



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

April 23, 2018
100 Park Street South
Mora, MN 55051
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
Richard Hansen – Isanti Co. Townships
Robert Hoefert – Mille Lacs Co. Townships
Jeannette Kester – Pine Co. Public Interest
Tom Lawlor – Southern School Board
John Mikrot, Jr. – Pine Co. Commissioner
Ben Montzka – Chisago Co. Commissioner
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Kevin Stenson – Chisago Co. Municipalities
Frank Storm – Chisago Co. Public Interest
Jim Swenson – City of North Branch
Thom Walker – Mille Lacs Co. Municipalities
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Tim Franklin – Pine Co. Municipalities
Gordon Gullixson – Kanabec Co. Municipalities
Diane Larkin – Chisago Co. Townships

Staff Present:

Bob Voss – Executive Director
Trish Rydlund – Office Manager
Penny Simonsen – Trans/Community Dev
Jordan Zeller – Economic Dev.

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:** Hansen moved to approve the agenda with addition of an item authorizing an expenditure for touching up the interior paint of the ECRDC building after the new carpet installation. Davis seconded – motion carried.
3. **MINUTES APPROVAL:** Davis moved to approve the minutes of the February 26, 2018 ECRDC Board meeting. Lawlor seconded – motion carried.
4. **TREASURERS REPORT:** The Board reviewed the February and March 2018 Treasurer's report as presented by Commissioner Ellis. Williamson moved to approve the Treasurer's Report to include the checks written #9658 through #9716 along with ACH payments from February 1 through March 31, 2018. Hansen seconded – motion carried. General Journals were reviewed and approved for the period February 1 through March 31, 2018.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. **REGIONAL TRANSIT COORDINATION COUNCILS:** Phase 1 planning grant application to establish a Regional Transportation Coordinating Councils (RTCCs) for Region 7E was

- uploaded to the State's "Black Cat" website on March 29th. Mn/DOT is beginning the process of reviewing the applications and is scheduled to make a selection sometime in June.
- b. ANNUAL MEETING: The ECRDC annual meeting will be held on June 25th at the Snake River Fur Post in Pine City. The business meeting will begin at 5:30 p.m. and the dinner will be served at 7:00 p.m. Deb Griffiths, Director of Communications and Community Outreach for the Schools for Equity in Education, will be our guest speaker. Griffiths' main topic will be the school district revenue rankings and the seemingly low per pupil amounts received by several of the school districts in our region.
 - c. ANNUAL AUDIT: Clifton Larson Allen CPA firm is scheduled to conduct the field work for the ECRDC's FY 2018 year-end audit during the week of August 20th.
 - d. SEXUAL HARASSMENT TRAINING: Conducted staff training on sexual harassment with materials received from the MN Counties Insurance Trust on Monday, April 16th.
6. **PERSONNEL & BUDGET (P&B) COMMITTEE**: The P&B met prior to the Commission and brought forth following recommendations to the full ECRDC Board:
- a. DESIGNATE FINANCIAL DEPOSITORY: P&B Chair Loren Davis reported that the staff visited with First Citizens Bank in Mora about potential banking services for the ECRDC. First Citizens is able to monitor the ECRDC's two signature requirement on checks; provide a \$100,000 revolving line of credit renewable at 3 (4.95% interest) or 5 years (5.25% interest) instead of annually; a flat fee of \$50 a month for online banking; provide a safe deposit box; and accommodate the various ACH payments. The P&B recommended that First Citizens Bank be added as an ECRDC financial depository in order to begin transition banking services from Neighborhood National Bank. Further that the optional 5-year renewable \$100,000 revolving line of credit be pursued. Motioned by Lawlor to accept the P&B's recommendation allowing First Citizens Bank as an additional ECRDC financial depository. Amundson seconded – motion carried.
 - b. TITLE VI CIVIL RIGHTS POLICY: Voss stated that the application to MnDOT for the Phase I Planning Grant for the Regional Transportation Coordinating Council (RTCC) was submitted by the March 31, 2018 deadline. MnDOT, however, requested that more compliance items be submitted regarding the ECRDC's implementation of the federal Title VI of the Civil Rights Act of 1964. The items included:
 - i Notification to the public of rights under the Title VI of Civil Rights Act;
 - ii A complaint process and complaint form;
 - iii A list of transit-related Title VI investigations, complaints, and lawsuits;
 - iv A chart of the minority status of members of decision making boards and committees;
 - v A public involvement program; and
 - vi A language assistance plan to ensure reasonable access to information for those with limited English proficiency.

Davis reported that the P&B has recommended approval of a resolution "Endorsing East Central Regional Development Commission Title VI Program" which includes the compliance elements listed above. Amundson moved to accept the recommendation and approve the Title VI Civil Rights policy. Dunkley seconded – motion carried.

- c. PAINT BUDGET: Some of the interior paint in the ECRDC offices was damaged during the removal of the baseboards for the new carpet install. Voss received a quote from Scott Mund of Whistler Painting, LLC for \$1,485 to repair/paint the damage, remove old wall paper, and

repaint other areas to better match the new carpet. Purchase of the paint, however, would be extra. The ECRDC was underspent in a few areas (software/technical, snow removal, and office supplies) and can accommodate this unanticipated amount out of the indirect cost pool. The P&B recommends approval of up to \$1,800 to complete the aforementioned work to allow enough funds for purchasing the paint. Williamson to accept the recommendation and approve up to \$1,800 for painting and touch up for the walls. Seconded by Ellis – motion carried.

7. TRANSPORTATION/COMMUNITY DEVELOPMENT: Simonsen reported on upcoming grant application deadlines, meetings, etc.:

- a. The ECRDC's annual program review meeting with MnDOT will be held mid-May.
- b. Mille Lacs County TZD/Safe Roads application is due the beginning of June.
- c. Contacted Jim McClosky of the Mn Dept. of Public Safety regarding upcoming hazard mitigation plan updates.

8. ECONOMIC DEVELOPMENT: Zeller reported the following items:

- a. INNOVATIVE APPROACH TO CAREER READINESS: Innovative Approaches to Career Readiness" will be held on May 4th at the Lakes Region EMS Building in North Branch. The goal of this event is to expose educational leaders, business leaders, elected officials and community / economic developers on new approaches to technical education in high schools. The Initiative Foundation has provided a grant for \$10,000.
- b. OPPORTUNITY ZONES: ECRDC provided letters of support for the Opportunity Zones on behalf of the Commission to all five counties and the Mille Lacs Band of Ojibwe. Nine Census Tracts have been approved in Region 7E.
- c. REVOLVING LOAN FUND (RLF):
 - i. NorthWoods Granite of Aksov had their \$15,000 loan application approved in February but the real estate did not appraise where it was expected to and other complications arose. Thus, the business is withdrawing their application.
 - ii. Lakes Brewing Company, DBA: Uncommon Loon Brewing/Solstice Properties is looking to purchase the former Chisago City Fire Hall and start a brewing business/tap room. The RLF Board approved a \$30,000 loan to this business for the production equipment in conjunction with a financing package from a local bank, SBA, Initiative Foundation, and NCEDA.
 - iii. The RLF plans to "barnstorm" – make visits to banks, credit unions, and city halls in May to help market the RLF.

9. TOPICS OF REGIONAL INTEREST:

- a. RURAL BROADBAND: The Legislative RoundTable on Broadband was held on February 5th at the Kanabec County Government Center – approximately 50-60 attended the event. The ECRDC also helped promote the Rural Broadband Day at the State Capitol, which was held on March 12th. About a dozen business leaders, elected officials and staff from the region attended.

10. ADJOURNMENT: Chairman Montzka announced the next meeting will be the annual meeting on June 25, 2018 at the Snake River Fur Post in Pine City. Palmer moved to adjourn the meeting of the ECRDC. Davis seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman