



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

February 28, 2022
The Grand Event Center
2025 Rowland Rd.
Mora, MN 55051

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Tish Carlson – Isanti Co. Municipalities
Loren Davis - Isanti Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
Linda Evans - Mille Lacs Co. Public Interest
Richard Hansen - Isanti Co. Townships
Jeanette Kester - Pine Co. Public Interest
Rick Mattson – Kanabec Co. Commissioner
Scott Moe - Northern School Boards
Ben Montzka- Chisago Co. Commissioner
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Kevin Stenson-Chisago Co. Municipalities
Terry Turnquist-Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Carolyn Cagle – Chisago Co. Townships
Carla Dunkley- Tribal Representative
Robert Hoefert, Mille Lacs Co. Townships
Tom Lawlor – Chisago Co. Public Interest
Jeremy Miller – Kanabec Co. Municipalities
Peter Spartz – Pine Co. Municipalities
Jim Swenson - City of North Branch
JJ Waldhalm, Pine Co. Commissioner

Staff Present:

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

Others Present:

Stefanie Williamson

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.

Chairman Montzka asked for moment of silence for the Ukraine and its people.

2. **AGENDA APPROVAL:** Moe moved to approve the agenda with addition of item 6.c. – Salary Classification and Compensation Study Benchmark Communities. Williamson seconded - motion carried.
3. **MINUTES APPROVAL:** Hansen moved to approve the minutes of the December 20, 2021 meeting. Patenaude seconded- motion carried.

4. **PERSONNEL & BUDGET (P&B) REPORT:** Loren Davis reported on the following items:

a. Finance Officer: The position was advertised for two weeks in 5 major newspapers in the region; the League of MN Cities; the Association of MN Counties; Indeed® employment website; and various social media outlets. A total of 7 applications were received. Three were selected for interviews with a second interview which occurred on February 16th. Samantha Fleming of Mora was offered and has accepted the position with a starting pay of Pay Grade C Step 6 (\$50,139 annually). She will be starting March 7, 2022.

- b. Thomas Performance Review: Based on a favorable performance appraisal, Carlson moved to approve a one-step increase from Pay Grade D Step 9, \$62,176, to Pay Grade D Step 10, \$63,815, effective March 16, 2022 for Michelle Thomas. Evans seconded – motion carried.

5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided his report and brought forth the following action items:
- a. ARPA RLF Match Resolution: An application was submitted earlier this month to the EDA to establish a \$500,000 revolving loan fund with American Rescue Plan Act (ARPA) dollars. If accepted, the RLF would be funded by \$400,000 in ARPA dollars with \$100,000 (the required 20% match) being committed from the ECRDC's "Historic" RLF fund. Motioned by Williams to approve the resolution ratifying the application, committing the match, and authorizing the Chairperson and/or Executive Director to execute the necessary agreements, etc. Stenson seconded – motion carried.
 - b. Regional Transportation Coordinating Council (RTCC) Match Resolution: On July 1, 2022, we will enter the second year of the Phase IV Implementation project for the Regional Transportation Coordination Council (RTCC). The proposed budget for year two of Phase IV is \$225,837. MnDOT is requiring a 10% match of this amount again this year. Bollenbeck moved to ratify the resolution committing the 10% match for the RTCC program starting July 1, 2022. Seconded by Moe – motion carried.
 - c. Salary Classification and Compensation Study Benchmark Communities: Dave Drown Associates (DDA) continues to work on our Classification/Compensation study. To date, staff has completed Personnel Analysis Questionnaires (PAQs) and submitted existing job descriptions for updates. Meanwhile, DDA has been gathering comparable salary data from other regions and local units of government for the study. They base their benchmark communities on organizations that are similar service levels, geographic location, budget size, and number of employees. These benchmark communities include:
 - Northwest RDC
 - Arrowhead RDC
 - Headwaters RDC
 - Mid Minnesota RDC
 - Southwester RDC
 - Region 5 RDC
 - Region 9 RDC
 - Southwest RDC
 - Upper MN Valley RDC
 - City of Princeton
 - City of Cambridge
 - Mille Lacs County
 - Kanabec County
 - Chisago CountyMotioned by Stenson to approve the benchmark communities for comparison for the Salary Classification and Compensation Study. Seconded by Davis – motion carried.
6. **TREASURERS REPORT:** The Board reviewed the December 2021 and January 2022 Treasurer's report. Reynolds moved to approve the Treasurer's Report to include the checks written #11130 through #11178 along with ACH payments December 1, 2021 through January 31, 2022. Kester seconded - motion carried. General Journals were reviewed and approved for the period December 1, 2021 through January 31, 2022.
7. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Ashley Eckdahl and Karen Onan reported on the following items:
- a. Interviews are being aired on KBK 95.5 radio every other Friday at 8:45 a.m. Natalie Matthewson and Wendy Galanius, Central MN Council on Aging, talked about transportation needs for seniors. All previous interviews can be listened to on the East Central Transit website, www.eastcentraltransit.com.
 - b. Continued work on the Local Human Services Transit Coordination Plan.
 - c. The Hop/Scott project is being discussed as a possible pilot project in Isanti County. We are hoping to implement this program with public providers in Mille Lacs and Kanabec Counties.
 - d. Working on marketing strategies for transit providers.
 - e. GIS mapping is being built by MnDOT.
 - f. Continued conversation with Senior Network to learn of vehicles used/needed at senior facilities.

8. **ECONOMIC DEVELOPMENT RESILIENCY UPDATE:** Bob Voss reported on the following items:
 a. YTD COVID RLF: The following are the Covid RLF loans that have been approved to date:

Loan Recipient	Loan Amt	Loan Recipient	Loan Amt
Glockenspiel/Deutschland Meats (Lindstrom)	\$ 25,000	Central Fence (Isanti)	\$ 30,000
Dunham Run Bar & Grill (Sturgeon Lake)	\$ 30,000	Siya Hotels/Quality Inn (Finlayson)	\$ 60,000
Pizza Pub (Braham)	\$ 32,500	Woods Edge Vet (Hinckley)	\$ 40,000
Betabfit Personal Training (Princeton)	\$ 30,000	Loban Home (Pine City)	\$ 15,000
All Mac (Stacy)	\$ 41,050	Titan Forestry (Grasston)	\$ 40,000
Cambridge Bar and Grill (Cambridge)	\$ 40,000	Farmaste Animal Sanctuary (Lindstrom)	\$ 30,000
Veritas Academy (Chisago City)	\$ 40,000	Herman's Bakery and Deli (Cambridge)	\$ 30,000

- b. Other Items: Others items being worked on include: Pine County Childcare Study, Regional Tourism and Kanabec county Broadband Feasibility Study.

9. **TRANSPORTATION:** Penny Simonsen brought forth the following TAC recommendation:

- a. FY 2026 and 2027 -MnDOT Local Surface Transportation Block Grant (STBG) - District 3: The TAC met via Zoom on February 24, 2022 to review the STBG applications. This is a two-year solicitation. Region 7E FY2026 target estimate is \$1,437,280, FY2027 target estimate is \$1,437,280 for a two-year target estimate total of \$2,874,560. Three applications were received, Isanti, Kanabec, and Mille Lacs Counties. Motioned by Mattson to accept the TAC recommendation to approve FY26 funding to Mille Lacs County for \$1,437,280 and FY27 funding to Mille Lacs County for \$312,720 and Kanabec County for \$1,124,560 to Kanabec County.

Applicant	Isanti County	Kanabec County	Mille Lacs County
Project	CSAH 7	CSAH 4	CSAH 3
Miles	4.1	5.9	1.8
Type	Reclamation	Reclamation	Reconstruction, Reclamation, Other
Federal Cost	\$1,033,200	\$1,614,400	\$2,864,800
Local Cost	\$258,300	\$403,600	\$716,200
Total Cost	\$1,291,500	\$2,018,000	\$3,581,000
FY26 Recommendation			\$1,437,280
FY27 Recommendation		\$1,124,560	\$312,720

FY26 Mille Lacs County for \$1,437,280

Total FY26 - \$1,437,280

FY27 Mille Lacs County for \$312,720

FY27 Kanabec County for \$1,124,560

Total FY27 - \$1,437,280

10. **ECONOMIC DEVELOPMENT UPDATE:** Bob Voss brought forth the following recommendation:

- a. ARPA RLF Plan: A draft "RLF Plan" or bylaws have been created under the guidance of the Federal EDA. The Plan was reviewed. Evans moved to approve the ARPA RLF Plan. Seconded by Patenaude – motion carried.
- b. Other Items:
- The Economic Development Association of MN (EDAM) named the Mille Lacs Band of Ojibwe /Mille Lacs Corporate Ventures' Tribal Entrepreneurial Business Incubator project as their Project of the Year.

- The US Dept. of Commerce / Economic Development Administration (EDA) received \$3 Billion from the 2021 American Rescue Plan Act, with much of that available for grants for economic development projects. There are currently five applications in to the EDA from our region, one each from the City of Princeton, the City of Isle, as well as the Mille Lacs Band of Ojibwe, Pine Technical & Community College in Pine City, and the East Central Regional Development Commission. We anticipate two more being submitted in short order – from the City of Wyoming for road infrastructure and for revolving loan fund dollars from the East Central Regional Development Commission.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be in person at the ECRDC office on April 25, 2022 at 7:00 p.m. Davis moved to adjourn the regular meeting of the ECRDC. Evans seconded-motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman