



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

October 28, 2019

100 Park Street South

Mora, MN 55051

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Loren Davis - Isanti Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
Carla Dunkley- Tribal Representative
Linda Evans - Mille Lacs Co. Public Interest
Gordon Gullixson-Kanabec Co. Municipalities
Richard Hansen - Isanti Co. Townships
Jeanette Kester - Pine Co. Public Interest
Tom Lawlor – Chisago Co. Public Interest
Carri Levitski – Southern School Boards
John Mikrot, Jr. - Pine Co. Commissioner
Scott Moe - Northern School Boards
Ben Montzka- Chisago Co. Commissioner
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds-Mille Lacs Co. Commissioner
Peter Spartz – Pine Co. Municipalities
Kevin Stenson-Chisago Co. Municipalities
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Tish Carlson – Isanti Co. Municipalities
Kathi Ellis - Kanabec Co. Commissioner
Robert Hoefert, Mille Lacs Co. Townships
Diane Larkin - Chisago Co. Townships
Jim Swenson - City of North Branch

Staff Present:

Bob Voss - Executive Director
Ashely Eckdahl – Community Development
Brenda Hughley, Finance Officer
Karen Onan-Wakefield, Community Development
Trish Rydlund - Office Manager
Penny Simonsen - Transportation
Jordan Zeller - Economic Development

Others Present:

Kathy George, City of Sandstone
Chou Moua, 2020 Census

1. **WELCOME:** Chairman Montzka called the meeting of the East Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was recited. Montzka called for a moment of silence to remember former Cambridge Mayor Marlys Palmer who passed away recently. Also, to express condolences to Commission Member Glen Williamson on the recent passing of his wife Antoinette.
2. **AGENDA APPROVAL:** Davis moved to approve the agenda as presented. Hansen seconded - motion carried.
3. **MINUTES APPROVAL:** Williamson moved to approve the minutes of the August 26, 2019 ECRDC meeting. Lawlor seconded- motion carried.
4. **2020 CENSUS PRESENTATION:** Chou Moua provided a presentation pertaining to the upcoming 2020 Census and how local units of government can be involved.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. **FINANCE OFFICER HIRING:** A total of 16 applications were received for the Finance Officer position. The hiring committee, in consultation with P&B members regarding starting pay, offered the position to Brenda Hughley with a start date of September 25, 2019 and with a starting salary of \$48,401/yr. (Pay Grade C Step 7). Hughley accepted.
 - b. **AGENCY-WIDE AUDIT:** The Clifton Larson Allen (CLA) CPA firm is scheduled to conduct the field work for the FY 2019 year-end audit on November 12 and 13 here at the ECRDC offices. Doug Host of CLA plans to present findings to the full Commission at our December meeting.
 - c. **MADO ALL-STAFF RETREAT:** The Mn Association of Development Organizations (MADO) is holding an all-staff retreat for regional development commissions in Minnesota on October 24-25th at Madden's Resort near Brainerd. The retreat will include panel discussions on

redevelopment projects, innovative approaches to childcare, infrastructure, and grant writing. There will also be breakout sessions on regional branding and capacity building.

- d. ECONOMIC/COMMUNITY DEVELOPMENT VISITS: The staff and I are planning visits with economic development and/or elected officials from all of the Region 7E cities between now and June 30, 2020. The purpose will be to visit about future projects and determine what, if any, state or federal programs might be available for financial or technical assistance.
 - e. PTCC EXPANSION: Participated in the ground breaking event for upgrades to the training space at Pine Technical & Community College in Pine City. ECDRC Staff assisted in PTCC securing a \$1.1 million EDA Infrastructure Grant to remodel the space. Construction is scheduled to begin in early 2020.
6. **TREASURERS REPORT**: The Board reviewed the August through September 2019 Treasurer's report. Stenson moved to approve the Treasurer's Report to include the checks written #10398 through #10449 along with ACH payments from August 1, 2019 through September 30, 2019. Hansen seconded- motion carried. General Journals were reviewed and approved for the period August 1, 2019 through September 30, 2019.
7. **ECONOMIC DEVELOPMENT**: Jordan Zeller reported on economic development recommendations and events.
- a. PINE TECHNICAL & COMMUNITY COLLEGE GROUNDBREAKING: The ECRDC recently assisted Pine Technical & Community College (PTCC) with a \$1.1 million grant from the US Dept. of Commerce / EDA for upgrades at their Pine City campus. PTCC held their project groundbreaking on October 11, 2019.
 - b. FINANCIAL RESOURCE SUMMIT: The ECRDC held our bi-annual Business Financial Resource Summit on Tuesday, September 24, 2019 at Spring Brook Golf Course in Mora. The event had presentation on business financing and technical assistance programs from 7:30 AM – 9:00 AM and was followed by a networking golf scramble.
 - c. REVOLVING LOAN FUND (RLF): We continue to market the Revolving Loan Fund. The RLF Board approved the purchase of a loan participation from the Initiative Foundation on August 29th for a business in Chisago County. The RLF Board also met jointly with the City of Pine City EDA Loan Committee on October 15th and approved the purchasing a loan participation on a business project in Pine City from the Entrepreneur Fund. At this October 15th meeting the RLF Board also approved a modification in terms for the Chisago County loan participation purchased on August 29th.
 - d. FALL BARNSTORMING: ECRDC staff are planning for their fall semi-annual “barnstorming” visits to banks, credit unions and city halls to promote economic development resources and programs. We often invite “partners” – other economic development programs and service providers to join us for this.
 - e. OTHER: The ECRDC is assisting the City of Rock Creek and Pine City Townships with their new Comprehensive Land Use Plans.

The Quarterly City / County Clerks / Administrators & Economic Developers & Partners meeting was held Friday October 4th at the North Pine Government Center in Sandstone. A presentation was made by Mark Hanson with First Children’s Finance and Penny Simonsen on ECRDC Transportation Programs Planning.

8. **TRANSPORTATION**: Penny Simonsen reported on meetings and events that staff participated in for the months of September and October. Following transportations items:
- a. SCENIC BYWAYS: The corridor management work started in August for the Lake Mille Lacs Scenic Byway Corridor Management Plan (CMP). MnDOT has indicated an interest to have the ECRDC do corridor management work for Veteran’s Evergreen and St. Croix Scenic Byways after the conclusion of the Lake Mille Lacs Scenic Byway CMP.

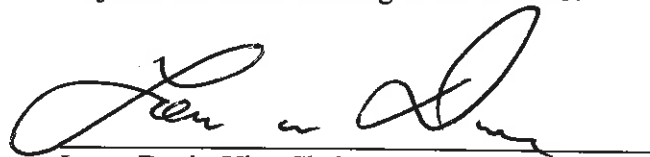
New federal legislation from the National Scenic Byway Foundation has once again reopened nominations for National Scenic Byway designation. There is interest within our region to make application for that national designation.

- b. OTHER: October 31, 2019 is the deadline for Letters of Intent for Transportation Alternative (TA) funding. There is approximately \$300,000 per project for District 3, \$126,000 per project for Chisago County (Metro District) and \$900,000 per project for District 1.

- 9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC)**: Karen Onan-Wakefield gave an overview on the current focus which is gathering information, building relationships, and driving awareness to our organization, and ultimately the means to the end result. Relaying people to wherever they need to go in an orderly, comprehensive, concise, affordable, fiscally responsible, enjoyable way. The Implementation Phase includes the following 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.
- 10. **MISSION MOMENTS**: There is an upcoming economic development conference, Building a Family Centered Workforce, for employers & child care providers held at the Grand Event Center in Mora on February 6, 2020.
- 11. **ADJOURNMENT**: Chairman Montzka announced the next meeting will be on December 16, 2019 at 7:00 p.m. at the ECRDC offices. Evans moved to adjourn the annual meeting of the ECRDC. Lawlor seconded- motion carried.



Robert L. Voss, Executive Director



Loren Davis, Vice-Chairman