



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

August 26, 2019

100 Park Street South
Mora, MN 55051

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Tish Carlson – Isanti Co. Municipalities
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
Jeanette Kester - Pine Co. Public Interest
Diane Larkin - Chisago Co. Townships
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
Peter Spartz – Pine Co. Municipalities
Kevin Stenson-Chisago Co. Municipalities
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Dave Dillan – Mille Lacs Co. Municipalities
Kathi Ellis - Kanabec Co. Commissioner
Genny Reynolds-Mille Lacs Co. Commissioner
Jim Swenson - City of North Branch

Staff Present:

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

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.
2. **AGENDA APPROVAL:** Davis moved to approve the agenda with the following addition: 7c – Personnel Policy Change - Finance Officer Pay Grade. Williamson seconded - motion carried.
3. **MINUTES APPROVAL:** Davis moved to approve the minutes of the June 24, 2019 annual meeting of the ECRDC board. Kester seconded- motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. **DISTRICT 3 AREA TRANSPORTATION PARTNERSHIP REPRESENTATIVE:** Nominations were made for the District 3 Area Transportation Partnership (ATP) representative. Hoefert moved to reappoint Genny Reynolds as the ATP representative. Stenson seconded – motion carried.
 - b. **RTCC IMPLEMENTATION GRANT:** We received word that our application to MnDOT Office of Transit for the RTCC Implementation Phase of the RTCC program was approved on May 31st. MnDOT funded the entire amount we asked for - \$178,327 and no local match. The project will begin on July 1st and include to two .75 positions.
 - c. **MNDOT FREIGHT PLAN:** District 3 is undergoing a district-wide freight plan to hopefully provide a transportation system that can attract new businesses and support existing businesses as they seek to grow. At the request of the District Engineer, Voss has agreed to serve on the District 3 Freight Plan Advisory Committee over the next year.
 - d. **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.


5. **TREASURERS REPORT:** The Board reviewed the June through July 2019 Treasurer's report. Levitski moved to approve the Treasurer's Report to include the checks written #10343 through #10397 along with ACH payments from June 1, 2019 through July 31, 2019. Hansen seconded- motion carried. General Journals were reviewed and approved for the period June 1, 2019 through July 31, 2019.
6. **PERSONNEL & BUDGET COMMITTEE:**
 - a. **FINANCE OFFICER VACANCY UPDATE:** Notices have been posted in local newspapers, the local workforce center, and on INDEED (an online job search site). From these notices we received 16 applications. From the 16 applicants, five interviews have been scheduled for September 4, 2019.
 - b. **TRANSPORTATION MANAGEMENT COORDINATOR STAFFING:** Interviews were conducted for the Transportation Management Coordinator position. From the interviews the best candidate for the position was Ashley Eckdahl. Eckdahl accepted the position and started July 16, 2019 with a starting salary of \$45,854/yr, Pay Grade C Step 5.
 - c. **PERSONNEL POLICY CHANGE:** The job duties of the Finance Officer have changed over the years. For example, the position no longer audits for congregate and home delivered meals for the Area Agency on Aging. With this change in the job description, motioned by Lawlor to change the salary range from Pay Grade D to Pay Grade C. Stenson seconded – motion carried.
7. **TRANSPORTATION:** Penny Simonsen reported on the following transportation items:
 - a. **SURFACE IMPROVEMENTS/TRANSPORTATION ALTERNATIVES/CORRIDORS OF COMMERCE/ TED-TEDI/BUILD:** Surface improvement project solicitations will commence this fall for Isanti, Kanabec, and Mille Lacs counties in District 3, along with Chisago County in Metro District as an every-other-year opportunity. Pine County's surface solicitation occurs every year in District 1 during the same time period, thus Pine County will engage in a solicitation process as well. All counties are expected to bring forward projects for review. Transportation Alternatives applications will also be solicited in fourth quarter 2019 for all counties, with the possible exception of Chisago Co which is moving to an every two-year cycle.
 - b. **SCENIC BYWAYS:** The corridor management work began in August for the Lake Mille Lacs Scenic Byway Corridor Management Plan. MnDOT has indicated an interest to have us do some corridor management type work for Veteran's Evergreen and St. Croix Scenic Byways after we finish the Lake Mille Lacs work.
8. **ECONOMIC DEVELOPMENT:** Jordan Zeller reported on economic development recommendations and events.
 - a. **ANNUAL REVOLVING LOAN FUND PLAN CERTIFICATION:** A resolution finding the RLF is consistent with and supportive of the area's current economic development strategies, the RLF Plan is being operated in accordance with the policies and procedures in the RLF Plan, and that the loan portfolio meets the standards. Motioned by Moe to approve the RLF Certification resolution. Bollenbeck seconded – motion carried.
 - b. **INVENTORS & ENTREPRENEURS CLUB:** Things continue to go well with the Regional Inventors & Entrepreneurs (I&E) Club, co-founded by the ECRDC. Events are held on the 4th Tuesday of the month at East Central Energy in Braham. Doors open at 5:30 PM for networking. Presentations from 6:00 – 7:30 PM. The next meeting of this group is Tuesday, August 27th. For more info or to sign up for email updates, please see their website: www.ecmnbusiness.com.
 - c. **FINANCIAL RESOURCE SUMMIT:** Planning is coming together nicely for our bi-annual Business Financial Resource Summit to be held on Tuesday, September 24th at Spring Brook Golf Course in Mora. Doors open for continental breakfast and networking at 7:00 AM, and presentations are from 7:30 AM – 9:00 AM. The event is free, but RSVPs are appreciated. There will also be a networking golf scramble following the summit - \$15.00 for 9 holes and a shared cart.

9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan gave an overview for the upcoming Phase 2 for the ECRTCC.

IMPLEMENTATION PHASE PRIMARY TASKS:

- Transportation Management Coordination Center (TMCC) – Incorporate foundation information towards the establishment of a TMCC.
- Volunteer Driver Program - A regional Volunteer Driver Program housed under an agency which will provide rides to transportation disadvantaged throughout Region 7E.
- 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.
- 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.
- Ongoing Transportation Exploration – Continued Advocacy and Awareness of up and coming transportation modes.

10. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on October 28, 2019 at 7:00 p.m. at the ECRDC offices. Hansen moved to adjourn the annual meeting of the ECRDC. Evans seconded- motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman