



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

June 27, 2016

Braham Event Center

655 8th St. SW

Braham, MN 55006

5:30 p.m.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Loren Davis – Isanti Co. Public Interest
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
Steven Kimmel – Chisago 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
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Tim Franklin – Pine Co. Municipalities
Kirsten Kennedy – City of North Branch
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Bill Schlumbohm, Sr. – Chisago Co. Municipalities
Thom Walker – Mille Lacs Co. Municipalities
Barb Welty – Mille Lacs Co. Townships

Staff Present:

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

Others Present:

Keith Carlson, Mayor of Lindstrom

1. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:30 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Hansen moved to approve the agenda as presented. Davis seconded – motion carried.
3. **MINUTES APPROVAL:** Hansen moved to approve the minutes of the April 25, 2016 meeting. Palmer seconded – motion carried.
4. **TREASURERS REPORT:** The Board reviewed the April and May 2016 Treasurer's report as presented by Commissioner Ellis. Davis moved to approve the Treasurer's Report to include the checks written along with ACH payments from April 1 through May 31, 2016, check #8957 through #8999. Odegard seconded – motion carried. General Journals were reviewed and approved for the time period April 1 through May 31, 2016.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted a number of items including:
 - a. **SANDSTONE COMPREHENSIVE PLAN:** Staff submitted a proposal to the City of Sandstone to draft a new comprehensive plan. Several new things have occurred since the ECRDC last assisted with the Sandstone Comprehensive Plan 2002 including 181 acre Business and Medical Park; NLX Station Planning; expansion to Federal Correctional Institute; various tourism related activities, etc. Final selection is set to take place on July 6th.

- b. REGION 7W UPDATE: Provided a background presentation on the CEDS project to a group of Region 7W economic development stakeholders on May 11th at the Central MN Jobs & Training (CMJT) offices in Monticello. CMJT has taken on the role of the governing board for the EDD and is applying for a short-term planning grant to develop a new CEDS. Our involvement in the project is now complete.
- c. ECRDC ANNUAL AUDIT: Preparations will begin for the upcoming annual audit. We are anticipating the accounting firm CliftonAllenLarson will conduct the field work for the fiscal year end 2016 agency-wide audit in September.

6. PERSONNEL AND BUDGET (P&B) COMMITTEE:

- a. PUBLIC HEARING FY2016-2017 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Vice-Chairman Hallan opened the Public Hearing at 5:47 p.m. for comments on the FY2016-2017 Work Program, budget, and indirect cost plan. Voss provided highlights of the work program and budget and fielded questions. The public hearing was closed at 6:06 p.m. Williamson moved to approve the FY2016-2017 Work Program, budget, and indirect cost plan. Amundson seconded – motion carried.
- b. DESIGNATE FINANCIAL DEPOSITORY: Odegard moved to approve Neighborhood National Bank as the ECRDC's financial depository. Ellis seconded – motion carried.
- c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Hansen moved to recommend approving inventory deletions in the amount of \$161.51 and additions to the inventory totaling \$426.43. Kester seconded – motion carried.
- d. HEALTH INSURANCE POLICY AMENDMENT: Ellis moved to approve an amendment to the Commission's health insurance policy to authorize payment of Medicare Premiums as allowed by IRS rules. The amended policy reads as follows:

The employer payment plan includes a high deductible group health insurance plan in conjunction with a health care savings account. The Commission's contribution toward single and family policies is set at up to \$650 and \$1,150 per month respectively. Also, the Commission will contribute \$100 per participating employee toward the health care savings accounts. Further, this plan also integrates a policy to either pay directly or reimburse Medicare Part B or Part D premiums, up to \$650 per month, for eligible employees (fewer than two) as authorized by IRS Rules.

Williamson seconded – motion carried.

- e. CENTRAL MN COUNCIL ON AGING (CMCOA) ADMINISTRATIVE MATCH: Kimmel moved to approve a request by CMCOA for an administrative match funds in the amount of \$12,161 for calendar year 2017. Hansen seconded – motion carried.

7. ELECTION OF OFFICERS:

- a. CHAIRPERSON: Voss announced Ben Montzka, Dave Patenaude, Gene Anderson, and Kirsten Kennedy had been nominated by mail for Chairperson. Voss opened the floor for nominations for Chair. No nominations were made. Nominations were closed. Commissioners cast their ballots and Ben Montzka was re-elected as Chairman.
- b. VICE-CHAIR: Voss announced Steve Hallan, Kathi Ellis, and Genny Reynolds had been nominated by mail for Vice-Chair. Voss opened the floor for nominations for Vice-Chair. No nominations were made. Nominations were closed. Commissioners cast their ballots and Steve Hallan was re-elected Vice-Chairman.
- c. SECRETARY/TREASURER: Voss announced Kathi Ellis, Steve Odegard, Kirsten Kennedy and Diane Larkin had been nominated by mail for Secretary/Treasurer. Voss then called for nomination from the floor for secretary/treasurer. No nominations were received. Nominations were closed. Commissioners cast their ballots and Kathi Ellis was re-elected as Treasurer.

- d. ECRDC LIAISON'S TO PROGRAM COMMITTEES: Following are the appointments for the various ECRDC advisory committees.
- i. Transportation Advisory Committee (TAC): The election of an ECRDC liaison to the TAC was tabled until the August 2016 board meeting.
 - ii. Revolving Loan Fund (RLF): Nominations were opened from the floor for the Revolving Loan Fund Committee. One nomination was received for Karen Amundson. Odegard moved to appoint Karen Amundson as the ECRDC liaison to the RLF committee. Davis seconded – motion carried.
 - iii. Area Transportation Partnership (ATP): The election of an ATP representative from the ECRDC was postponed until the August 2016 board meeting.
- e. COUNTY CAUCUS FOR PERSONNEL & BUDGET (P&B) COMMITTEE: At 6:35 p.m. the meeting was recessed for 5 minutes to caucus and select members from each county for the P&B Committee. The meeting reconvened at 6:40 p.m. The following are the Personnel and Budget Committee.
- | | |
|-----------------------------------|--------------------------------|
| Chisago County – Tom Lawlor | Isanti County – Richard Hansen |
| Mille Lacs County – Thom Walker | Pine County - Steve Odegard |
| Kanabec County – Gordon Gullixson | |

Evans moved to ratify the P&B appointments. Palmer seconded – motion carried.

8. **TRANSPORTATION**: Bollenbeck brought before the Commission a resolutions authorizing execution of agreement with the Minnesota Department of Public Safety for traffic safety projects during the period of October 1, 2016 through September 30, 2017 for the Isanti County, Kanabec County, and Mille Lacs County Toward Zero Deaths/Safe Roads programs. Lawlor moved to authorize execution and enter into agreement for the Isanti County, Kanabec County, and Mille Lacs County Toward Zero Deaths Programs. Hanson seconded – motion carried.

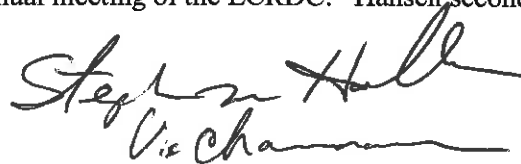
Bollenbeck then brought forth the Transportation Planning Grant. Lawlor moved to enter into an agreement with the State of Minnesota, MnDOT Agreement Number 1003079. Kester seconded - motion carried.

Bollenbeck reported the Isanti County Safe Cab continues to provide service through two vendors. To date, more than 17,000 people have received rides. Recent statistics from the Dept. of Public Safety shows only 40 DUA arrests as of June 1, 2016. When Safe Cab started in 2006 there were hundreds of DUI arrests every year.

9. **ECONOMIC DEVELOPMENT**: Zeller reported the Revolving Loan Funds program has over \$90,000 in funds available to lend to new, growing, or relocating businesses in East Central Minnesota.
10. **COMMUNITY DEVELOPMENT**: Simonsen reported that the ECRDC received \$13,000 in funding from the Blandin Foundation to work with up to 5 townships in Pine, Kanabec or Mille Lacs counties to bring more internet services to the townships. Simonsen reported that just prior to the meeting, staff met with representatives from Wilma Township to assist them with ordering equipment needed to implement a broadband delivery model for their area.
11. **ADJOURNMENT**: Chairman Montzka announced the next meeting will be on August 22, 2016 at the ECRDC offices. Davis moved to adjourn the annual meeting of the ECRDC. Hansen seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman

