



## EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

December 17, 2018

100 Park Street South

Mora, MN 55051

7:00 p.m.

### **Commission Members Present:**

Greg Anderson – Isanti Co. Commissioner  
Bob Bollenbeck – Kanabec Co. Public Interest  
Loren Davis – Isanti Co. Public Interest  
Carla Dunkley – Tribal Representative  
Linda Evans – Mille Lacs Co. Public Interest  
Gordon Gullixson – Kanabec Co. Municipalities  
Richard Hansen – Isanti Co. Townships  
Robert Hoefert, Mille Lacs Co. Townships  
Diane Larkin – Chisago Co. Townships  
Tom Lawlor – Southern School Board  
John Mikrot, Jr. – Pine Co. Commissioner  
Ben Montzka – Chisago Co. Commissioner  
Dave Patenaude – Kanabec Co. Townships  
Genny Reynolds – Mille Lacs Co. Commissioner  
Kevin Stenson – Chisago Co. Municipalities  
Jim Swenson – City of North Branch  
Glen Williamson – Pine Co. Townships

### **Commission Members Absent:**

Kathi Ellis – Kanabec Co. Commissioner  
Tim Franklin – Pine Co. Municipalities  
Jeanette Kester – Pine Co. Public Interest  
Marlys Palmer – Isanti Co. Municipalities  
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


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:** Hoefert moved to approve the agenda as presented. Williamson seconded – motion carried.
3. **MINUTES APPROVAL:** Hoefert moved to approve the minutes of the October 22, 2018 ECRDC board meeting. Gullixson seconded – motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
  - a. **AMUNDSON PERFORMANCE REVIEW:** Based on a favorable performance appraisal Swenson moved to approve a one step increase from Pay Grade D Step 3, \$47,745/yr. to Pay Grade D Step 4, \$49,265/yr. and permanent employment status for Karen Amundson effective January 16, 2019. Anderson seconded – motion carried.
  - b. **LAKE MILLE LACS SCENIC BYWAY:** ECRDC Staff participated in the ribbon cutting event for the new Scenic Byway on November 1, 2018 at 11:00 a.m. at the Y Club in Garrison, MN. A number of state and local officials were in attendance along with members of the Mille Lacs Byway Committee to celebrate and/or make presentations. A \$5,000 grant from the Initiative Foundation was received to assist with “launching” the new byway including establishing a formal structure for the group. Efforts are now directed toward developing a Corridor Management Plan for the byway to help direct future activities and projects
  - c. **NORTHERN SCHOOL BOARD VACANCY:** Two nominations for the northern school districts board seat on the Commission were received to fill this vacancy. Jeanette Kester, who currently serves as the Commission’s Pine County Public Interest representative, sought the nomination through the East

Central School District Board. Scott Moe, who is on the Mora School District Board was also nominated. Nominations were due by October 9<sup>th</sup> and the deadline for voting by the school districts was November 26<sup>th</sup> and resulted in a tie vote. Per the by-laws, ballots were redistributed with a due date of December 17<sup>th</sup>. As a result of the second redistribution Scott Moe was selected as the new northern school board representative.

- d. **COMMISSION VACANCIES:** We were also informed that the Isanti County Municipalities seat currently occupied by Cambridge Mayor Marlys Palmer, the Mille Lacs County Municipalities seat currently held by Thom Walker, the southern schools seat held by Tom Lawlor and the Chisago County Public Interest seat held by Donna Nowicki will also be vacant effective January 1, 2019. Processes to fill those seats will take place after the new year when new councilmembers and school board members take office.
6. **TREASURERS REPORT:** The Board reviewed the October and November 2018 Treasurer's report as presented by Executive Director Voss. Evans moved to approve the Treasurer's Report to include the checks written #10129 through #10180 along with ACH payments from October 1 through November 30, 2018. Williamson seconded – motion carried. General Journals were reviewed and approved for the period October 1 through October 30, 2018.
  7. **ECONOMIC DEVELOPMENT:** Zeller brought forth the following recommendations:
    - a. **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) ANNUAL UPDATE:** The EDA requires the CEDS plan be updated annually. The CEDS Strategy Committee undertook a survey of local units of government to learn more about future economic development related plans, and the current state of their infrastructure and community/economic development initiatives. Davis moved to approve the CEDS Annual Update as presented. Dunkley seconded – motion carried.
    - b. **CY2019 CEDS WORK PLAN:** In an effort to aid the needs of our region's business economy and implement the goals and action items spelled out in the CEDS, a CY2019 work plan was developed under the guidance of the CEDS Strategy Committee. Motioned by Davis to approve the CY2019 CEDS Work Plan. Dunkley seconded – motion carried.
    - c. **REVOLVING LOAN FUND PLAN:** The RLF Plan strategy, operational procedures and economic development focused events were reviewed. Motioned by Lawlor to approve the Revolving Loan Fund Plan. Williamson seconded – motion carried.
    - d. **ANNUAL REVOLVING LOAN FUND PLAN CERTIFICATIONS:** A resolution finding the RLF Plan is consistent with and supportive of the area's current economic development strategies that the RLF is being operated in accordance with the policies and procedures in the RLF Plan and that the loan portfolio meets the standards. Motioned by Lawlor to approve the Revolving Loan Fund Plan Certification Resolution. Williamson seconded – motion carried.
  8. **TRANSPORTATION:** Simonsen reported on the following items:
    - a. **HAZARD MITIGATION PLANNING:** FEMA grants for Hazard Mitigation project funding will be coming in the near future. FEMA provides up to 75 percent of the funds for mitigation projects. The remaining 25 percent can come from a variety of sources.
    - b. **COMMUNITY ROADSIDE LANDSCAPE PARTNERSHIP PROGRAM:** Jessica Oh, from the MnDOT highway sponsorship office presented information at the RDC offices. This event was to give communities an opportunity to learn for the partnership agreements for property and landscape improvements along the trunk highway systems.
    - c. **TRANSPORTATION ALTERNATIVE (TA):** The TA application processes began October 1, 2018 with letters of intent due by October 31<sup>st</sup> and full applications submitted by January 10, 2019. These applications will be discussed at the Transportation Advisory Committee (TAC) on January 24, 2019.
    - d. **LAKE MILLE LACS SCENIC BYWAYS DESIGNATION:** With the Lake Mille Lacs Scenic Byways designation the ECRDC has been asked to take the lead on completing a corridor management plan for this byway beginning July 1, 2019, with approximately \$75,000 available for the project.

9. **EAST CENTRAL REGIONAL TRANSPORTATION COORDINATING COUNCIL (ECRTCC):** Amundson brought forth four recommendations from the ECRTCC advisory committee.
- a. **ECRTCC BYLAWS:** The ECRTCC Bylaws were reviewed and discussed. Motioned by Reynolds to approve the ECRTCC bylaws as presented. Evans seconded – motion carried.
  - b. **ECRTCC MISSION STATEMENT:** The ECRTCC mission is “*To coordinate the provision of multimodal transportation services to assure that transportation is convenient and affordable and will benefit those residents facing transportation barriers throughout the East Central Minnesota Region 7E*”. Motioned by Lawlor to approve the mission statement as presented. Seconded by Davis – motion carried.
  - c. **ECRTCC ADVISORY BOARD MEMBERSHIP:** Motioned by Evans to approve the ECRTCC membership and to include the following ECRDC board members, Kevin Stenson, Chisago County; Bob Bollenbeck, Kanabec County; Genny Reynolds, Mille Lacs County; and John Mikrot, Pine County with Isanti County to be determined at a later meeting. Williamson seconded – motion carried.
  - d. **VOLUNTEER DRIVE MILEAGE REIMBURSEMENT LETTER OF SUPPORT:** This letter stated that there is a need to increase the mileage reimbursement rate from 14¢ to the federal mileage reimbursement rate, currently 54.5¢ per mile. Davis moved to send letter of support to our legislators. Stenson seconded – motion carried.
10. **TOPICS OF REGIONAL INTEREST:** The Kanabec County EDA is hosting “*Avoiding the Workforce Desert*” conference on Thursday, February 7, 2019 at the Grant Event Center in Mora.
11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on February 25, 2019 at the ECRDC offices. Evans moved to adjourn the regular meeting of the ECRDC. Davis seconded – motion carried.

  
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Robert L. Voss, Executive Director

  
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Ben Montzka, Chairman