



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
Annual Meeting
Eddy's Resort
41334 Shakopee Lake Rd, Onamia, MN 56359
June 24, 2019
5:30 P.M.

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Loren Davis - Isanti Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
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 – Chisago Co. Public Interest
John Mikrot, Jr. - Pine Co. Commissioner
Ben Montzka- Chisago Co. Commissioner
Genny Reynolds-Mille Lacs Co. Commissioner
Kevin Stenson-Chisago Co. Municipalities

Commission Members Absent:

Tish Carlson – Isanti Co. Municipalities
Carla Dunkley- Tribal Representative
Kathi Ellis - Kanabec Co. Commissioner
Gordon Gullixson-Kanabec Co. Municipalities
Carri Levitski – Southern School Boards
Scott Moe - Northern School Boards
Dave Patenaude -Kanabec Co. Townships
Jim Swenson - City of North Branch
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Staff Present:

Bob Voss - Executive Director
Tammie Denholm – Finance Officer
Karen Onan, Community Development
Trish Rydlund - Office Manager
Jordan Zeller - Economic Development

1. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:45 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Evans moved to approve the agenda as presented. Lawlor seconded - motion carried.
3. **MINUTES APPROVAL:** Hoefert moved to approve the minutes of the April 22, 2019 meeting. Stenson seconded- motion carried.
4. **AGENDA AMENDMENT:** Motioned by Stenson to amend the agenda to add the following:

4.5 **AMEND APRIL 22, 2019 AGENDA**

Bollenbeck seconded – motion carried.

4.5 **AMEND APRIL 22, 2019 AGENDA:** Motioned by Lawlor to retroactively amend the April 22, 2019 agenda to include:

9.b. - **FY 22/23 TA FUNDING REDUCTION;** and
9.c. - **TRANSPORTATION ALTERNATIVE FUNDING SOLICITATION CYCLE**

Stenson seconded – motion carried.
5. **TREASURERS REPORT:** Voss provided an overview of the April through May 2019 Treasurer's report. Davis moved to approve the Treasurer's Report to include the checks written #10296 through #10342 along with ACH payments from April 1, 2019 through May 30, 2019. Hansen seconded- motion carried. General Journals were reviewed and approved for the period April 1, 2019 through May 30, 2019.

6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:

- a. MNDOT RESOLUTION AUTHORIZING 2-YEAR PLANNING AGREEMENT: Voss brought before the Commission a resolution to authorize the Executive Director and Chairman to enter into a grant agreement with MN Dept. of Transportation for distribution of planning funds. Motioned by Kester to enter into an agreement with the State of Minnesota, MnDOT commencing July 2, 2019 and ending June 30, 2021. Bollenbeck seconded – motion carried.
- b. TRANSPORTATION MANAGEMENT COORDINATOR INTERVIEW/HIRING: Motioned by Hoefert to authorize the interview committee to hire a Transportation Management Coordinator up to Pay Grade C Step 5 dependent upon experience and education. Evans seconded – motion carried.

7. **PERSONNEL & BUDGET COMMITTEE:**

- a. PUBLIC HEARING FY 2019-2020 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Motioned by Reynolds to open the public hearing at 6:08 p.m. for comments on the FY 2019-2020 Work Program, budget, and indirect cost plan. Stenson seconded – motion carried. Voss provided highlights and fielded questions on the proposed 2020 work program which was largely similar to the previous FY 2019 version with the addition of the RTCC Implementation project and the Lake Mille Lacs Corridor Management Plan. P&B Chair Davis provided an overview of the proposed \$661,495 budget which includes a 3% increase in the regional tax levy to \$328,384. It also provides for a 3% cost-of-living adjustment on staff salaries. With the additional programming and staff, the proposed indirect cost rate is 41.93%. Motioned by Hoefert to close the public hearing at 6:14 p.m. Stenson seconded – motion carried. Evans then moved to approve the FY 2019-2020 work program, budget, and indirect cost plan as recommended. Hansen seconded – motion carried.
- b. DESIGNATE FINANCIAL DEPOSITORY: Evans moved to approve First Citizens Bank as the ECRDC's financial depository. Hansen seconded – motion carried.
- c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Lawlor moved to approve the inventory deletions in the amount of \$317.80 and additions to the inventory totaling \$2,693.17. Hansen seconded – motion carried.
- d. VOSS ANNUAL REVIEW AND STEP INCREASE: Based on a favorable performance appraisal Kester moved to approve a one-step increase from Pay Grade E Step 14, \$89,351/year to Pay Grade E Step 15, \$95,606/year effective July 16, 2019. Evans seconded – motion carried.

8. **ELECTION OF OFFICERS:**

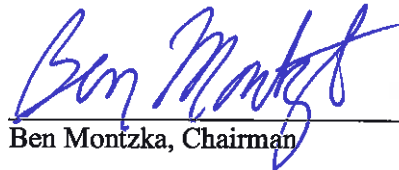
- a. CHAIRPERSON: Voss announced Ben Montzka and Loren Davis had been nominated by mail for Chairperson. Voss opened the floor for nominations for Chair. Nominations were asked for three times. Motioned by Evans to close nominations. Hansen seconded – motion carried. Commissioners cast their ballots and Ben Montzka was re-elected as Chairman.
- b. VICE-CHAIR: Voss announced Loren Davis, Genny Reynolds, Bob Bollenbeck and Carla Dunkley had been nominated by mail for Vice-Chair. Voss opened the floor for nominations for Vice-Chair. Nominations were asked for three times. Hoefert moved to close nominations. Evans seconded – motion carried. Commissioners cast their ballots and Loren Davis was re-elected Vice-Chairman.
- c. SECRETARY/TREASURER: Voss announced Kathi Ellis, Tish Carlson, Genny Reynolds, and Dave Patenaude been nominated by mail for Secretary/Treasurer. Voss then called for nomination from the floor for secretary/treasurer. Nominations were asked for three times with Bob Bollenbeck being nominated from the floor. Lawlor moved to close nominations. Kester seconded – motion carried. Commissioners cast their ballots and Genny Reynolds was elected as Secretary/Treasurer. Chairman Montzka requested that Kathi Ellis be acknowledged for all her years of service as Secretary/Treasurer for the ECRDC.
- d. ECRDC LIAISON'S TO PROGRAM COMMITTEES: Following are the appointments for the various ECRDC advisory committees.

- i. Transportation Advisory Committee (TAC) - Nominations were opened from the floor for the TAC. One nomination was received for Bob Bollenbeck. Evans moved to appoint Bob Bollenbeck as the ECRDC liaison to the TAC. Davis seconded – motion carried.
 - ii. Revolving Loan Fund - Nominations were opened from the floor for the Revolving Loan Fund Committee. One nomination was received for Glen Williamson. Hansen moved to appoint Glen Williamson as the ECRDC liaison to the RLF committee. Davis seconded – motion carried.
 - iii. Regional Transportation Coordinating Council (RTCC) - Nominations were opened from the floor for the RTCC: Evans moved to appoint the following ECRDC board members as ECRDC liaisons to the RTCC Committee: Kevin Stenson, Chisago County; Carri Levitski/Terry Turnquist, Isanti County; Bob Bollenbeck, Kanabec County; Genny Reynolds, Mille Lacs County; and Jeannette Kester, Pine County. Hansen seconded – motion carried.
 - e. COUNTY CAUCUS FOR PERSONNEL & BUDGET (P&B) COMMITTEE: At 6:35 p.m. the meeting was recessed for 5 minutes to caucus and select members from each county for the P&B Committee. The meeting reconvened at 6:40 p.m. The following are the Personnel and Budget Committee.
 - i. Stenson moved to appoint Tom Lawlor as the P&B representative for Chisago County. Larkin seconded – motion carried.
 - ii. Davis moved to appoint Richard Hansen as the P&B representative for Isanti County. Hansen seconded – motion carried.
 - iii. Bollenbeck moved to appoint Dave Patenaude as the P&B representative for Kanabec County. Davis seconded – motion carried.
 - iv. Evans moved to appoint Bob Hoefert as the P&B representative for Mille Lacs County. Reynolds seconded – motion carried.
 - v. Mikrot moved to appoint Jeannette Kester as the P&B representative for Pine County. Hansen seconded – motion carried.
9. **TRANSPORTATION:** Executive Director Voss reported on the following transportation items:
- a. MN/DOT PROGRAM REVIEW MEETING: Simonsen and MnDOT staff participated in the annual program review meeting on June 11, 2019. Reviewed the progress made on the current work program along with the proposed work program for FY19-20.
 - b. SCENIC BYWAYS: The corridor management work will commence shortly after July for the Lake Mille Lacs Scenic Byways Corridor Management Plan.
 - c. SAFE ROUTES TO SCHOOLS: We continue to work with Pine City to offer SRTS planning with our regular planning grant and/or SHIP funding via agreement with District 1 MnDOT. Rush City made application for SRTS planning funds and was selected for the year beginning July 1.
10. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan gave an overview for the upcoming Phase 2 for the ECRTCC.
- IMPLEMENTATION PHASE PRIMARY TASKS:
- a. Transportation Management Coordination Center (TMCC) – Incorporate foundation information towards the establishment of a TMCC.
 - b. Volunteer Driver Program - A regional Volunteer Driver Program housed under an agency which will provide rides to transportation disadvantaged throughout Region 7E.
 - c. Transportation Regulation Oversight – Bring awareness to and challenge the issues of transportation in rural areas. Determine what the status is of the laws that affect our region’s rural needs. Goal being to bring current the regulations that are holding back important transportation solutions.
 - d. Centralized Training – Facilitate training efforts in these areas: shared marketing, fund development service/business development, customer service, ridership outreach, general community outreach, and all aspects of formal and informal transit provider staff training.
 - e. Ongoing Transportation Exploration – Continued Advocacy and Awareness of up and coming transportation modes.

11. **ECONOMIC DEVELOPMENT:** Zeller reported on economic development recommendations and events.
- a. **REVOLVING LOAN FUND BOARD (RLF) RE-APPOINTMENTS:** RLF board seats are two-years in length and renewable three times for a maximum time on the board of eight years. We have several RLF board members eligible to be renewed. Davis moved to appoint the following to the RLF Board: Nancy Hoffman, Chisago County; Bruce Montgomery, Isanti County; Kevin Hofstad, Pine County; John Mikrot, Jr., Pine County; and Glen Williamson, ECRDC Liaison/At Large. Seconded by Hansen – motion carried.
 - b. **INVENTORS & ENTREPRENEURS CLUB:** The Regional Inventors & Entrepreneurs (I&E) Club, co-founded and sponsored in part by the ECRDC, is off to a better than expected start. I&E events are held on the 4th Tuesday of each month at East Central Energy in Braham. Doors open at 5:30 p.m. for networking with presentation from 6:00 – 7:30 PM.
 - c. **FINANCIAL RESOURCE SUMMIT:** The Comprehensive Economic Development Strategy (CEDS) committee met and discussed hosting a Financial Resource Summit this fall. The goal of this event is to connect businesses, lenders, elected officials, economic developers, accounts and attorney with resources available to assist businesses in our region.
12. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on August 26, 2019 at 7:00 p.m. at the ECRDC offices. Hansen moved to adjourn the annual meeting of the ECRDC. Hoefert seconded- motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman