



## EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

February 22, 2021

Via Zoom®

100 Park Street South

Mora, MN 55051

### Commission Members Present:

Gene Anderson – Kanabec County Commissioner  
Bob Bollenbeck - Kanabec Co. Public Interest  
Tish Carlson – Isanti Co. Municipalities  
Loren Davis - Isanti Co. Public Interest  
Dave Dillan – Mille Lacs Co. Municipalities  
Carla Dunkley- Tribal Representative  
Linda Evans - Mille Lacs Co. Public Interest  
Richard Hansen - Isanti Co. Townships  
Jeanette Kester - Pine Co. Public Interest  
Carri Levitski – Southern School Boards  
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  
Glen Williamson-Pine Co. Townships

### Commission Members Absent:

Robert Hoefert, Mille Lacs Co. Townships  
Diane Larkin - Chisago Co. Townships  
Tom Lawlor – Chisago Co. Public Interest  
Jim Swenson - City of North Branch  
Terry Turnquist - Isanti Co. Commissioner

### Staff Present:

Bob Voss - Executive Director  
Ashely Eckdahl – Community Development  
Brenda Hughley, Finance Officer  
Karen Onan, Community Development  
Trish Rydlund - Office Manager  
Penny Simonsen – Transportation  
Michelle Thomas – Economic Resiliency Coord.

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:** Hansen moved to approve the agenda as presented. Levitski seconded - motion carried.
3. **MINUTES APPROVAL:** Evans moved to approve the minutes of the December 21, 2020 ECRDC Board meeting. Moe seconded- motion carried.
4. **PERSONNEL AND BUDGET COMMITTEE (P&B):** The P&B met via Zoom prior to the ECRDC Board meeting and brought forth the following recommendations:
  - a. Hughley Performance Review: Based on a favorable performance appraisal Hansen moved to approve a one-step increase from Pay Grade C Step 8, \$51,179, to Pay Grade C Step 9, \$52,506, effective April 1, 2021 for Brenda Hughley. Stenson seconded – motion carried.
  - b. Thomas Performance Review: Based on a favorable performance appraisal Williams moved to approve a one-step increase from Pay Grade D Step 8, \$58,987, to Pay Grade D Step 9, \$60,573 effective March 16, 2021 for Michelle Thomas. Evans seconded – motion carried.
  - c. Sale of ECRDC Staff Car: The ECRDC's staff car – a 2007 Chevrolet Malibu - is nearly 14 years old with over 137,000 miles. Due to its age and the fact that it has been used little during the past year, the P&B is recommending that it be sold by way of sealed bids. Moe moved to authorize the executive director to advertise locally, take sealed bids, and sell the staff car to the highest bidder. Hansen seconded – motion carried.

5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided his report which included the following:
  - a. Ratify Pay Equity Implementation Report: The Pay Equity report was prepared and electronically submitted to the MN Department of Employee Relations by the January 31, 2021 deadline. The report requires that data from the last payroll period of 2020 be used. Since the report's deadline fell between Commission meetings, Voss requested that it be formally ratified by the Commission. Kester moved to ratify the Pay Equity Implementation report as prepared and submitted to the State. Stenson seconded – motion carried.
  - b. Federal EDA RLF Defederalized: Legislation was recently passed at the federal level allowing the ECRDC to "defederalize" the Revolving Loan Fund. This will eliminate the time-consuming reporting requirements and offer more flexibility to use the RLF for other approved economic development purposes. A written request needs to be prepared with the ECRDC's intention for the Revolving Loan Fund money after it is defederalized.
  - c. Lake Mille Lacs Scenic Byway National Designation: The Lake Mille Lacs Scenic Byway applied for national designation last year. We received word last week that our application was not accepted for national designation.
  
6. **TREASURERS REPORT:** The Board reviewed the December 2020 and January 2021 Treasurer's report. Davis moved to approve the Treasurer's Report to include the checks written #10825 through #10872 along with ACH payments from December 1, 2020 through January 30, 2021. Stenson seconded - motion carried. General Journals were reviewed and approved for the period December 1, 2020 through January 30, 2021.
  
7. **TRANSPORTATION:** Penny Simonsen reported on the following items and brought forth the following recommendation:
  - a. Transportation Alternative (TA) Program: The Transportation Advisory Committee (TAC) met on February 11, 2021. The District 3 TA applications were reviewed and presentations done by each applicant. There are additional 10 points awarded to the top project and 5 points to the second ranked project. There are an additional 5 equity points available that will be awarded to the top project. Following is the TAC ranking for each project.

Ranking	Average Ranking Score	Applicant	Description	Amount Requesting
3	43.3	City of Braham	SRTS – ADA paved path	\$240,000
1	47.3	Mille Lacs Band of Ojibwe	Vineland Sidewalk Phase III	\$633,000
4	42.0	Mille Lacs County	ADA Transition Plan	\$125,000
2	44.3	City of Mora	TH65/23 Pedestrian Trail Extension	\$240,000
5	38.3	City of Wahkon	Main Street Revitalization and Beautification	\$400,000

Levitzki moved to approve the top two ranked projects, #1 ranked - Mille Lacs Band of Ojibwe and #2 ranked - Mora and to forward the recommendation onto the Regional District-wide review. Dunkley seconded – motion carried.

- b. MnDOT Demonstration Projects: The cities of Braham and Wahkon have been selected by MnDOT District 3 to participate in Demonstration projects. This allows them to receive additional planning a scoping expertise by MnDOT.
  
8. **ECONOMIC DEVELOPMENT & RESILIENCY COORDINATOR UPDATE:** Michelle Thomas reported on the following items:
  - a. COVID RLF Loan Update: Closed loan for Denham Run Bar & Grill for \$30,000 at 0% interest and regular

monthly payments for 5 years. Two additional loans, Cambridge Bar and Grill and All Mac, Inc., were approved on February 11, 2021.

- b. Diversity Equity & Inclusion Training: Thomas is participating in the MADO's Diversity, Equity, Inclusion Summit.
- c. Congressman Stauber Visit: Congressman Pete Stauber visited the ECRDC on January 25<sup>th</sup> to discuss topics impacting East Central MN, including small business conditions and business assistance from the Federal government.
- d. RLF Officer Elections: The Revolving Loan Fund Committee has reelected Nancy Hoffman as Chair and Clyde Bloyer as Vice-Chair.

9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC)**: Karen Onan and Ashley Eckdahl reported on the following items:

- a. Phase 4 Application: We anticipate receiving guidelines from MnDOT for the upcoming Phase 4 RTCC grant application soon. The Phase 4 grant will cover a 2-year program and require a 10% financial match. A resolution authorizing submission of the application will need to be ratified at the next Commission meeting, April 26, 2021.
- b. Public Transit Update: On March 1, 2021 Arrowhead Transit will begin running their buses through Chisago and Isanti counties.
- c. Statewide Multimodal Transportation Plan: Karen Onan was invited to participate in the Statewide Multimodal Transportation Plan. She will be representing the statewide RTCCs. This is a plan for the future 20 years for all forms of transportation in the state.

10. **ADJOURNMENT**: Chairman Montzka announced the next meeting will be April 26, 2021 at 7:00 p.m. 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