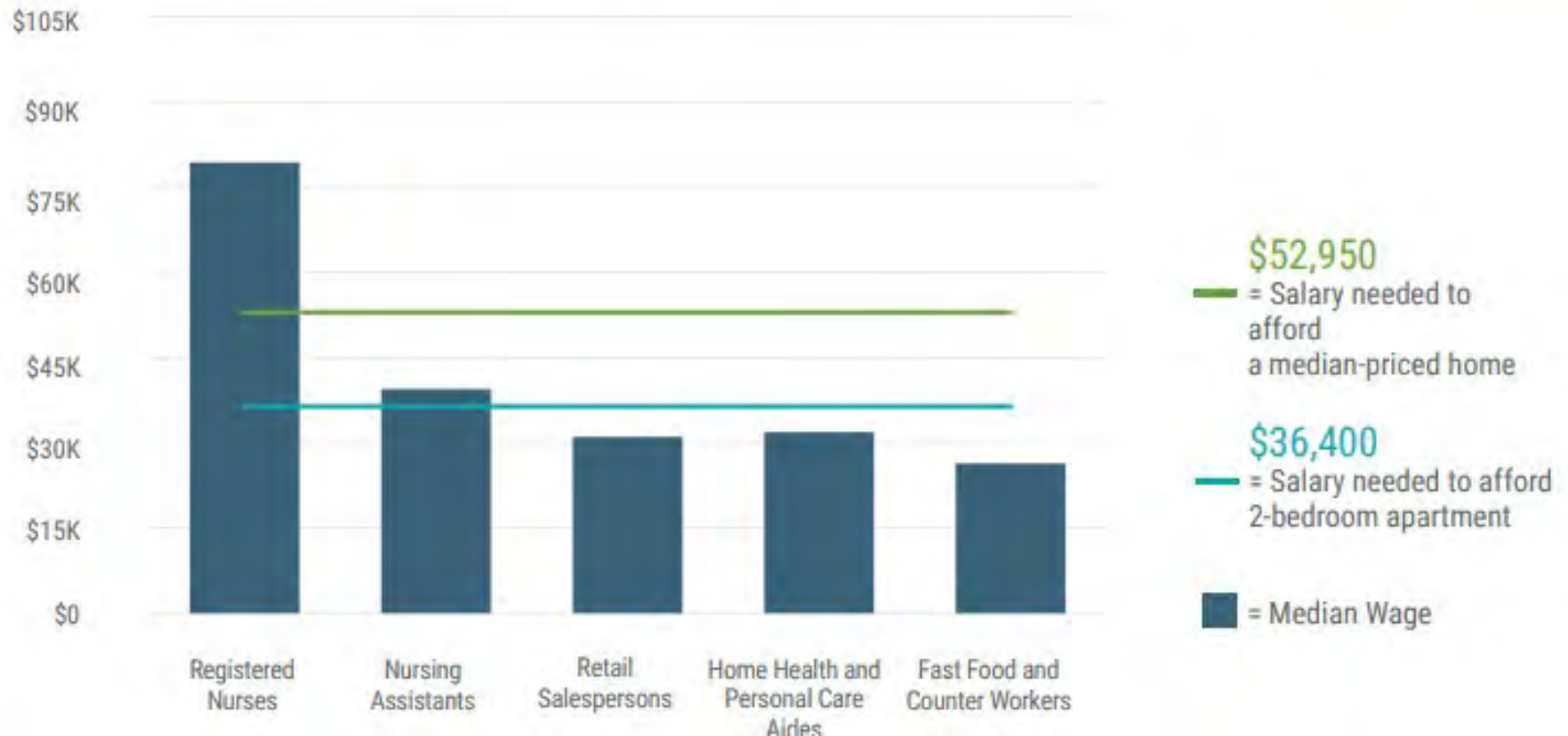
Rural Housing Development Challenges

- Small city staff often do not have expertise in housing development
- Infrastructure is expensive, infill lots are easier
- Shortage of developers and construction firms
- Desire for homeownership
- Affordability, who can afford market rate

Housing Affordability

The cost of housing is out of reach for many working Minnesotans.

THE REGION'S MOST IN-DEMAND JOBS vs BELTRAMI'S COST OF HOUSING



Rural Housing Development Opportunities

- Unit types based on demographic trends
- Rural municipalities prefer to increase tax base rather than the tax rate
- Land use and zoning updates can open options, give developers assurances early
- Increase density to increase tax base and reduce development costs

What is “Capacity Building”?

GMHF
Emerging
Developers &
Rural Tribal
Capacity
Building
Programs

Time to do the work

Talent to know how to get it done, extra help

Tools unique to the situation

Treasure to accomplish the goal

TRAIL GUIDE	On Trail	On Housing
TIME	Planning, guidance, referrals, connector	Consultant, project guide, reduced staff prep time, partnerships, Connector
TALENT	Experience route guide, prep plan, on trail advice, Right fit, vision and goals	Guide land use, financing packaging, SHTC, trust funds, referrals, connections
TOOLS	Gear, equipment, bug spray, net, fire starter, compass, maps	Land use, OnX, studies, proforma, fit plan tools, TIF, abatement, LIHTC, trust fund, letter of interest, maps, narrative and advocacy tools
TREASURE 7	Food, supplies, cooler with beverages, etc.	Land donations, grants, loans, PRI, trust fund, developer equity, USDA, SHTC, public, private, philanthropy

Laying the Groundwork for Housing

- ✓ Technical assistance
- ✓ Grant and loan
- ✓ Strengthen local collaborations
- ✓ Advocacy for rural communities
- ✓ Predevelopment resource identification

What type of lending does GMHF do?

- **We are a CDFI (Community Development Financial Institution). We offer short-term, mezzanine, and long-term lending** for the creation of new housing and preservation of existing housing
- **Loans are offered at a lower interest rate**, lowering costs for the life of the loan
- Loan products for **multifamily** development projects (more than 4 units) and **single-family** (1-4 units)
- Loan products typically **combined with other funding** sources to help get projects fully funded

Types of GMHF Lending

Predevelopment Loans

Covers cost of a project at the beginning stages (before construction costs or mortgage costs)

Term: up to 36 months

Acquisition Loans

Term: up to 36 months

Construction & Bridge/Gap Loans

For construction of new housing units or rehab of existing housing

Term: up to 36 months

Permanent Financing (1st Mortgage)

Long-term financing for multi-family properties

Term: up to 25 years

Construction-to-Perm 1st Mortgage

Converts a construction loan for building a project into long-term mortgage

Term: up to 25 years

Mezzanine Loans (2nd Mortgage)

Low-cost financing that supports development of projects by replacing owner equity

Term: up to 15 years

Other Types of Lending (and Equity)

GMHF offers these additional types of loan products:

Tax Increment Financing Loan

Additional financing that can be included with a 1st mortgage to support housing, redevelopment, and infrastructure

Term: up to 26 years

Single-Family Construction Line of Credit

Financing for construction or rehab of single-family homes

Term: up to 36 months

NMTC Source Loan

Financing for construction of new single-family homes using New Market Tax Credits (NMTC)

Term: up to 24 months

In addition to lending, GMHF offers equity investment and tax-credit syndication through Minnesota Equity Fund. All these tools, whether used separately or combined, support housing development in Minnesota.

GMHF's Take Aways for RDCs



Nate Dorr

*Program Manager, Rural and Tribal
Capacity Building Program*

Email: ndorr@gmhf.com

GREATER MINNESOTA
HOUSING FUND



Affordable HOMES. Strong COMMUNITIES.

Greater Minnesota Housing Fund is a Certified Community Development Financial Institution (CDFI) and nonprofit that supports the development of **strong communities** and **affordable homes** for all Minnesotans through access to **low-cost capital**, **effective partnerships**, and **innovative solutions** to local housing needs.



gmhf.com

Free Land Use and Zoning Assistance

Build the local tools to create more housing in your community.

Communities need practical strategies to support housing growth. GMHF's Rural and Tribal Capacity Building Program offer free assistance to help local leaders review land use policies, zoning barriers, development processes, and housing-ready opportunities.

- Zoning and ordinance review
- Presentation to city council and policy makers
- Support for your comprehensive planning
- Site readiness and development considerations
- Strategies to support workforce and affordable housing
- Guidance for next steps and local action

This support is for cities, counties, Tribal communities, and local partners working to expand housing options.

Let's identify what is possible – and what needs to change – to make more homes happen.



Connect with us to start a conversation about your community's housing goals.

Nate Dorr
Senior Program Manager,
Rural and Tribal Capacity
Building

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gmhf.com/rtcb



Fiscal Year 2026-2027 Proposed Budget

Organization Totals	Transportation	Economic Development	Environment and Sustainability	Food Recovery	Revolving Loan Fund	General Fund	Indirect Costs	
Revenues								
Tax Levy - Payable 2026	\$ 740,942	\$ 46,668	\$ 70,000	\$ 11,000		\$ 613,274		
State Funds	\$ 419,457	\$ 157,366	\$ 20,000	\$ 242,091				
Federal Funds	\$ 206,233	\$ 133,733	\$ 52,500	\$ 20,000				
Private Foundation	\$ 230,000			\$ 100,000	\$ 130,000			
Region Contract Work	\$ 35,040	\$ 5,000	\$ 27,040	\$ 3,000				
RLF Interest and Closing Fees	\$ 161,000				\$ 161,000			
R9 Account Interest	\$ 20,000					\$ 20,000		
TOTAL REVENUES	\$ 1,812,672	\$ 342,767	\$ 169,540	\$ 376,091	\$ 130,000	\$ 161,000	\$ 633,274	
Expenditures								
Salaries	\$ 988,984	\$ 188,140	\$ 103,281	\$ 187,890	\$ 72,334	\$ 95,850	\$ 257,929	\$ 83,559
Fringe	\$ 289,332	\$ 55,041	\$ 30,216	\$ 54,968	\$ 21,162	\$ 28,041	\$ 75,458	\$ 24,446
Consultant or Intern (Finance)	\$ 22,613					\$ 2,613	\$ 20,000	
Consultants (MPCA Grants)	\$ 30,219			\$ 30,219				
Legal Fees	\$ 40,000				\$ 5,000	\$ 35,000		
Audit (FY25)	\$ 30,000					\$ 30,000		
Staff Travel/Mileage/Conferences	\$ 24,640	\$ 8,640				\$ 1,000	\$ 15,000	
Food Recovery Vehicle Expenses	\$ 15,000				\$ 15,000			
Region Nine Vehicle Expenses	\$ 4,000					\$ 4,000		
Memberships and Dues	\$ 12,000					\$ 12,000		
Printing/Publications/Marketing	\$ 14,881			\$ 4,881		\$ 10,000		
Technology/Software	\$ 8,500	\$ 2,500				\$ 6,000		
Staff Professional Development & Wellness	\$ 4,000					\$ 4,000		
Catering and Meals	\$ 2,500					\$ 2,500		
Office Supplies	\$ 3,000					\$ 3,000		
Postage	\$ 800					\$ 800		
Banking/Service Fees	\$ 500					\$ 500		
Legal Postings	\$ 250					\$ 250		
Commission								
Commissioner Per Diem & Mileage	\$ 25,000					\$ 25,000		
Other Commission Expenses (Bus Tour, etc)	\$ 4,658					\$ 4,658		
Commission Meeting/Events Space Rental	\$ 1,000					\$ 1,000		
Fund Rebuilds								
Revolving Grant Writing Fund (Lisa Callahan)	\$ 22,500			\$ 3,000		\$ 19,500		
RNAL Annual Operating Contribution	\$ 5,000					\$ 5,000		
Unemployment Fund	\$ 25,000					\$ 25,000		
Reserve Balance	\$ 77,128	\$ 32,513	\$ 5,339	\$ 39,276		\$ -		
Indirect Costs								
		\$ 55,932	\$ 30,704	\$ 55,857	\$ 21,504	\$ 28,495	\$ 76,679	\$ 269,172 23%
IT Services	\$ 45,000							\$ 45,000
Rent	\$ 42,048							\$ 42,048
Audit (FY26)	\$ 30,000							\$ 30,000
Accounting Software (GMS)	\$ 10,000							\$ 10,000
Property & Casualty Insurance (LMC)	\$ 9,750							\$ 9,750
Copier Lease (Metro Sales)	\$ 7,445							\$ 7,445
Cleaning Service	\$ 4,320							\$ 4,320
Payroll Services (iSolved)	\$ 3,900							\$ 3,900
Website Maintenance	\$ 2,000							\$ 2,000
Utility - Internet	\$ 2,040							\$ 2,040
Utility - Electricity	\$ 1,020							\$ 1,020
Offsite Storage	\$ 1,500							\$ 1,500
Timeclock System (TeamKeeper)	\$ 1,160							\$ 1,160
Shredding Services (Shred-It)	\$ 984							\$ 984
TOTAL EXPENDITURES	\$ 1,812,672	\$ 342,767	\$ 169,540	\$ 376,091	\$ 130,000	\$ 161,000	\$ 633,274	\$ 269,172
Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

RNDC Funding Summary

Department/Program	Contract Source	Money Source	R9 Lead	Full Award	Pass - through	\$ for R9 Operation Expenses			Start	End
						FY27	FY28	FY27 Match		
General Fund										
Levy	Nine Counties	Levy	Jessica			\$ 740,942	\$ 763,170			
Bank Interest		Interest	Stephanie			\$ 20,000	\$ 20,000			
Revolving Loan Fund										
Legacy Revolving Loan Fund	De-Federalized	Interest	Jazmine			\$ 121,000	\$ 125,000			
CARES Revolving Loan Fund	Economic Development Administration	Interest - Federal	Jazmine			\$ 34,000	\$ 35,000			
Loan Closing Fees	RLF Clients		Jazmine			\$ 6,000	\$ 6,000			
Economic Development										
EDA Planning Grant	Economic Development Administration	Federal Funds	Alejandra	\$ 210,000		\$ 52,500	\$ -	\$ 70,000	4/1/2024	3/31/2027
UofM - Center for Transportatin Studies (TPEC)	University of Minnesota	State Funds	Kristian	\$ 20,000		\$ 20,000	\$ -			
SBDC Contract Work	Small Business Development Center (SBDC)	Local Contract	Nate	\$65/hr		\$ 27,040				
Transportation										
Safe Streets and Roads for All (SS4A)	Federal Highway Administration	Federal Funds	Mark	\$ 340,000		\$ 133,733	\$ 133,733	\$ 33,433		6/30/2028
MnDOT Planning Grant	MnDOT	State Funds	Joel	\$ 150,000		\$ 75,000	\$ -	\$ 13,235	7/1/2025	6/30/2027
Shooting Star Scenic Byway	MnDOT District 6	State Funds	Joel	\$ 74,305		\$ 37,113	\$ -			
Apple Blossom Scenic Byway	MnDOT District 6	State Funds	Joel	\$ 74,445		\$ 37,253	\$ -			
Historic Bluff Scenic Byway	ECRDC - subcontract of MnDOT funds	Out of Region Contract	Joel	\$ 15,000		\$ -	\$ -			
Rurat 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	\$ -			
Environment & Sustainability										
McKnight FY27-FY28 Contract	McKnight Foundation	Private Foundation	Jessica	\$ 800,000	\$ 700,000	\$ 50,000	\$ 50,000		7/1/2026	6/30/2028
Resource Rural - Windward Fund, St. James	Resource Rural	Private Foundation	Sabri	\$ 100,000	\$ 50,000	\$ 50,000	\$ -		8/1/2026	9/1/2027
RNDC - Thriving Communities	Minneapolis Foundation - Federal Subgrantee	Federal Funds	Sabri	\$ 350,000	\$ 302,375	\$ 20,000	\$ -		4/31/2025	3/31/2026
Energy Efficiency and Conservation Block Grant (EECBG)	MN Department of Commerce	State Funds	Sabri	\$ 100,000	\$ 60,660	\$ 26,841	\$ -		7/1/2024	11/30/2026
Local Foods Month	Minnesota State University	State Funds	Sabri	\$ 27,500		\$ 15,750	\$ -		4/1/2025	10/31/2026
MPCA - R9 Community Resilience Plan	Minnesota Pollution Control Agency	State Funds	Sam	\$ 85,000		\$ 85,000	\$ -	\$ 8,500		
MPCA - Waseca Climate Resilience Hub	Minnesota Pollution Control Agency	State Funds	Sam	\$ 50,000		\$ 50,000	\$ -	\$ 2,500		
Henderson Stormwater/Wastewater Plan	Minnesota Pollution Control Agency	State Funds	Sam	\$ 135,000		\$ 12,000	\$ -			
BRIDGE the Gap - CERTs Seed Grant	University of Minnesota Extension	State Funds	Sam	\$ 5,000		\$ 2,500	\$ -		1/28/2026	1/12/2027
Minnesota Climate Adaptation Partnership (MCAP)	University of Minnesota Extension	State Funds	Jessica	TBD		\$ 50,000	\$ -		9/23/2024	
GreenTech - Grant Writing	GreenTech Recycling, LLC	Local Contract	Sabri	\$ 3,000		\$ 3,000	\$ -			
Food Recovery										
Regional Food Rescue Coordination: FY27-FY29	Mankato Area Foundation	Private Foundation	Sabri	\$ 300,000		\$ 100,000	\$ 100,000			Until Funds Exhausted
Taylor Family Farms - Food Recovery	Taylor Family Farms	Private Foundation	Sabri	\$ 20,000		\$ 20,000	\$ -			Until Funds Exhausted
Mankato Clinic Foundation	Mankato Clinic Foundation	Private Foundation	Sabri	\$ 10,000		\$ 10,000	\$ -			Until Funds Exhausted
Region Nine Area, Inc.										
Waseca Community Investment Group	Waseca Community Investment Group	Fiscal Host	Sabri	\$ 25,000		\$ -	\$ -		4/2/2025	
Mahkato Okiwataya	Mahkato Okiwataya	Fiscal Host	Stephanie			\$ -	\$ -		2/28/2024	
South Central Minnesota Food Recovery	South Central Minnesota Food Recovery	Fiscal Host	Stephanie			\$ -	\$ -		6/1/2025	
Food Recovery by Wooden Spoon	Food Recovery by Wooden Spoon	Fiscal Host	Stephanie			\$ -	\$ -		11/13/2024	
Aging Transit		Fiscal Host	Stephanie	\$ 28,613		\$ -	\$ -			
Community Projects - Sherburn		Fiscal Host	Stephanie	\$ 1,668		\$ -	\$ -			
SURGE Youth Leadership Program		Fiscal Host	Stephanie	\$ 7,482		\$ -	\$ -			
Totals:						\$ 1,812,672	\$ 1,232,903	\$ 127,668		
						FY27	FY28	FY27 Match		

Recent New Awarded Grants Since March 2026
Board Meeting
Supporting FY26/27 Budget

Regional Food Rescue Coordination:

Taylor Family Farms Foundation: **\$20,000**

Mankato Area Foundation: **\$300,000**

Mankato Clinic Foundation: **\$10,000**

Total: \$330,000

(\$130,000 for FY26/27)

General Organizational Support:

In-Kind Grant for Consultant in Residency Program for Organizational Development & Financial Solvency Work

Total: In-Kind Consultant Support Time Awarded (No budgetary dollars)

Energy & Environment Work:

Resource Rural, St. James, energy efficiency work: \$100,000

\$50,000 for RNDC staff time over FY26/27

MDA Specialty Crop:

\$125,000 total to support living earth centers emerging growers to establish their businesses and build markets for their crops with \$26,000 for RNDC over FY27 and 28.

\$13,000 in FY 26/27 Budget

Total: \$63,000 for FY26/27

Minnesota Pollution Control Agency:

Region Nine Community Resilience Plan

\$85,000 total for Regional Readiness Planning Support

\$72,252 will be in the FY26/27 Budget

Local Climate Action Grant

\$50,000 for Waseca Climate Resilience Hub

\$32,530 for FY26/27 Budget

Total: \$104,782 for FY26/27

Minnesota Climate Adaptation Partnership (MCAP Contract)

- A contract will be renewed for continued work in FY26/27 based on a recent partnership meeting
- A dollar amount has not been determined yet – we are anticipating at minimum **\$50,000**

GreenTech Contracts

RNDC will provide grant writing services for projects throughout the region
\$3,000 in estimated current funding and future partnership potential for FY26/27

Transportation Policy and Economic Competitiveness Program (TPEC)

Total of \$20,000 in contractual work for economic focused transportation study work in FY26/27

SBDC Contract

- A new contract will be executed with the SBDC to provide marketing consulting services to clients for FY26/27 and some time remaining in FY25/26
- We are working on finalization of the contract which will take pressure off general fund expenditures

RNAI Contract In-Kind Support

- Thriving Communities will be providing additional in-kind support to work completed through a partnership between Wooden Spoon and RNDC under RNAI to highlight the highly successful work done in our region.

Estimated Total of Funding Obtained since March directly supporting the FY26/27 Budget:

\$470,000+ (not including dollar figures tied to the SBDC contract)

**Several grants are in progress including McKnight applications, a Blandin funding application for \$250,000 which will be submitted Friday, along with other Federal, State, and Foundation support.*

Current Grant Applications and Potential Revenue Sources Not Included in the FY 26/27 Budget

Blandin Grant

- \$250,000 directly to RNDC

Minnesota Pollution Control Agency Grant (MPCA) for Food Rescue

-

Carl and Verna Schmidt Foundation

Bush Foundation

LCCMR



RNDC FY27 Budget Hearing Presentation

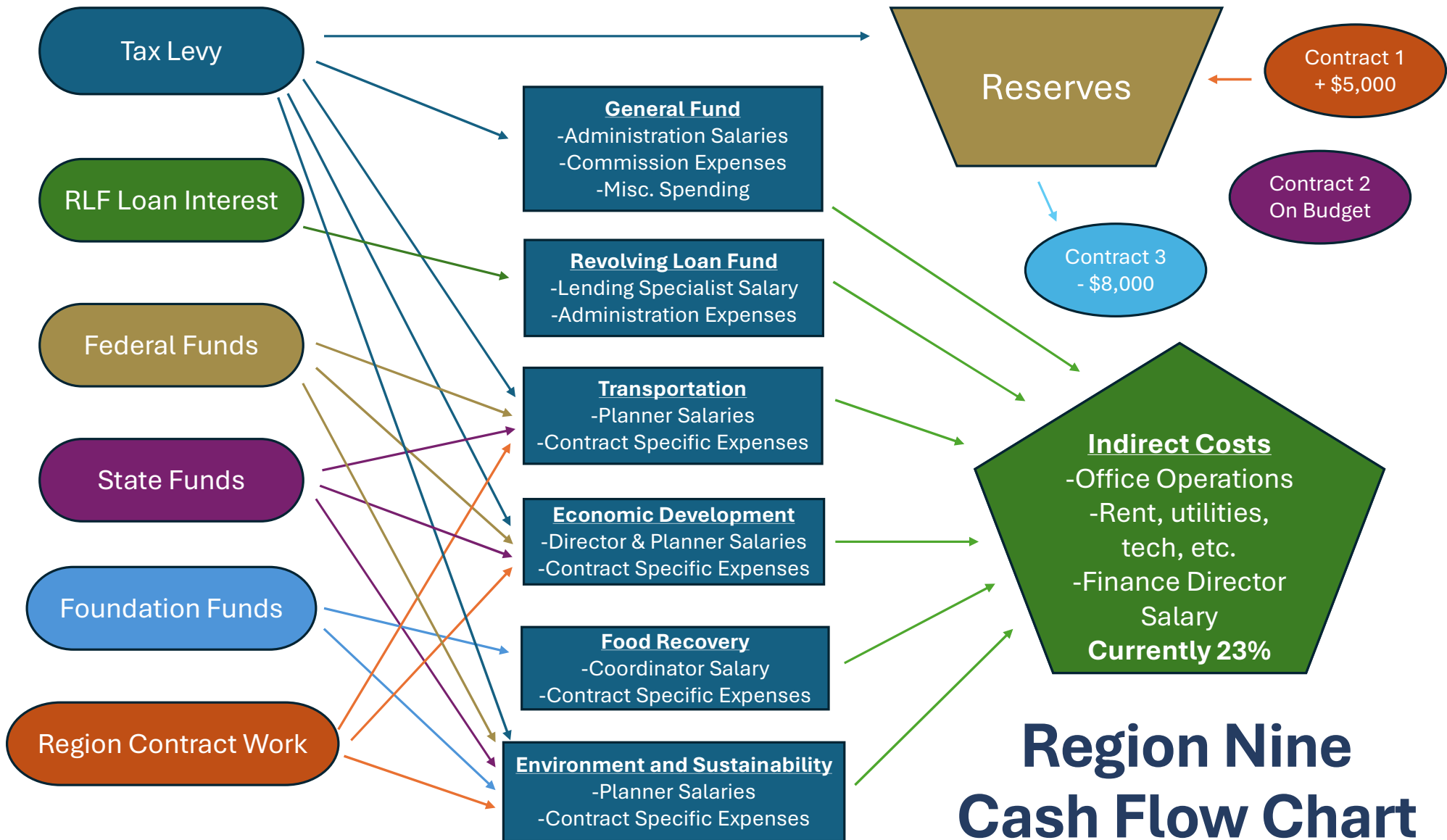


Budget Process Overview

- RNDC Team Budget Meetings Held
 - Administration
 - Revolving Loan Fund
 - Economic Development
 - Transportation
 - Environment and Sustainability
 - Food Recovery
- Discussions with the Budget & Personnel committee during their March meeting to set funding targets for reserve balance rebuild
- Continued re-development of budget materials to increase clarity and transparency
- Hold a Budget & Personnel meeting and communicate with the Board ahead of the Full Commission Annual Meeting
- The goal of a balanced budget was achieved

Key Budget Drivers/Considerations for FY 26/27

- The proposed budget assumes no changes to current FTE/PTE employees for the fiscal year
 - Only budgeted for one position of Executive Director/Deputy Director
 - Continued voluntary reduced hours from one formerly full-time employee and one part-time employee
 - If additional contracts are awarded, we have flexibility to increase hours with current consultants and part-time employees to increase capacity.
- Pending union negotiations created a lot of uncertainty regarding budgeting assumptions
- Significant reductions were made to expenditures during FY26 which will continue into FY27
- Continued year-over-year reductions in consultant contracts
- If we are awarded new grants that require match dollars, we have some flexibility with the McKnight contract to redirect those funds for matching purposes
- Continued pursuit of grant and contract opportunities that serve regional needs to further bring value and diversify our revenue portfolio for the organization
- The FY27 targeted goal for Reserve Balance Rebuild is \$75,000 and we are expected to hit this goal with surpluses generated by contract work eliminating impact to the levy



FY27 Projected Revenues: \$ 1,812,672

Tax Levy

\$ 740,942

State Funds

\$ 419,457

Foundation Funds

\$ 230,000

Federal Funds

\$ 206,233

RLF Loan Interest

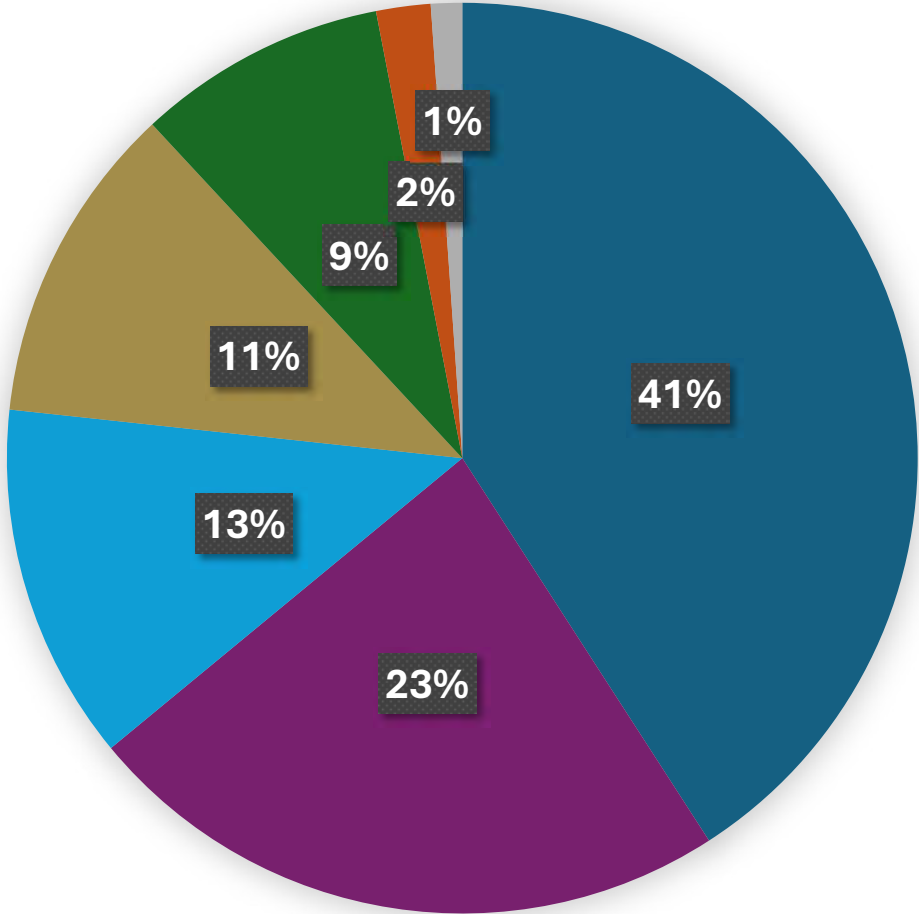
\$ 161,000

Region Contract Work

\$ 35,040

Bank Interest

\$ 20,000



Transportation
 -Planner Salaries
 -Contract Specific Expenses

Projected Revenues: \$ 342,767

Tax Levy

- **\$ 46,668** Designated required match dollars for the federal Safe Streets and Roads for All contract and the state MnDOT Planning Grant

State Funds

- **\$ 75,000** MnDOT Planning Grant
- **\$ 37,113** Shooting Star Scenic Byway*
- **\$ 37,253** Apple Blossom Scenic Byway*
- **\$ 8,000** Rural EMS – Empowering Small Communities

Federal Funds

- **\$ 133,733** Safe Streets and Roads for All (SS4A)

Region Contract Work

- **\$ 5,000** Tri-County Solid Waste Management Plan

*Indicate contracts expected to generate a Reserve Balance surplus

Economic Development

- Director & Planner Salaries
- Contract Specific Expenses

Projected Revenues: \$ 169,540

Tax Levy

- **\$ 70,000** Designated required match dollars for the federal EDA Planning Grant

State Funds

- **\$ 20,000** UofM – Center for Transportation Studies (TPEC)

Federal Funds

- **\$ 52,500** EDA Planning Grant

Region Contract Work

- **\$ 27,040** SBDC Contract Work*

*Indicate contracts expected to generate a Reserve Balance surplus

Environment and Sustainability

- Planner Salaries
- Contract Specific Expenses

Tax Levy

State Funds

Federal Funds

Foundation Funds

Region Contract Work

Projected Revenues: \$ 376,091

- **\$ 11,000** Designated required match dollars for the state MPCA Grants
- **\$ 26,841** Energy Efficiency and Conservation Block Grant (EECBG)
- **\$ 15,750** Local Foods Month - MSU
- **\$ 85,000** MPCA – R9 Community Resilience Plan*
- **\$ 50,000** MPCA – Waseca Climate Resilience Hub
- **\$ 12,000** MPCA – Henderson Stormwater/Wastewater Plan*
- **\$ 2,500** BRIDGE the Gap – CERTs Seed Grant
- **\$ 50,000** Minnesota Climate Adaptation Partnership (MCAP)
- **\$ 20,000** RNDC – Thriving Communities
- **\$ 50,000** McKnight FY27-FY28 Contract
- **\$ 50,000** Resource Rural – Windward Foundation – St. James
- **\$ 3,000** GreenTech Recycling, LLC – Grant Writing

*Indicate contracts expected to generate a Reserve Balance surplus

Food Recovery
-Coordinator Salary
-Mileage and Transportation

Projected Revenues: \$ 130,000

Foundation Funds

- **\$ 100,000** Mankato Area Foundation – Regional Food Rescue Coordination
- **\$ 20,000** Taylor Family Farms
- **\$ 10,000** Mankato Clinic Foundation

Revolving Loan Fund

- Lending Specialist Salary
- Financial Admin Salaries
- Administration Expenses

RLF Loan Interest

Projected Revenues: \$ 161,000

- **\$ 125,000** Legacy Revolving Loan Fund Interest
- **\$ 35,000** CARES Revolving Loan Fund Interest
- **\$ 6,000** Loan Closing Fees

General Fund

- Administration Salaries
- Commission Expenses
- Misc. Spending

Tax Levy

Bank Interest

Projected Revenues: \$ 633,274

- **\$ 613,274** Remaining levy after match dollar allocation
- **\$ 20,000** Estimated interest from the R9 MAGIC account

Areas of Significant Year-over-Year Cost Savings

- **Salaries and Fringe:**

FY26	\$1,320,120
<u>FY27</u>	<u>\$1,278,316</u>
	\$41,804

- **General Fund Consultants:**

FY26	\$66,732
<u>FY27</u>	<u>\$20,000</u>
	\$46,732

- **Travel Expenses:**

FY26	\$52,559
<u>FY27</u>	<u>\$15,000</u>
	\$27,559

FY27 General Fund Expenditures to Discuss

- **Unemployment Fund Rebuild:** **\$25,000**

- **Revolving Grant Writing Fund:** **\$19,500**

- **Fiscal Year 2025 Audit:** **\$30,000**

- **RNAI Operating Contribution:** **\$5,000**



Estimated Indirect Cost Pool: \$ 269,172

Expense items to note:

- Indirect Cost expenditures include a percentage of salaries and fringe for the Finance Director and Admin Assistant
- To save money, we are currently researching changing IT firms. Our current provider increased our monthly rate and the estimated yearly expense will jump to \$69,000 if we retain them. The FY26 IT budget was \$55,000. Quotes from alternative providers are currently estimated to provide significant savings, making this transition a fiscal priority.
- Cheaper contracts were renegotiated this past year for several other service providers.
- Estimated indirect cost expenses assume the same price as last year with a marginal inflation adjustment

FY 2027 Cost of Living Adjustment (COLA)

- The Cost of Living Adjustment for FY 2026 was 3%
- The presented balanced budget for FY 2027 was completed with a 3% Cost of Living Adjustment
- If approved, COLA adjustments would go into effect on 7/1/2026 for non-union staff and will need to be negotiated for staff covered by the union contract. The COLA will go into effect for those employees after a contract is signed

Preliminary Levy Overview

- Minnesota Regional Development Organizations (RDO) Levy Authority
 - Different from Counties, Cities and other Local Government Entities
 - Cities and Counties do not have capped levy percentages
 - RDO's only have the authority to pass a 3% levy increase and cannot adjust with higher levies to compensate for inflation and future cost fluctuations

Region Nine's Proposed Levy – Payable 2027

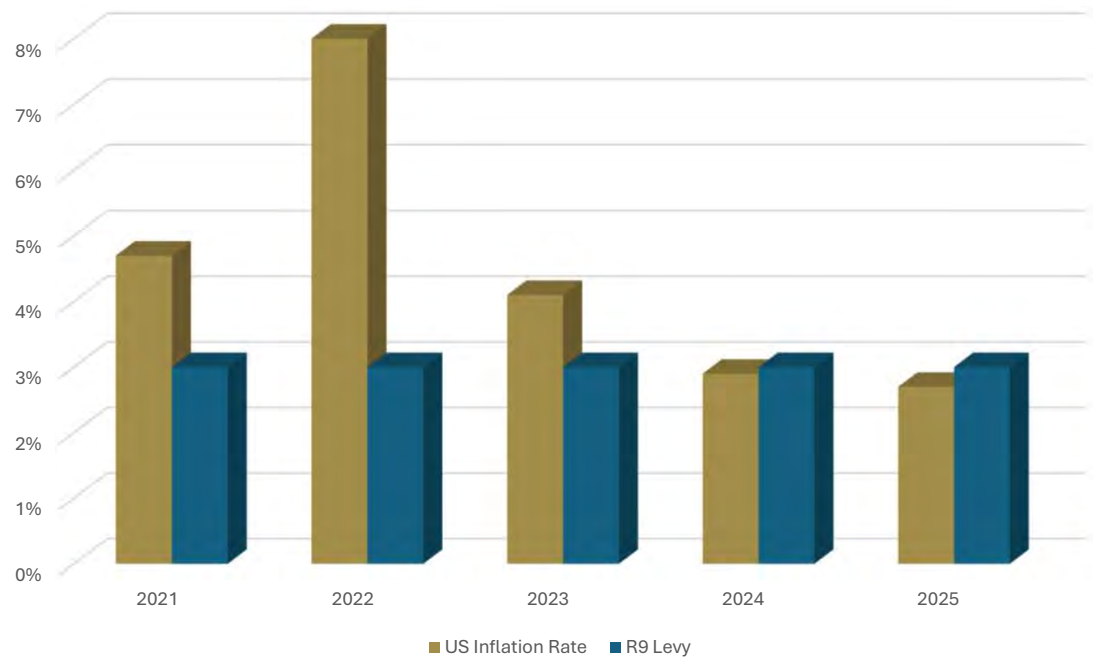
Payable 2026 Levy:	Proposed 2027 Levy:	Total 3% Levy Increase:
\$740,942	\$763,201	\$22,259

Payable 2021 Levy	U.S. Bureau of Labor Statistics Inflation Calculator	Payable 2027 Proposed Levy
\$639,143	\$813,693	\$763,201

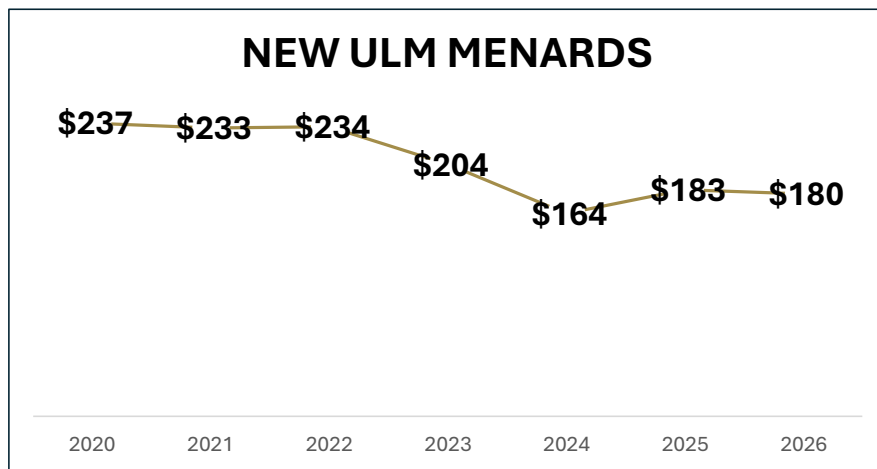
Current Inflation Gap: **-\$50,492**

Levy Fast Facts: The Levy and Inflation Fluctuations

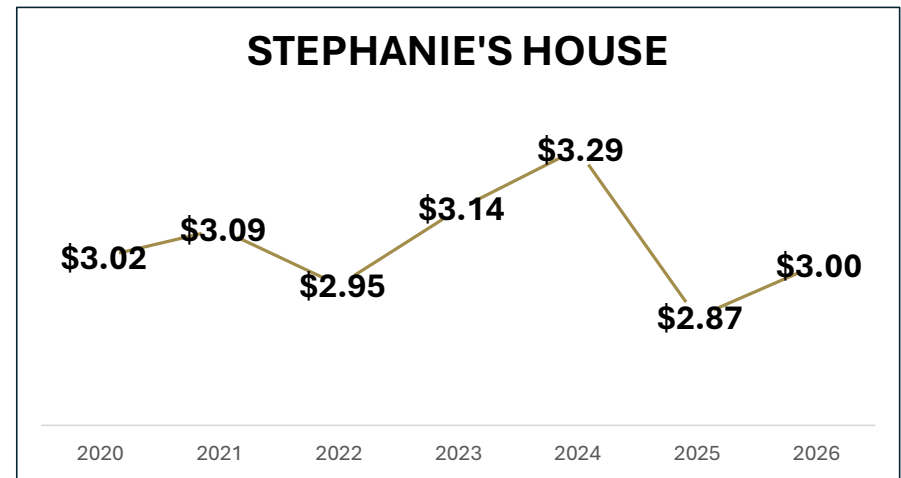
- Because of the 3% levy cap, previous levy increases have not kept pace with inflation, and the funding gap caused by high inflation from 2021 to 2023 has not been recovered.



Levy Fast Facts: Examples of Levy Increases on Property Owners



Average yearly levy change: **-4%**
 2020 levy vs. 2026 levy: **-\$57.14**



Average yearly levy change: **-0.13%**
 2020 levy vs. 2026 levy: **-\$0.02**

Levy Fast Facts: Potential Compounded Revenue Loss

Payable Year	3% Increase	No Increase	Net Lost Revenue
2027	763,170	740,942	22,229
2028	786,065	763,170	22,895
2029	809,647	786,065	23,582
2030	833,937	809,647	24,290
2031	858,955	833,937	25,018
2032	884,724	858,955	25,769
2033	991,265	884,723	26,542
2034	938,603	911,265	27,338
2035	966,761	938,603	28,158
2036	995,764	966,761	29,002
		10 Year Total	\$254,819

Questions and Discussion

REGION NINE DEVELOPMENT COMMISSION (RNDC) BYLAWS

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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.

Section 9 - Removal

A commissioner may be removed at any time as a result of such commissioner's inability or refusal to perform the duties of the office or for other good cause by the affirmative vote of two-thirds (2/3) of the remaining commissioners provided that the individual to be removed is given (i) not less than 15 days' prior written notice of the proposed removal, and the reasons for it and (ii) an opportunity to be heard by the Commissioner, orally or in writing, at the meeting of the Commission at which such removal is to be considered.

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.

Members of a committee shall hold such office for a term of one (1) year from their appointment or until their successors are appointed, whichever occurs first. Meetings of a committee may be called, from time to time, upon the request of the Chair, the President, the chair of the committee or any two (2) committee members. Notice

requirement shall be the same as for special meetings of the Commission, except that notice may be given orally or in writing. Committees shall have such authority as delegated by the Board; no committee shall have authority to amend the bylaws or adopt the budget.

RNDC Committees:

- 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.

Section 12 – Remote Communications for Meetings

To the extent determined by the Commission, any meeting of the Commission or a committee may be held by one or more means of remote communication, if (i) all members are able to hear and see each other, as well as any discussion and testimony presented at any location where at least one member is present; (ii) all votes are conducted by roll call so each member’s vote can be identified and recorded; and (iii) meeting minutes include the names of members attending via interactive television technology and state the reason for their remote participation; and, in the case of a public meeting, if also (iv) at least one member is physically present at the regular meeting location, and notice of that location is provided and (v) all members of the public at the regular meeting location are able to hear and see all discussion, testimony, and votes.

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.

To the extent determined by the Commission, a meeting of the Board of Directors may be held in the same manner as provided in Article IV, Section 12 above.

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

Any officer or the At-Large Executive Committee member may be removed at any time, with or without cause, by the affirmative vote of two-thirds (2/3) of the Commission provided that the individual to be removed is given (i) not less than 15 days' prior written notice of the proposed removal, and the reasons for it, which may include, but are not limited to, such individual's incapacity, inability to attend meetings, or inability to perform the duties of that office, and (ii) an opportunity to be heard by the Commissioner, orally or in writing, at the meeting of the Commission at which such removal is to be considered.

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.

Members of a committee shall hold such office for a term of one (1) year from their appointment or until their successors are appointed, whichever occurs first. Meetings of a committee may be called, from time to time, upon the request of the Chair, the President, the chair of the committee or any two (2) committee members. Notice requirement shall be the same as for special meetings of the Board of Directors, except that notice may be given orally or in writing. Committees shall have such authority as delegated by the Board; no committee shall have authority to amend the bylaws or adopt the budget.

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.

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.

Section 2 - Indemnification

To the full extent permitted by law, each person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of the Commission), whether civil, criminal, administrative, or investigative, by reason of the fact that they are or were a commissioner, director, or officer of the Commission, or they are or were serving at the specific request of the Commission as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall be indemnified by the Commission by the affirmative vote of a majority of the commissioners present at a duly held meeting of the Commission for which notice stating such purpose has been given against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding; provided, however, that the indemnification with respect to a person who is or was serving as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise shall apply only to the extent such person is not indemnified by such other corporation, partnership, joint venture, trust, or other enterprise. The indemnification provided by this section shall inure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this provision of the Bylaws. No person shall have a right to indemnification or indemnification advances by the Commission with respect to any threatened, pending, or civil, administrative, arbitration, investigative, or other proceeding brought by or in the right of the Commission against such person

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 DOCUMENTS

A - Code of Conduct/Conflict of Interest Policies

REGION NINE DEVELOPMENT COMMISSION

Comprehensive Records Retention & Records Management Policy

DRAFT

This policy establishes the official records retention, records management, electronic records governance, and records destruction standards for the Region Nine Development Commission.

1. Purpose

- Establish standardized retention periods for Commission records.
- Ensure compliance with Minnesota Statutes Chapter 138.17 and Chapter 13.
- Provide consistent guidance for electronic and paper records.
- Protect confidential, private, and sensitive information.
- Support operational continuity, transparency, and historical preservation.
- Ensure secure destruction of records at the end of their retention periods.

2. Scope

- This policy applies to all Commission departments, employees, board members, contractors, consultants, temporary employees, volunteers, and third-party service providers handling Commission records.
- This policy applies regardless of format, including paper, email, digital files, GIS data, cloud storage, text messages, Teams/Zoom communications, scanned images, databases, and audiovisual records.

Final Disposition: The final action taken on a record after the retention period has been met, such as destruction or archival preservation.

Retention Period: The minimum required amount of time a record must be maintained before destruction or archival.

Litigation Hold: A temporary suspension of records destruction due to pending or anticipated litigation, audit, investigation, or public records request.

Electronic Record: Any record maintained in digital format including emails, Teams messages, databases, cloud documents, GIS data, scanned records, and audiovisual files.

Transitory Record: Short-term informational material with no continuing business, legal, fiscal, or historical value.

Official Record: The designated copy maintained for legal, operational, historical, or compliance purposes.

Record: Any recorded information created, received, or maintained in the transaction of Commission business regardless of format.

3. Records Covered

- Administrative records
- Board and committee records
- Financial and accounting records
- Grant administration records
- Human resources and payroll records
- Legal and contractual records
- Insurance and risk management records
- Technology and cybersecurity records
- GIS and mapping records
- Communications and public information records
- Historical and archival records

4. Electronic Records & Digital Communications

- Electronic records shall be retained according to the same retention periods as paper records.
- Business-related emails, Teams messages, cloud documents, electronic forms, scanned documents, and text messages may constitute official government records.
- Departments shall ensure official records remain accessible and retrievable throughout the retention period.
- Metadata associated with electronic records shall be preserved where necessary to maintain authenticity and legal integrity.
- Official records shall not be stored solely on personal devices or personal email accounts.
- Cloud-based systems including SharePoint, OneDrive, Microsoft 365, GIS platforms, and vendor-hosted applications shall comply with this retention schedule.
- Electronic backups created solely for disaster recovery purposes are not considered official records unless specifically designated.

5. Litigation Hold & Suspension of Destruction

When litigation, audit, investigation, public records request, claim, or other legal action is pending or reasonably anticipated, the Commission shall immediately suspend destruction of all potentially relevant records. A litigation hold may be issued by the Executive Director, legal counsel, or designated records authority. No records subject to a litigation hold may be deleted, altered, overwritten, or destroyed until the hold is formally released.

6. Secure Destruction Procedures

- Confidential and protected records shall be destroyed through shredding, pulverization, secure deletion, or approved destruction vendors.
- Electronic media shall be sanitized according to recognized cybersecurity standards before disposal or reuse.
- Departments shall maintain destruction logs documenting records destroyed, destruction date, retention authority, and approval.
- Destruction shall only occur after retention requirements have been fully satisfied.
- Historical or archival records identified for permanent retention shall not be destroyed.

8. Comprehensive Functional Records Retention Schedule

Functional Area	Record Series	Retention Period	Notes / Authority
Administration	Commission/ Board Minutes & Approved Agendas	Permanent	Historical record
Administration	General Correspondence	3 years	
Administration	Historical Correspondence	Permanent	Minn. Stat. 13.601
Administration	Policies & Procedures	Until superseded	
Administration	Public Hearing Records	6 years	
Administration	Video Recordings of Open Meetings	1 year after approved minutes	Not official permanent record
Administration	Video Recordings of Closed Meetings	3 years after date of meeting	
Administration	Video Recordings of Closed Meetings for Labor Contract Negotiations	2 years after date contract is signed	
Administration	Contracts/ Agreements	6 years	
Administration	Bylaws	Permanent	
Administration	Census Reports	6 Years	
Administration	Service Manuals for Equipment	6 Years	
Administration	Project Correspondence	6 Years	
Administration	Citizen Complaints	6 Years	
Administration	Grant Agreements	6 Years	
Administration	Annual Reports	Permanent	
Finance	Accounts Payable & Receivable	6 years after audit	
Finance	Budgets - Annual	Permanent	
Finance	Bank Statements & Reconciliations	6 years	
Finance	Grant Financial Records	6 years after final audit	Federal grants may require longer
Finance	Purchase Orders & Invoices	6 years	
Finance	General Ledger	Permanent	

Finance	Financial Statements & Annual Audit	Permanent	
Finance	Disposal of Property	6 Years	
Finance	Bankruptcy Records of RLF Clients	6 Years	
Finance	Tax Return Records	Permanent	
Finance	Travel Expense Records	6 years	
Human Resources	Personnel Files	5 years after separation	Minn. Stat. 13.43
Human Resources	I-9 Forms	3 years after hire or 1 year after termination	Federal requirement
Human Resources	FMLA Records	3 years	29 CFR
Human Resources	Employee Medical Records	30 years after separation	29 CFR 1910.1020
Human Resources	Recruitment Files	2 years	
Human Resources	Disciplinary Records	5 years after separation	
Human Resources	Payroll Registers	Permanent	
Human Resources	Time Sheets	6 years	
Human Resources	OSHA Logs	5 years	OSHA
Human Resources	CETA Records	6 years	
Human Resources	Eligibility Register	6 Years	
Human Resources	Employee Grievance Files	6 Years	
Human Resources	Pay Equity Documents	6 Years	
Human Resources	Unemployment Claims/ Compensation	6 Years	
Human Resources	Employee Medical Records	6 Years	
Human Resources	Policies & Procedures/Rules/ Regulations	6 Years	
Human Resources	Payroll Garnishments	6 Years	
Contracts	Contracts & Agreements	10 years after expiration	

Contracts	Leases	10 years after expiration	
Legal	Attorney Opinions	Permanent	
Legal	Litigation Files	20 years after final action	
Insurance	Workers Compensation Claims	20 years	Minn. Stat. 176.231
Insurance	Insurance Policies	6 years after expiration	
Insurance	Claims Filed Against or By the Commission	6 Years	
Insurance	Long-term Disability	6 Years	
Insurance	Short-term Disability	6 Years	
Information Technology	Cybersecurity Incident Records	7 years	Best practice
Information Technology	System Access Logs	3 years	
Information Technology	Backup Logs	1 year	
Information Technology	Disaster Recovery Plans	Until superseded	
Information Technology	Vendor Security Documentation	6 years after expiration	
GIS	Official GIS Datasets	Permanent or until superseded	
Communications	Press Releases	3 years or 1 year	
Communications	Website & Social Media Records	2 years	Unless historically significant
Communications	Newsletters & Publications	Permanent	Historical value
Records Management	Retention Schedules	Permanent	
Records Management	Records Destruction Logs	Permanent	
Records Management	Historical Data/ Photographs	6 Years	

9. Human Resources Records Management Best Practices

- Medical, benefits, and I-9 records shall be maintained separately from general personnel files.
- Confidential personnel records shall only be accessible to authorized staff.
- Remote employees shall securely handle and destroy confidential records.
- Background investigations and testing records shall be segregated where applicable.
- Electronic personnel records shall be reviewed periodically with Information Technology staff to ensure proper retention and secure deletion.

10. Records Destruction Authorization Process

1. Department identifies records eligible for destruction.
2. Retention schedule and litigation hold status are verified.
3. Records destruction authorization is completed.
4. Records are securely destroyed.
5. Destruction log is retained permanently.

11. Policy Review & Approval

This policy and associated retention schedules shall be reviewed periodically and updated as necessary to reflect operational, legal, technological, and regulatory changes.

Approval Authority	Date
Region Nine Development Commission Board	
Executive Director	
Records Management Authority	

Appendix A – Applicable Authorities & Statutes

- Minnesota Statutes Chapter 138.17 – Preservation and Disposal of Government Records
- Minnesota Statutes Chapter 13 – Minnesota Government Data Practices Act
- Minnesota Statutes Chapter 13D – Minnesota Open Meeting Law
- Minnesota Statutes 13.43 – Personnel Data
- Minnesota Statutes 13.39 – Investigative Data
- 2 CFR Part 200 – Uniform Administrative Requirements for Federal Awards
- 29 CFR 1910.1020 – Employee Exposure and Medical Records
- Federal I-9 Retention Requirements
- OSHA Recordkeeping Requirements
- IRS Payroll and Tax Retention Requirements

June 4, 2026

Commissioner Nancy Daubenberger
Minnesota Department of Transportation
395 John Ireland Blvd., Mail Stop 440
St. Paul, MN 55155

Dear Commissioner Daubenberger:

On behalf of the Minnesota Regional Development Commissions (RDCs), we appreciate the ongoing partnership we have had with the Minnesota Department of Transportation (MnDOT) for the last 50 years.

RDCs have served as MnDOT's local liaison, providing essential consultation, outreach, and public engagement across Greater Minnesota. Collectively, the Minnesota RDCs and West Central Initiative support transportation-related communication and engagement across 65 counties, 563 cities, and 1,476 townships. Our boards are made up of officials from these local governments, this provides RDCs the ability to appoint local elected officials to the ATPs which provides an important local stakeholder connection for MnDOT regarding local transportation issues and needs.

As documented in recent semi-annual reports prepared jointly by RDC transportation planners and MnDOT staff, the current Transportation Planning Grant amount of \$75,000 per region—unchanged since 2013—no longer reflects the workload or cost of service. Rising staffing and operational costs have significantly reduced the number of hours available to support ATP processes, newly established federal programs that address climate resilience (NEVI, PROTECT, CRP), and emerging statewide transportation plans and initiatives. Most recently MnDOT increased base funding to MPOs in MN, an increase in funding to regional development organizations would provide equity in rural areas in Minnesota.

Based on careful review, the RDCs respectfully request an increase in the MnDOT Transportation Planning Grant to \$125,000 per region. This adjustment will ensure that each region can continue offering high-quality public engagement, local government coordination, and data-informed planning support to MnDOT and its district partners. These parts of our role help support the overall collaborative policy implementation that is laid out in the mission and guiding principles of the One Minnesota Plan.

As we look beyond the state borders and at the federal level, our national association is also advocating for enhanced funding and a strengthened role for regional organizations in statewide transportation planning through the designation and implementation of Rural Transportation Planning Organizations (RTPO). The RDCs in Minnesota welcome the opportunity to work with MnDOT to help define and expand regional capacity in ways that support both state and federal goals.

We value our longstanding partnership with MnDOT and remain committed to supporting safe, efficient, and equitable transportation systems across Greater Minnesota. We kindly request your support in advancing this funding increase as part of your upcoming budget request.

Sincerely,

RNDC Chairperson Mike Laven

RNDC Interim Executive Director Jessica Beyer



Memo

To: RNDC Commissioners
From: Nominating Committee Chair, Shanon Nowell
Date: May 28, 2026
Re: Nominating Committee Update & Commission Chair and Board of Directors Chair Election Slate

Per RNDC Bylaws Article VI, the Budget and Personnel Committee will act as the Nominating Committee and the chair of the Nominating Committee will be a member from the Budget and Personnel Committee.

At the May 26, 2026, Budget and Personnel Committee Meeting, the nominations process was discussed and Shanon Nowell was nominated and elected Chair of the Nominating Committee.

The current Commission Chair and Board of Directors Chair, Commissioner Mike Laven, will conclude his two-year term as Chair at the June 17, 2026, Annual Meeting.

Therefore, it is the responsibility of the nominating committee to submit twenty days prior to the election (by May 28, 2026) the name or names of one or more commissioners who intend to stand for election for the position of Commission Chair and Board of Directors Chair.

Proposed Slate for Chair of the Commission:

- Board of Directors Vice Chair: Andrea Boettger
- Board of Directors Member: Christian Lilienthal

An election with a ballot including the slate of two Commissioners will take place at the June 17, 2026, Annual Commission Meeting. Nominations are also allowed from the floor.

In addition to notification to the Commission of this slate, the agenda for the June 17, 2026, Commission Meeting will fulfill the required 10-day notice requirement.



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 and on behalf of the nine counties, seventy-two cities, and one hundred forty-seven townships on economic, social, physical and governmental issues of a regional nature, and

Whereas, 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 17th day of June 2026

Signed:

Mike Laven, Chair

Jim Branstad, Secretary

Interim Executive Director's Report

Submitted by Jessica Beyer

June 2026 Commission Report

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, fostering organizational development, 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 adding resources to aide with financial clean-up efforts and general needs.

A recent main responsibility has been coordinating, facilitating and following up on team budget meetings as part of the FY26/27 Budget development process. 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 also coordinated audit extension paperwork for the fiscal year 2025 audit with the State in tandem with Abdo, our audit firm. Work will need to be completed by August 31, 2026.

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 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 are highlighted in the budget presentation materials. Additionally, information is included within a separate memo specifically related to the organizational development and financial sustainability work I am spearheading for the organization as part of a consultant in residency grant through the Mankato Area Foundation.

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 work towards strengthening 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:

- 4/8/26 - Bylaws Committee Meeting and Commission Meeting
- 4/9/26 - Meeting at MSU with Congressman Finstad's DC Representative
- 4/10/26 - Pioneer Bank Relationship Building Meeting
- 4/13/26 - RNDC Staff Check-in Meeting
- 4/15/26 - Safe Routes to School Meeting with Le Sueur
- 4/16/26 - Sibley County Meeting with Administrator
- 4/20/26 - RNDC Staff Meeting and Employee Appreciation Activities (including baked potato bar lunch)
- 4/22/26 - Mankato Area Foundation Recharge Event; EDD Quarterly Meeting; MCAP Awards Event
- 4/23/26 - SMIF 40th Anniversary Event; SBDC Partnership Meeting
- 4/24/26 - MCAP Partnership Contract Discussion
- 4/27/26 - RNDC Staff Check-in Meeting
- 4/28/26 - Bob Meyer Retirement (Blue Earth County Administrator)
- 4/29 to 5/1/26 - MADDO All Staff Professional Development & Peer Group Training
- 5/4/26 - Transportation Reauthorization Discussion with NADO and MN RDO's
- 5/4/26 - RNDC Staff Meeting
- 5/6/26 - Bylaws Committee Meeting
- 5/11/26 - RNDC Staff Meeting & Spring Potluck
- 5/12/26 - SMIF Partnership Discussion
- 5/13/26 - RNDC Board Meeting
- 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 Officials Presentation
- 5/28 to 5/29/26 - MADDO Executive Directors Meeting
- 6/1/26 - RNDC Staff Meeting
- 6/4/26 - DEED Meeting with Lisa Huges
- 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
- 6/15/26 - RNDC Staff Meeting
- 6/17/26 - RNDC Bus Tour; Commission Meeting

Memorandum

To: RNDC Commissioners

From: Jessica Beyer, Deputy Director/Interim Executive Director

Date: June 17, 2026

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

This memorandum and a proposed scope of work plan are included with my Interim Executive Director to update you on information that I presented at the last Board Meeting 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.

The included proposal seeks to address top focus areas and needs of the organization.

Kim Snyder and I presented at the May Board of Directors Meeting and there was unanimous support for moving forward with this work as part of the grant awarded to RNDC by Mankato Area Foundation through the Consultant in Residency program.

Kim has since started initial interview conversations with staff and members of the Board.

We will continue to keep the full Commission apprised of the work as it progresses and give a report at the October Commission Meeting.

If any members of the Commission would like to learn more or get further engaged in the process with Kim Snyder, please let me know.

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 th	Board meeting – Kim present scope of proposed work for feedback and/or approval
May 14-29 th	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 th	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.
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?

Finance

- As mentioned in my previous Finance Director Reports, my workload continues to exceed my capacity. This strain on the Finance Department existed prior to my tenure and has become even more significant as I manage responsibility across three fiscal years simultaneously: the past (FY25), present (FY26), and future (FY27).
- **Updates regarding the Past (FY25):** Our FY25 audit is scheduled to begin on July 15. The audit has been delayed for almost a year due to the extensive cleanup required within our accounting system, GMS. During the period when the Finance Director position was vacant (January-May 2025), approximately 90% of transactions entered into GMS were recorded to incorrect funds or projects or had other miscellaneous errors. Over the past month, Sarah and I have made significant progress correcting accounts payable and credit card data transactions, as well as organizing receipts and vouchers so they can be audited. We still need to organize and recode cash receipts, review all general journal adjustments that were made, and enter vehicle mileage reports. Once those items are completed, Lu and I will continue reconciling the beginning-of-year trial balance to the FY24 audit and then proceed with reconciling and closing all months for FY25. Given the volume of work still required, it is uncertain whether all cleanup and reconciliation activities can be completed before the audit begins. If not, we will proceed with the audit using the current state of the system and address any resulting audit findings as necessary.
- **Updates regarding the Present (FY26):**
 - Because the majority of my time has been dedicated to FY27 budget work and FY25 clean up efforts, we have fallen behind on certain GMS data inputs for FY26. Lu has assisted by ensuring all processed payroll has been entered into the system and by helping classify cash receipts. Sarah and I are currently working to complete the remaining data entry work.
 - The office is significantly behind on contract invoicing and financial reporting. Completing these tasks before the fiscal year ends on June 30 is a high priority. However, I am currently unable to generate the reports necessary for invoicing until the GMS cleanup and reconciliation work for FY25 and FY26 is completed.
 - We have worked internally to organize and update the accounts payable and credit card approval process. This work was incredibly important to increase oversight and reduce costly errors. Within our staffing limitations, we have added as much separation of duties as possible. Under the revised process, I review, classify, and code invoices; Sarah enters the data and processes payments; and Jessica provides final approval.
- **Updates regarding the Future (FY27):** Since the last full commission meeting, a significant portion of my time was spent on the FY27 budget presented at today's meeting. I just want to note that I am incredibly proud of the work our staff has accomplished over the past year. When concerns about an impending fiscal cliff came to light, the team worked diligently to secure additional funding for the upcoming year. Moving on from several years of losses totaling hundreds of thousands of dollars to presenting a balance budget for the upcoming year was a significant accomplishment and reflects the hard work and commitment of our staff.

- As part of the FY27 budget process, I created a new document titled “RNDC Funding Summary.” This document will be updated with each Board or Full Commission meeting and is intended to replace what was previously referred to as the “Gantt Chart”. The revised format provides a clearer summary of our contracts and grants, particularly those that span multiple fiscal years. The chart separates funding by fiscal year and will help us avoid some planning mistakes that were made in the past, and allowing us to better identify potential “fiscal cliffs”. The document is also intended to support ongoing grant strategy efforts by identifying funding needs throughout the year, rather than only during the annual budget process.

Revolving Loan Fund

- Interest rates continue to decline, creating challenges for Revolving Loan Fund operations, as a significant portion of administrative funding is generated through interest earnings on cash held in our MAGIC accounts. In June 2025, these accounts earned a yield of 4.28%. One year later, the yield has decreased to 3.63%. This 0.65% reduction represents approximately \$12,000 in lost annual revenue. Therefore, to maintain operational funding, it is important that we invest funds in the community. Our current lending rate remains at 5%.

Region Nine Area, Inc.

- RNAI is the fiscal host for Mahkato Okiwataya, which was awarded \$19,569.26 from the School Sisters of Notre Dame during the month of May. RNAI also serves as the fiscal host for Food Recovery by Wooden Spoon, which received a \$5,000 grant from the Mankato Clinic Foundation during the same period. Combined, these awards resulted in \$24,569.26 being deposited into RNAI accounts during May.
- 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. I will be working directly with both organizations to ensure all reporting requirements are completed accurately and submitted on time.

STAFF UPDATES | JUNE 2026

PROGRAM UPDATES:

Comprehensive Economic Development Strategy (CEDS) – Alejandra, Nate

RNDC was selected for the University of Minnesota's RSDP program to support the CEDS process. Alejandra will meet with the program's director to go over the budget and work plan. Through the RSDP program, Alejandra will work with UMN Extension staff and a graduate student to support data collection and analysis for the CEDS process. In the last CED committee meeting, which is steering and leading the implementation process for the CEDS, the committee spent time reviewing the answers from the Human Capital surveys that were distributed earlier this year. The committee also spent time discussion results and findings from regional BRE visits that Green Seam has conducted over the past two years across the region. Alejandra is working with UMN Extension staff to conduct a facilitated discussion during the housing forum that will collect feedback for the CEDS.

Regional Food Rescue – Tom, Sabri

The amount of food rescue in our region is currently sitting at 52,702 lbs. so far this year, valued at approximately \$116,532. Some of the highlights this past month include squash, protein drinks, salad mixes, and pre-made family meals from trucks rejected at Walmart, strawberries and oranges captured by FOCP and a rescue of lemons and pasta from Graze Food Co-op in New Ulm.

Along with a new partner in Graze to help bring more rescued food into the program, we also have a new distribution partner, Connections Shelter, already being able to disburse 300 lbs of food.

Mankato Clinic Produce Place & SHIP Freezers – Tom

The Islamic Center in St. Peter will also be a partner with SCMFR for receiving food in a refrigerator soon via a grant through Open Your Heart.

Bus Tour – Nate, Jessica

Nate and Jessica have finalized the agenda for the bus tour and invites have gone out to Commissioners and local stakeholders. The tour will start at SCSC before heading to Winnebago for lunch. The bus will then head to Mapleton to tour the new school and learn about many best practice programs and initiatives that are tied to work with RNDC areas of work. Nate is currently getting quotes for catering.

Communications – Nate

Nate had his first meeting with the other SBDC consultants and will begin working with SBDC clients in early June. He is currently contracted for up to 16 hours a week. This will be contingent on the RNDC workload.

Nate created a presentation for a meeting with Le Sueur County. The presentation included an overview of RNDC, Region Nine demographics, and information specific to Le Sueur County. The presentation was further customized and given May 27th by Jessica at the Le Sueur County Officials Meeting.

Nate assisted the Bike to Work event by creating the signage, distributing a press release, connecting with local media about the event, and covering the event for socials and the newsletter. More information is available in the Transportation section.

Nate scouted the Shooting Star Scenic Byway with Joel. He took pictures and made notes of tourist attractions along the byway. More information is available in the Transportation section.

Nate will also begin assisting Jazmine by going to loan signings when capacity allows.

Other tasks are listed in the above sections.

Revolving Loan Fund – Jazmine

Jazmine processed loan payments and continued scheduling site visits with existing clients for the upcoming month. During one of this month's site visits, she visited Rustic Farmer and was impressed by the business's growth and success since receiving its initial loan from Region Nine in 2022.

Jazmine met with several loan committee members over lunch and learned that one member will soon be going on maternity leave and may have limited availability for meetings during that time. She also met with Matt Lessard from the SBDC to discuss opportunities for closer collaboration on future projects. In addition, Jazmine met with Lisa from Avera Method regarding the potential need for gap financing for a fitness boutique project in Mankato.

Jazmine also met with an individual exploring the expansion of a car detailing business. After discussion, it was determined that the Region Nine RLF program may not yet be the best fit for the project. She worked to resolve issues related to the final title work for Silver Fox Plumbing after discovering the Region Nine mortgage had not been recorded in the proper lien position. Jazmine also met with Friedrichs Law to establish a more efficient workflow as Region Nine continues partnering with them on additional loans.

As part of ongoing relationship-building and project follow-up efforts, Jazmine visited the newly opened Czech Point restaurant in Montgomery, which closed with Region Nine financing last month. The restaurant was notably busy for a midweek lunch hour, demonstrating strong early community support. She also met with Hannah, Acting Director at the SBDC, to discuss strengthening partnerships on future projects and coordinating joint visits with area banks.

Jazmine reached out to numerous banks in Sibley County as part of a targeted outreach effort planned for next month to market the RLF program and build relationships with new bankers. She also met with bankers from Frandsen Bank & Trust in Mankato to establish a stronger partnership with the institution.

In addition, Jazmine is currently auditing loan files closed within the past six months to ensure all required documentation is complete and that mortgages and UCC filings have been properly recorded. She also met with Mary from the SBA 504 program to discuss ways to facilitate additional partnerships and collaborative financing opportunities. Jazmine continues coordinating site visits with various clients for the coming months while prioritizing banker outreach efforts in Sibley County.

Safe Streets and Roads for All Grant – Mark

Mark attended a Faribault County Commission meeting on June 2 and provided a detailed briefing on the locations of fatal and serious-injury crashes, how speeding, distraction, and driver impairment contribute to them, and which routes experience the most severe crashes. He identified several high-crash corridors and intersections and conducted field audits.

Feedback from the County Commissioners will help guide the development of a road safety action plan for the county. The plan will be timed to align with MnDOT funding opportunities.

Mark drafted a letter of support for Green Isle's application for USDOT's Safe Streets and Roads for All.

Prevention of Wasted Food MPCA Grant – Sabri

No new updates at this time.

Transportation/MnDOT Regional Planning Grant – Joel, Mark

Joel and Sabri attended the Mayors' Ride, an advocacy event hosted by Greater Mankato Bike & Walk Advocates that takes riders on a short tour around Mankato and North Mankato, showcasing new and upcoming bike and pedestrian infrastructure projects but also pointing out places where there are issues or gaps in the system. Mark and Joel also partnered with Greater Mankato Bike & Walk Advocates to host a Bike to Work Day celebration on Friday, May 15, at Civic Center Plaza. Key City Bike Co-op was on site to assist with repairs, and a local bike shop donated prizes for riders.

RNDC Chairman Mike Laven, representing the City Council, helped kick off the event by noting that the Mankato region has made great progress toward becoming bicycle-friendly, while acknowledging that more work remains. Riders also shared fond memories of their bikes during the Bike Show & Tell.

Joel and Mark attended the MAPO TAC meeting on May 21. The TAC made a recommendation to release the draft 2027-2030 Transportation Improvement Program for public comment. Information was also presented on the upcoming Statewide MPO conference and ADA transition plan. MnDOT presented on a road user charge study they are working on, which explores possibilities to keep Minnesota roads funded as gas tax revenue decreases with higher rates of EV and plug-in hybrid adoption. MnDOT is conducting a pilot to see if in-vehicle technology is an efficient means of reporting miles driven. Any Minnesotan or person who frequently drives in Minnesota and drives a Stellantis (Jeep, Chrysler, Dodge, Ram) vehicle made in or after 2021 can take part in the pilot by enrolling at www.mnruc.com/welcome.

Joel and Mark will be working with the cities of St. James and North Mankato to help install their active transportation demonstration projects in June and July.

Mark presented to the Lifelong Learners group in North Mankato on how land use, zoning, and street design influence social connectedness, trust, and overall happiness. He drew on research from the book *Happy City* as well as his own experience living in neighborhoods with Walk Scores ranging from 2 out of 100 to a near-perfect 98. He described his current community as a "happy city," noting that it is kid-friendly, that he knows his neighbors, and that there are many opportunities to contribute to the community's well-being.

St. James Energy Navigators - Sabri

Sabri has 45 household installations scheduled between March and September.

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

No new updates at this time.

REGIONAL TECHNICAL ASSISTANCE:

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

The plan has been completed and sent to the planning committee. The team will work with the city to get the plan adopted.

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

Sam is working with MCAP to coordinate and deliver an emergency preparedness workshop in Waseca County, and also exploring opportunities to extend this programming into Blue Earth and Nicollet Counties through continued conversation with EMS Directors. Sam is also working on hosting a webinar with MCAP and a Martin County farmer to live-demo a Resilient Farm Planner tool and discuss the benefits of regenerative farming practices, as well as resources to support interested farmers.

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

No updates at this time.

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

Joel met with Prairie Visions, the joint powers board that oversees the Shooting Star Scenic Byway and Shooting Star State Trail. He gave an overview of the planning process to the board, gathered additional stakeholder contacts, answered some questions, and got some early input on issues facing the byway. Joel and Nate also had a trail site visit day to take photos for the marketing portion of the plan and get a preliminary look at any signage, safety concerns, and other evident issues along the corridor. Joel had a similar (but shorter) site visit at the Apple Blossom Drive Scenic Byway. Both byway plans will have official stakeholder kickoffs in late June.

Empowering Small Minnesota Communities Rural EMS Project – Joel

No new updates at this time.

Housing Forum - Alejandra

Alejandra has been working with MN Housing to finalize the agenda for the housing forum. She has also been doing outreach to local and regional partners to invite them to join and register. She has also met one-on-one with developers, housing experts, and leaders to identify panel questions and topics. Alejandra is working with UMN Extension staff to conduct a guided discussion during the housing forum that will collect feedback for the CEDS.

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

No new updates at this time.

GRANT COORDINATION AND ADMINISTRATION:

Solar on Schools – MNSU, Mankato – Sabri

MNSU passed the first round of the application and is now preparing for the full application. With the long timeline for construction, they are unsure if they will move forward with this round or apply in a future round.

Food Retail Improvement Grant – Sabri, Alejandra

Davis' Marketplace was awarded the MDA's FRIDG grant to complete an emergency roof repair. The grant award was \$41,250 with Davis' Marketplace needing to provide an additional \$13,750 in match for a total project cost of \$55,000.

BRIDGE The Gap: Student-Led Energy Outreach – 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

No new updates at this time.

MPCA Waseca Local Climate Action Grant – Sam, Lisa

No new updates at this time.

Eagle Lake Land Use Plan – Alejandra

Alejandra worked with the City of Eagle Lake to submit a letter of intent for Blandin’s Small Cities grant program. The City submitted a full application to fund a land use plan.

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

Alejandra has been working with the City of Waterville to submit a full application that would fund the construction of floodwalls around the Main Street Lift Station and the Tetonka Lift Station, which become surrounded by water during high-water events. The City also needs funding to complete necessary clay tile sewer lining and manhole rehabilitation to reduce infiltration and prevent excess stress on the system. Alejandra has worked on completing a final draft that has been shared with the EDA Regional Office for review.

McKnight MADO Application – Jessica, Sam

The MADO McKnight Foundation was successfully awarded funding to maintain capacity and support the continuation of climate and clean energy-focused initiatives across the 8 participating RDOs.

McKnight Region Nine Application – Sam, Sabri, Lisa

We requested startup funding to create a revolving grant writing fund for our work in the region. The request was not funded.

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

No new updates at this time.