



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

100 Park Street South

Mora, MN 55051

October 24, 2016

7:00 P.M.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Loren Davis – Isanti Co. Public Interest
Carla Dunkley – Tribal Representative
Kathi Ellis – Kanabec Co. Commissioner
Linda Evans – Mille Lacs Co. Public Interest
Gordon Gullixson – Kanabec Co. Municipalities
Steve Hallan – Pine Co. Commissioner
Richard Hansen – Isanti Co. Townships
Jeannette Kester – Pine Co. Public Interest
Diane Larkin – Chisago Co. Townships
Tom Lawlor – Southern School Board
Ben Montzka – Chisago Co. Commissioner
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Thom Walker – Mille Lacs Co. Municipalities
Barb Welty – Mille Lacs Co. Townships
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Tim Franklin – Pine Co. Municipalities
Kirsten Kennedy – City of North Branch
Steven Kimmel – Chisago Co. Public Interest
Bill Schlumbohm, Sr. – Chisago Co. Municipal

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Trish Rydlund – Office Manager
Penny Simonsen – Community Development
Jordan Zeller, Economic Development

Others Present:

Lucinda Winter, MN Film/TV
Doug Host, CliftonLarsonAllen LLP
Brian Smith, Kanabec County Sheriff
Toni Williamson, Pine County Citizen

1. **WELCOME:** Chairman Montzka called the regular meeting of the East Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Davis moved to approve the agenda as presented. Welty seconded – motion carried.
3. **MINUTES APPROVAL:** Hansen moved to approve the minutes of the August 22, 2016 meeting. Palmer seconded – motion carried.
4. **MN FILM/TV PRESENTATION:** Lucinda Winter of MN Film/TV presented information on their organization's work and programs. Minnesota Film and TV is a non-profit film commission that seeks to help the economy by promoting the state's production industry. They do this by providing incentives through their *Snowbate* program which offers 20% to 25% rebates to the film and television industry on production expenses (including resident labor) when filming in Minnesota. The organization also markets Minnesota talent; assists with scouting services and crew, equipment and permitting referrals; and maintains a database of filming locations. For more information go to website www.mnfilmtv.org.
5. **FY15-16 AUDIT PRESENTATION** – Doug Host of CliftonLarsonAllen LLP presented the FY15-16 audit. The highlights for the year show that total net position of the Commission was \$171,491. Commission-wide revenues were \$538,454 and expenditures were \$524,714, respectively. The General Fund balance increased by \$9,632 ending in a balance of \$110,984. The Revolving Loan Fund balance increase by \$13,247. Palmer moved to acceptance of the FY15-16 audit as presented. Williamson seconded – motion carried. The Board wanted to acknowledge and thank Tammie Denholm for the outstanding job completed for the audit.

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6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss reported on a number of items including:
 - a. **KANABEC COUNTY SAFE ROADS PROPOSAL:** Voss reported on a September 21st meeting with the members of the Kanabec Safe Roads Coalition to develop a revised work program based on the discontinuance of the Safe Roads grant from the MN Dept. of Public Safety. The plan would utilize a \$6,000 contribution from Kanabec County along with ECRDC funds that were already designated in the FY 2016-17 budget (approximately \$5,200) to operate a much leaner program through September 30, 2017. The total program then would cost \$11,200. The revised work program would include an item relating to fund-raising with hopes the program will become self-sufficient after that date. Kanabec County Sheriff Brian Smith was present and stated that keeping the Kanabec Coalition together was viewed as extremely important to continue the traffic safety efforts. Also, in future years, the group may wish to apply for another DPS Safe Roads grant if the County's crash data warrants it. The Coalition, therefore, requested that the Commission continue the Kanabec County Safe Roads program through September 30, 2017 utilizing the ECRDC's already budgeted funds for FY 2016-2017. The program will run from October 1, 2016 through September 30, 2017. Evans moved to approve the request. Welty seconded – motion carried.
 - b. **LAKE MILLE LACS SCENIC BYWAYS:** The contract for the Lake Mille Lacs Area Scenic Byway Designation Study (aka MnDOT Agreement No. 1026709) was received from MnDOT on October 11th. The total contract is \$76,550 with 80% (up to \$61,240) being paid from federal funds and the remaining 20% (\$15,210) matched by the State. Welty moved to approve the above-mentioned agreement. Palmer seconded – motion carried. Tentatively, \$44,700 of the total amount will be available to ECRDC for technical assistance staff time. The remaining amount will be available for the Arrowhead RDC staff time (\$18,450) and a landscape architect (\$12,500).
7. **TREASURERS REPORT:** Ellis presented the Treasurer's report. Davis moved to approve the Treasurer's Report to include the checks written along with ACH payments from August 1 to September 30, 2016, check #9061 through #9112. Williamson seconded – motion carried. General Journals were reviewed and approved for the time period August 1 to September 30, 2016.
8. **PERSONNEL AND BUDGET COMMITTEE (P&B):** The P&B met prior to the Commission and brought before the full Commission the following recommendations:
 - a. **REVOLVING LINE OF CREDIT:** Evans moved to renew the ECRDC's Revolving Line of Credit with Neighborhood National Bank for \$100,000. Lawlor seconded – motion carried.
 - b. **PERFORMANCE REVIEWS:**
 - 1) **Denholm** review and pay increase: Based on a favorable performance appraisal Ellis moved to approve a one step increase for Tammie Denholm from Pay Grade C Step 9, \$21.75/hr to Pay Grade C Step 10 \$22.38/hr effective October 16, 2015. Hansen seconded – motion carried.
 - 2) **Bollenbeck** review and pay increase: Based on a favorable performance appraisal Odegard moved to approve a one step increase for Michele Bollenbeck from Pay Grade C Step 9, \$21.75/hr to Pay Grade C Step 10, \$22.38/hr effective November 1, 2015. Davis seconded – motion carried.
9. **TRANSPORTATION:** Bob Bollenbeck reported on the following:
 - a. **TRANSPORTATION ALTERNATIVES:** The Transportation Alternatives (TA) solicitation process began on October 1. Letters of Intent for the funding are being taken statewide and must be submitted to MnDOT by October 31, 2016.

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- b. **TRAFFIC SAFETY ROUNDTABLE:** A Traffic Safety Roundtable radio program aired on KBEK on September 21st with representatives from the Isanti, Kanabec, and Mille Lacs County TZD Coalitions.
10. **ECONOMIC DEVELOPMENT:** Zeller reported on the following:
- a. **REVOLVING LOAN FUND (RLF) VACANCIES:** A number of RLF Board seats need to be filled. Davis moved to fill the following vacancies: Brad Larson, Chisago County; Clyde Bloyer, Isanti County; Frank Westling, Kanabec County; and Rachelle Nelson, Mille Lacs County. Welty seconded – motion carried. Pine County had multiple (3) applications for their vacancy. After some discussion, Williamson moved to appoint Dr. Robert Musgrove as the Pine County representative to the RLF. Kester seconded – motion carried.
 - b. **CEDS STRATEGY COMMITTEE VACANCY:** Welty moved to appoint Carla Dunkley to the CEDS Committee as the tribal representative from the Mille Lacs Band of Ojibwe. Hansen seconded – motion carried.
11. **COMMUNITY DEVELOPMENT:** Simonsen reported on the following:
- a. **SAFE ROUTES TO SCHOOL (SRTS):** Letters of Intent to apply for SRTS funding are due October 31 to MnDOT. Staff has met with several city and school officials regarding planning, infrastructure and non-infrastructure applications for 2017.
 - b. **REGIONAL TRANSIT COORDINATION STUDY:** We received word that MnDOT will be awarding the RDC a contract to facilitate a region-wide planning process related to transit coordination. We have conducted this work for MnDOT in 2006 and 2011.
 - c. **LAKE MILLE LACS SCENIC BYWAY STUDY:** We received word that our proposal to lead initial assessment process was approved and have a signed contract. Initial work has begun.
12. **TOPICS OF REGIONAL INTEREST:** Items of regional interest discussed were the Telework Center open house to be held on October 25th and the homeless shelter in Pine County.
13. **ADJOURNMENT:** Montzka announced the next meeting will be the on December 19, 2016 at the ECRDC office in Mora at 7:00 p.m. Williamson moved to adjourn the meeting. Palmer seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman