



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

August 28, 2017
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
Tim Franklin – Pine Co. Municipalities
Richard Hansen – Isanti Co. Townships
Jeanette Kester – Pine Co. Public Interest
Diane Larkin – Chisago Co. Townships
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

Commission Members Absent:

Gordon Gullixson–Kanabec Co. Municipalities
Steve Odegard – Northern School Board
Barb Welty – Mille Lacs Co. Townships
Glen Williamson – Pine Co. Townships

Staff Present:

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

Others Present:

Rick Olseen – Congressman Nolan’s Field Rep.

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. Palmer seconded – motion carried.
3. **MINUTES APPROVAL:** Lawlor moved to approve the minutes of the June 25, 2017 annual meeting. Hansen seconded – motion carried.
4. **EXECUTIVE DIRECTOR’S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
SAFE ROUTES TO SCHOOL RESOLUTION: Executive Director Voss brought forth a resolution to enter into agreement with the Minnesota Department of Transportation to complete Safe Routes to School planning for the school districts within Isanti County. Evans moved to approve the resolution. Davis seconded - motion carried.
EDA PLANNING GRANTS: We received notification that our 3-year EDA Partnership Planning grant for \$210,000 was approved on July 11, 2017. The new planning cycle is effective retroactive to April 1, 2017 and continues through March 31, 2020.

ECRDC ANNUAL AUDIT: The accounting firm of CliftonAllenLarson conducted field work from August 22nd through August 24th for the Commission's fiscal year end 2017 audit. A presentation with results of the audit will be given at the October ECRDC board meeting.

5. **TREASURERS REPORT:** The Board reviewed the June and July 2017 Treasurer's report as presented by Commissioner Ellis. Hansen moved to approve the Treasurer's Report to include the checks written #9349 through #9469 along with ACH payments from June 1 through July 31, 2017. Amundson seconded – motion carried. General Journals were reviewed and approved for the period June 1 through July 31, 2017.
6. **PERSONNEL AND BUDGET (P&B) COMMITTEE:** The Personnel and Budget Committee met prior to the board meeting and the following recommendations were made:
 - a. FY2017-2018 BUDGET/WORK PROGRAM/INDIRECT COST PLAN REVISION: Vice-Chairman Davis reported the ECRDC finally received word on July 14th that the 3-year EDA Partnership Planning grant for 2017-2020 was approved and effective back to April 1, 2017. Given this information the P&B recommended to, retroactively to July 1, 2017, adopt a budget which includes the annual \$70,000 EDA grant amount; increases the Economic Development position from 32 to 40 hours per week; allows for an intern/planner position after January 1, 2018; and provides a 4% cost-of-living adjustment for ECRDC staff. The budget also includes a 63.86% indirect cost rate and provides additional building maintenance funds for new carpet. Following discussion Kester moved to approve the 4.0% revised budget and indirect cost retroactively to July 1, 2017. Patenaude seconded – motion carried.
 - b. SIMONSEN PERFORMANCE REVIEW: Based on a favorable performance appraisal Evans moved to approve a one-step longevity increase for Penny Simonsen from Pay Grade D Step 13, \$61,860/year to Pay Grade D Step 14 \$64,953/year effective September 16, 2017. Amundson seconded – motion carried.
7. **TRANSPORTATION:** Bollenbeck reported that Judge James Dehn was nominated and received the 2017 Kathy Swanson Outstanding Service Award. This award recognizes an individual who has shown exceptional leadership in efforts to improve traffic safety in Minnesota, build partnerships, and mentor others in the field. This individual will also have demonstrated a long-term passion, dedication, and commitment to reducing the number of deaths and injuries resulting from crashes on Minnesota roads. The award will be presented at the October Toward Zero Deaths conference.

Bollenbeck also reported the ECRDC will be conducting a federal candidate project solicitation this fall. The proposed projects will be considered for FY 2023 and 2024 funding.

8. **COMMUNITY DEVELOPMENT:** Simonsen reported that staff participated in a Mn/DOT District 3 Bike Plan meeting on August 2. The meeting focused on planning for existing and future trail routes in the District. In addition to this meeting the ECRDC is being encouraged by Mn/DOT to develop a regional bike transportation advisory committee.
9. **ECONOMIC DEVELOPMENT:** Zeller reported the Comprehensive Economic Development Strategy (CEDs) committee has two vacancies to fill. One from Chisago County as well as private business. Three applications were received. Moved by Stenson to

approve Susie Brooks to fill both the Chisago County and private business representative positions on the CEDS committee. Reynolds seconded – motion carried.

Also brought before the Commission was the annual Revolving Loan Fund Plan Certification. Lawlor moved to approve the Revolving Loan Fund Plan Certification Resolution. Reynolds seconded – motion carried.

The Regional Financial Resource Summit will be held Wednesday, September 27, 2017, from 8:00 a.m. – 10:00 a.m. with a networking golf scramble to follow. The event will be held at the Springbrook Golf Course in Mora. The keynote speaker will be Ronald A. Wirtz, Director of Regional Outreach Reserve Bank of Minneapolis. The goal of the event is to connect businesses, lenders, local units of government, economic/community developers, elected officials, and others to financial resources and technical assistance to make business expansion happen in East Central MN.

10. **TOPICS OF REGIONAL INTEREST:** Rick Olseen, Field Representative for Congressman Nolan, discussed the need for better broadband in the region. Karen Amundson provided an update on the upcoming International Economic Development Conference to be held February 8, 2018 at the Grand Event Center in Mora.
11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on October 23, 2017 at the ECRDC offices. Davis moved to adjourn the annual meeting of the ECRDC. Walker seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman

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