



## **EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION**

August 27, 2018  
100 Park Street South  
Mora, MN 55051  
7:00 p.m.

### **Commission Members Present:**

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  
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  
Jim Swenson – City of North Branch  
Thom Walker – Mille Lacs Co. Municipalities  
Glen Williamson – Pine Co. Townships

### **Commission Members Absent:**

Greg Anderson – Isanti Co. Commissioner  
Tim Franklin – Pine Co. Municipalities  
Gordon Gullixson–Kanabec Co. Municipalities

### **Staff Present:**

Bob Voss – Executive Director  
Karen Amundson, Community Development  
Trish Rydlund – Office Manager  
Penny Simonsen – Transportation  
Jordan Zeller - Economic Development

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 as presented. Evans seconded – motion carried.
3. **MINUTES APPROVAL:** Davis moved to approve the minutes of the June 25, 2018 annual meeting. Reynolds seconded – motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:  
**REGIONAL TRANSIT COORDINATING COUNCIL STAFFING:** ECRDC Chair Ben Montzka, P&B Chair Loren Davis, and Voss interviewed two applicants for the RTCC staffing position. From those applicants the committee determined the best candidate for the position was Karen Amundson. Amundson accepted the position with a starting salary – Pay Grade D Step 3, \$47,745/year with vacation of 4.5 hours per pay period and sick leave of 3.25 hours per pay period. Start date was July 16, 2018.  
**COMMISSION VACANCY UPDATES:** Advertising was done for the Kanabec and Chisago County Public Interest Representatives and the deadline for applications was August 15<sup>th</sup>. Results were as follows:
  - Kanabec County received two applications and from the applications the Kanabec County Board Members recommended Robert Bollenbeck for this position. Motioned by Patenaude

to appoint Robert Bollenbeck as the new Kanabec County Public Interest Representative. Ellis seconded – motion carried.

- Chisago County received one application and the Chisago County Board Members recommended Donna Nowicki for this position. Stenson moved to appoint Donna Nowicki for this position. Larkin seconded – motion carried.

SPONSORSHIP FOR KANABEC ECONOMIC DEVELOPMENT CONFERENCE: The Kanabec County EDA has requested funding for the upcoming Conference, *Avoiding the Workforce Desert*, to be held on February 9, 2019 in Mora. Following discussion, Davis moved to sponsor \$500 as a Gold Sponsor for the event. Dunkley seconded – motion carried.

ECRDC ANNUAL AUDIT: The accounting firm of CliftonAllenLarson conducted field work from August 20<sup>th</sup> through August 23<sup>rd</sup> for the Commission's fiscal year end 2018 audit. A presentation with results of the audit will be given at the October ECRDC board meeting.

ECRDC BUILDING VANDALISM: A window in the lunchroom of the ECRDC building was broken by vandalism on early Sunday morning July 29<sup>th</sup>. The total for the repair was \$313.70 by Star Quality Glass in Cambridge. The paid invoice was forwarded to the Kanabec County Sheriff's office with hopes that it can be recovered through restitution.

5. **TREASURERS REPORT:** The Board reviewed the June and July 2018 Treasurer's report as presented by Commissioner Ellis. Palmer moved to approve the Treasurer's Report to include the checks written #10000 through #10077 along with ACH payments from June 1 through July 31, 2018. Mikrot seconded – motion carried. General Journals were reviewed and approved for the period June 1 through July 31, 2018.
6. **PERSONNEL AND BUDGET (P&B) COMMITTEE:** The Personnel and Budget Committee met prior to the board meeting and the following recommendation was made:
  - a. RYDLUND PERFORMANCE REVIEW: Based on a favorable performance appraisal Hoefert moved to approve a one-step longevity increase for Patricia Rydlund from Pay Grade B Step 14, \$23.94/hour to Pay Grade B Step 15 \$25.62/hour effective August 16, 2018. Kester seconded – motion carried.
7. **TRANSPORTATION:** Voss reported the ECRDC received word on July 16<sup>th</sup> that our application for the Lake Mille Lacs Scenic Byway was approved by the State's Scenic Byway. Efforts lately have been to coordinate the funding and installation of the signage marking the new Scenic Byway. In addition, we have begun discussion with MnDOT and interested groups about reinvigorating the two other Scenic Byways in our region – Veteran's Evergreen and St. Croix Scenic Byways.
8. **ECONOMIC DEVELOPMENT:** Zeller brought forth the annual Revolving Loan Fund Plan Certification resolution. Ellis moved to approve the Revolving Loan Fund Plan Certification Resolution. Kester seconded – motion carried.

Zeller also reported that a letter from EDA was received in July indicating the ECRDC's "Initial Risk Rating" for the Revolving Loan Fund program was a level "B". Our main shortcoming - prohibiting us from getting an "A" - was that our RLF plan was not updated within the past 5 years. The EDA has allowed 90 days to submit an updated RLF plan. Zeller then shared the highlights of a revised/updated "Revolving Loan Fund Plan" and requested it's approval. Williamson moved to approve the new Revolving Loan Fund Plan. Seconded by Evans – motion carried.

CEDS Strategy Committee named 2019 the "Year of the BR&E, Business Retention & Expansion" at their last meeting. As part of this, we are proposing to send letters to our region's cities and counties and encourage them to attend trainings on how to undertake a

local BR&E program in their communities. Some ECRDC staff time would be designated to help train local volunteers for this and participate in their first few BR&E visits in their communities to help get them started. We will also plan to encourage Chambers to partner with their local units of government on BR&E programs.

9. **REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC):** Amundson gave an overview of the meeting that was held on August 23<sup>rd</sup>. This meeting was aimed to identify the primary stakeholders and those who will make up the subcommittee. There was discussion and support for having the ECRDC board serve as the RTCC during the first few years of the implementation and appoint an advisory committee representing stakeholders of the various transportation disadvantaged groups (i.e. disabled, veterans, elderly). The main goal of the RTCC is to have coordination between transportation providers, service agents, and the private sector to fill transportation gaps, streamline access to transportation and provide individuals more options of where and when to travel.
10. **TOPICS OF REGIONAL INTEREST:** Commissioner Davis reported that the Braham Industrial Park has been declared shovel ready certified. He wanted to thank Kanabec County and East Central Energy with their efforts to make this happen.

Commissioner Montzka discussed the inequality of school funding in the state.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on October 22, 2018 at the ECRDC offices. Palmer moved to adjourn the annual meeting of the ECRDC. Evans seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman