



## **EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION**

October 22, 2018  
100 Park Street South  
Mora, MN 55051  
7:00 p.m.

### **Commission Members Present:**

Bob Bollenbeck – Kanabec Co. Public Interest  
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  
Gordon Gullixson – Kanabec Co. Municipalities  
Richard Hansen – Isanti Co. Townships  
Jeanette Kester – Pine Co. Public Interest  
Tom Lawlor – Southern School Board  
John Mikrot, Jr. – Pine Co. Commissioner  
Ben Montzka – Chisago Co. Commissioner  
Donna Nowicki – Chisago Co. Public Interest  
Marlys Palmer – Isanti Co. Municipalities  
Dave Patenaude – Kanabec Co. Townships  
Genny Reynolds – Mille Lacs Co. Commissioner  
Kevin Stenson – Chisago Co. Municipalities  
Glen Williamson – Pine Co. Townships

### **Commission Members Absent:**

Greg Anderson – Isanti Co. Commissioner  
Robert Hoefert, Mille Lacs Co. Townships  
Diane Larkin – Chisago Co. Townships  
Jim Swenson – City of North Branch  
Thom Walker – Mille Lacs Co. Municipalities

### **Staff Present:**

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

### **Others Present**

Dough Host – CliftonLarsonAllen LLP  
Jim Nowicki  
Terry Turnquist – Isanti Co. Commissioner Alternate

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. On behalf of the Commission, Montzka welcomed new Commission Members Donna Nowicki (Chisago County Public Interest) and Bob Bollenbeck (Kanabec Public Interest). Montzka also bid farewell to Cambridge Mayor Marlys Palmer and Princeton Councilman Thom Walker and thanked them for their years of service on the Commission.
2. **AGENDA APPROVAL:** Lawlor moved to approve the agenda as presented. Kester seconded – motion carried.
3. **MINUTES APPROVAL:** Davis moved to approve the minutes of the August 27, 2018 ECRDC board meeting. Hansen seconded – motion carried.
4. **FY17-18 AUDIT PRESENTATION** – Clifton Larson Allen conducted the field work for the FY 2018 year-end audit on August 20-24. Doug Host presented the results of the audit which indicate that \$46,212 was added to the Commission's General Fund balance increasing the total amount from \$144,609 to \$190,821. The Revolving Loan Fund balance increased by \$8,275 from \$368,980 to \$377,255. Williamson moved to accept the FY17-18 audit as presented. Palmer seconded – motion carried.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
  - a. **DENHOLM PERFORMANCE REVIEW:** Based on a favorable performance appraisal Davis moved to approve a one step increase for Tammie Denholm from Pay Grade C Step 11, \$24.91/hr. to Pay Grade C Step 12, \$25.59/hr. effective October 16, 2018. Evans seconded – motion carried.



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- b. **LAKE MILLE LACS SCENIC BYWAY:** ECRDC applied for and was approved a \$5,000 grant from the Initiative Foundation for “Start-up” activities for the Mille Lacs Scenic Byway. A ribbon cutting event for the new Scenic Byway is scheduled for November 1, 2018 at 11:00 a.m. at the Y Club in Garrison.
  - c. **INTERNSHIP:** Ashley Carlson is a graduate student at St. Cloud State University and is pursuing a Master's in Public Administration and a Master's in Geography and Travel and Tourism. She will be working 10 hours a week through the end of December – possibly longer. She will be assisting staff on a number of current projects including Scenic Byways; the RRTC Planning project; and the Mille Lacs Safe Roads project.
6. **TREASURERS REPORT:** The Board reviewed the August and September 2018 Treasurer’s report as presented by Commissioner Ellis. Evans moved to approve the Treasurer’s Report to include the checks written #10078 through #10128 along with ACH payments from August 1 through September 30, 2018. Gullixson seconded – motion carried. General Journals were reviewed and approved for the period August 1 through September 30, 2018.
7. **ECONOMIC DEVELOPMENT:** Zeller gave an overview of several projects he is working on.
- a. ECRDC is partnering with East Central Energy to hold an event on the morning of October 31<sup>st</sup> focused around the importance of supporting and assisting your local businesses to grow and thrive in our communities. The event is free to attend. Additional details and an online registration form is located on our website, [www.ecrdc.org](http://www.ecrdc.org).
  - b. ECRDC held our quarterly City / County Clerks / Administrators & Community / Economic Developers Meeting on October 5th at Milaca City Hall. Speaker / topics for the meeting included Andrew Virden on the US Census and how to promote the upcoming 2020 Census and Dan Solomon with the MN Department of Labor & Industry on their pipeline training program to assist business with employee training costs. This group will next meet on January 11<sup>th</sup> at Cambridge City Hall.
  - c. The RLF currently has 14 loans outstanding or committed to and yet to close. All loans are making payments as agreed to. Cash available to lend on October 1, 2018 was approximately \$41,500. The average size of a loan made by the RLF is about \$30,000.
8. **TRANSPORTATION:** Simonsen reported on the following items;
- a. With the designation of the Lake Mille Lacs Scenic Byway we are exploring the need for a corridor management plan for the Lake Mille Lacs Scenic Byway along with the possibility of doing the other two scenic byways, Veterans’ Evergreen Memorial and St. Croix Scenic Byways, in subsequent years. Motioned by Kester to apply for the Corridor Management Project for the Lake Mille Lacs Scenic Byway. Seconded by Lawlor – motion carried.
  - b. Transportation Alternative (TA) application processes begin October 1, 2018, with letters of intent due by October 31<sup>st</sup> and full applications submitted by January 10<sup>th</sup>.
  - c. We are currently working with Pine City to offer SRTS planning via our regular planning grant and/or SHIP funding via agreement with District 1 MnDOT. A new round of SRTS planning funding has been announced, and hopes are that Rush City and Willow River will come forward with applications.
9. **REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC):** Amundson report the RTCC committee has been gathering information about issues and services in regard to transportation. Meeting with public transit organizations in the region, human service agencies, the volunteer driver program group, other RTCC planning groups, have been valuable tools and sources of information. We held our second RTCC Advisory Group meeting on September 26th, here in the RDC conference room. We had over 20 participants that included representatives from various agencies.

There was discussion regarding the structure of the RTCC. Following discussion Reynolds moved to have the RTCC Board be governed in accordance with the East Central Regional Development Commission’s authority pursuant to the Regional Development Act. Williams seconded – motion carried.

- 10. **TOPICS OF REGIONAL INTEREST:** There were no topics of interest at this time.
- 11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on December 17, 2018 at the ECRDC offices. Palmer moved to adjourn the annual meeting of the ECRDC. Davis seconded – motion carried.

  
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Robert L. Voss, Executive Director

  
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Ben Montzka, Chairman