



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

June 22, 2015

100 Park Street South

Mora, MN 55051

5:30 p.m.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Kathi Ellis – Kanabec Co. Commissioner
Linda Evans – Mille Lacs Co. Public Interest
Frank Grundmeier – Pine Co. Townships
Kirsten Kennedy – City of North Branch
Steve Hallan – Pine Co. Commissioner
Richard Hansen – Isanti Co. Townships
Steven Kimmel – Chisago Co. Public Interest
Sue Larson – Isanti Co. Public Interest
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
Paul Venhuizen – Pine Co. Municipalities
Barb Welty – Mille Lacs Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Gordon Gullixson-Kanabec Co. Municipalities
Diane Larkin – Chisago Co. Townships
Bill Schlumbohm – Chisago Co. Municipalities
Thom Walker – Mille Lacs Co. Municipalities

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Jennifer Russell – Economic Development Director
Trish Rydlund – Office Manager
Penny Simonsen – East Central Sr. Resource Center

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:** Larson moved to approve the agenda as presented. Kimmel seconded – motion carried.
3. **MINUTES APPROVAL:** Welty moved to approve the minutes of the April 27, 2015 meeting. Hanson seconded – motion carried.
4. **TREASURERS REPORT:** The Board reviewed the April and May 2015 Treasurer's report as presented by Commissioner Ellis. Odegard moved to approve the Treasurer's Report to include the checks written from April 1 to May 31, 2015. Second by Kennedy – motion carried. The General Journals were reviewed and approved for the time period April 1 through May 31, 2015.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted a number of items including:
REGIONAL TRAILS PLANNING: Applied for \$3,000 in State Health Improvement Program (SHIP) funds (administered by Kanabec County) to gather data, maps, and conduct research on existing rails systems in Region 7E. This information would then be used as a basis to develop a regional trails plan that would address where possible connections and/or improvements to the system might be considered.
SANDSTONE MEDICAL CAMPUS: Assisting the City of Sandstone in seeking an EDA infrastructure grant for a proposed Regional Medical Campus and Business Park Project. The total cost to construct the project is \$4,632,600. Applications are competitive and EDA's priorities are presently in the areas of trade, innovation, and workforce development so the second application is including more emphasis on these requirements.

BLANDIN BROADBAND: The Central Woodlands Regional Broadband Inventory and Assessment project is currently underway. Townships have been contacted and individual property owners are being surveyed to identify where gaps in broadband services exist.

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

- a. PUBLIC HEARING FY 2015-2016 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Vice-Chairman Hallan opened the Public Hearing at 5:45 p.m. for comments on the FY2015-2016 work program, budget, and indirect cost plan. Voss provided highlights of a proposed work program for FY 2015-2016. This included Safe Routes to School planning projects; a Blandin Foundation Broadband planning project; Hazard Mitigation Plan updates for Mille Lacs and Kanabec Counties; and Safe Roads/TZD projects in Isanti, Kanabec, and Mille Lacs Counties. The proposed budget reflected a 3% tax levy increase; a 1% increase on the ECRDC salary schedule; and indirect cost rate of 62.06%. There were no public comments. The public hearing was closed at 5:51 p.m. Welty moved to approve the FY2015-2016 work program, budget, and indirect cost plan. Evans seconded – motion carried.
- b. DESIGNATE FINANCIAL DEPOSITORY: Larson moved to approve Neighborhood National Bank in Mora as the ECRDC's financial depository. Amundson seconded – motion carried.
- c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Ellis moved to recommend approving inventory deletions in the amount of \$7,145.99 and additions to the inventory totaling \$12,000.00. Palmer seconded – motion carried.

7. ELECTION OF OFFICERS:

- a. CHAIRPERSON: Voss announced Ben Montzka and Dave Patenaude 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, Karen Amundson, Genny Reynolds, and Carla Dunkley 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 Steve Hallan, Steve Odegard and Kirsten Kennedy 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): Nominations were opened from the floor for the TAC Liaison. One nomination was made for Barbara Welty. Larson moved to approve Barb Welty as the ECRDC liaison to the TAC. Hanson seconded – motion carried.
 - ii. Revolving Loan Fund: Nominations were opened from the floor for the Revolving Loan Fund Committee. One nomination was received for Sue Larson. Odegard moved to reappoint Sue Larson as the ECRDC liaison to the RLF committee. Hanson seconded – motion carried.
- 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
Mille Lacs County – Thom Walker
Kanabec County – Karen Amundsen

Isanti County – Richard Hansen
Pine County – Steve Odegard

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8. **TRANSPORTATION:** Bollenbeck brought before the Commission the Transportation Planning Grant. Larson moved to enter into an agreement with the State of Minnesota, MnDOT Agreement Number 1000634. Palmer seconded - motion carried.

Bollenbeck then brought forth resolutions authorizing execution of agreement with the Minnesota Department of Public Safety for traffic safety projects during the period of October 1, 2015 through September 30, 2016 for the Isanti County, Kanabec County, and Mille Lacs County Toward Zero Deaths programs. Evans 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 also reported that for the recent TAP solicitation two projects for Region 7E (both from Mille Lacs County) were submitted for consideration, but neither was successful in the ATP TAP process. Bollenbeck did, however, report that the Milaca School Crossing project was selected for funding later as funds became available at the State level.

9. **ECONOMIC DEVELOPMENT:** Economic Development Director Russell reported on the following.
- Revolving Loan Fund – ECRDC closed on a loan with BowDaddy Archery in the amount of \$37,000. Marketing efforts are being continued and RLF information is being presented to local Chambers and banks.
 - Minnesota Housing Partnership – Lakes & Pines was invited to participate in MN Housing Partnership’s 2015 Housing Institute for Central MN and invited the ECRDC to be a taskforce member. This group meets twice a month to discuss local housing resources. A RFP has been created and sent to companies to assist in the development of a website that has all the regions housing resources available.
 - Mille Lacs County Economic Strategic Plan – The plan is near completion and the taskforce continues to meet monthly. Housing and the arts have been added to the plan and the group is researching best practices for the region.
 - City Administrators/Economic Development Professionals luncheon – We are attempting to organize a city administrator, clerks and economic development professionals meeting for later in July at the ECRDC. Kathy Gaalswyk and Don Hickman for the Initiative Foundation have requested to present information about their programs and funding opportunities.
 - MADO – The RDC Economic Development Planners developed a SWOT analysis (strengths, weaknesses, opportunities, threats) for each of their regions and for the State of Minnesota. This information will aid in the development of a statewide economic development plan called “DevelopMN”.

10. **COMMUNITY DEVELOPMENT:** Simonsen reported on the following items:
- Safe Routes to Schools – Planning in both Hinckley and Kanabec County Schools is progressing on schedule and should be completed by June 30th.
 - Hazard Mitigation – Work continues in the 9th month of the 19-month Hazard Mitigation Plan process for Kanabec County. Tabulated preliminary survey results were shared with township officials at their semi-annual township association meeting in mid-April. Work with Mille Lacs County Hazard Mitigation Plan began in April. This work will span over 18 months.
 - USDA – Continued work with several communities across the “Central Woodlands” area in regard to food and farm initiatives.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on August 24, 2015 at the ECRDC offices. Larson moved to adjourn the annual meeting of the ECRDC. Evans seconded – motion carried.


Robert L. Voss, Executive Director


Ben Montzka, Chairman