



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
ANNUAL MEETING
June 27, 2022
100 Park Street South
Mora, MN 55051

Commission Members Present:

Aaron Berg – Southern School Boards
Dave Dillan – Mille Lacs Co. Municipalities
Linda Evans - Mille Lacs Co. Public Interest
Richard Hansen - Isanti Co. Townships
Jeanette Kester - Pine Co. Public Interest
Tom Lawlor – Chisago Co. Public Interest
Rick Mattson – Kanabec Co. Commissioner
Ben Montzka- Chisago Co. Commissioner
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Jim Swenson - City of North Branch
JJ Waldhalm, Pine Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Carolyn Cagle – Chisago Co. Townships
Tish Carlson – Isanti Co. Municipalities
Loren Davis - Isanti Co. Public Interest
Carla Dunkley- Tribal Representative
Robert Hoefert, Mille Lacs Co. Townships
Jeremy Miller – Kanabec Co. Municipalities
Scott Moe - Northern School Boards
Peter Spartz – Pine Co. Municipalities
Kevin Stenson-Chisago Co. Municipalities
Terry Turnquist-Isanti Co. Commissioner

Staff Present:

Bob Voss - Executive Director
Karen Onan - Community Development
Trish Rydlund - Office Manager
Michelle Thomas - Resiliency Coordinator
Penny Simonsen – Transportation
Jordan Zeller – Economic Development

1. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:40 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Hansen moved to approve the agenda with a change to move item 7.a. - Public Hearing to follow item 4 – Approval of Minutes of 4-25-22 minutes. Evans seconded - motion carried.
3. **MINUTES APPROVAL:** Williamson moved to approve the minutes of the April 25, 2022 meeting. Hansen seconded- motion carried.
4. **PUBLIC HEARING FTY 2022-2023 BUDGET/WORK PROGRAM/INDIRECT COST PLAN:** Motion by Hansen to open the Public Hearing at 5:50 p.m. for comments on the FY2022-2023 Work Program, budget, and indirect cost plan. Evans seconded – motion carried. Voss provided highlights of the work program, budget and indirect cost plan and fielded questions. Motioned by Hansen to close the public hearing at 5:58 p.m. Lawlor seconded – motion carried. Hansen moved to approve the FY 2022-2023 Work Program, budget, and indirect cost plan. Evans seconded – motion carried.
5. **TREASURERS REPORT:** The Board reviewed the April and May 2022 Treasurer's report. Williamson moved to approve the Treasurer's Report to include the checks written #11236 through #11287 along with ACH payments for April 1 through May 30, 2022. Lawlor seconded - motion carried. General Journals were reviewed and approved for the period April 1 through May 30, 2022.
6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided highlights of his report with the following items:

- a. Finance Officer Vacancy: Samantha Fleming resigned as of June 15, 2022. The plan is to begin recruitment immediately. The posting will be on the ECRDC's website so feel free to pass the word along to those with appropriate education and experience.
- b. ARPA RLF: The American Rescue Plan Act (ARPA) Revolving Loan Fund is now ready for making loans. A new saving account has been established with First Citizens Bank so deposits and disbursement can be easily tracked, etc. The fund has a total of \$500,000 available for lending.

7. PERSONNEL & BUDGET COMMITTEE REPORT:

- a. Approve Revised Salary Scale and Adjustments for Implementation on July 1, 2022: A new salary schedule developed by David Drown Associates was reviewed and discussed. Following discussion, Evans moved to approve the new salary schedule as presented and that employee salaries, pay grades and steps be adjusted to the rates below. Hansen seconded – motion carried.

| Staff | Grade/Step | Annual 7/1/2022 |
|------------------|------------|-----------------|
| Karen Onan | G6S1 | \$61,921.60 |
| Patricia Rydlund | G4S8 | \$65,291.20 |
| Penny Simonsen | G6S8 | \$76,148.80 |
| Michelle Thomas | G6S4 | \$67,662.40 |
| Robert Voss | G9S7 | \$104,790.40 |
| Jordan Zeller | G6S6 | \$71,780.80 |

- b. Designate Financial Depository: Williamson moved to approve First Citizens Bank as the ECRDC's financial depository. Hansen seconded – motion carried.
- c. Inventory Deletions/Additions: In anticipation of the annual audit, Hansen moved to approve the inventory deletions in the amount of \$713.23 and additions to the inventory totaling \$14,735.85. Berg 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, Ben Montzka, Terry Turnquist, Glen Williamson, and Jim Swenson had been nominated by mail for Vice-Chair. Voss opened the floor for nominations for Vice-Chair. Nominations were asked for three times. Lawlor 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 Genny Reynolds, Loren Davis, and Carolyn Cagle had been nominated by mail for Secretary/Treasurer. Voss then called for nomination from the floor for secretary/treasurer. Nominations were asked for three times for Secretary/Treasurer. Lawlor moved to close nominations. Kester seconded – motion carried. Commissioners cast their ballots and Genny Reynolds was elected as Secretary/Treasurer.
- 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 Genny Reynolds.

- ii. Revolving Loan Fund - Nominations were opened from the floor for the Revolving Loan Fund Committee. One nomination was received for Glen Williamson.
- iii. Regional Transportation Coordinating Council (RTCC) - Nominations were opened from the floor for the RTCC. Nominations were received as follows: Kevin Stenson (Chisago County); Aaron Berg (Isanti County), Scott Moe (Kanabec County), Genny Reynolds (Mille Lacs County), and Jeannette Kester (Pine County).

Swenson moved to approve the nominated at listed above to the ECRDC committees. Hansen seconded – motion carried.

- e. COUNTY CAUCUS FOR PERSONNEL & BUDGET (P&B) COMMITTEE: The floor was opened for nominations to the P&B. Motioned by Swenson to appoint the following to the P&B: Tom Lawlor (Chisago County), Richard Hansen (Isanti County), Dave Patenaude (Kanabec County), Bob Hoefert (Mille Lacs County), and Jeannette Kester (Pine County). Hansen seconded – motion carried.
- f. UPDATE TO BANK SIGNATURE CARD: Motioned by Kester to update the bank signature card to add Vice-Chairman Loren Davis along with Chairman Ben Montzka and Secretary/Treasurer Genny Reynolds who are already on the signature card. Seconded by Evans – motion carried.

9. ECONOMIC DEVELOPMENT UPDATE: Michelle Thomas reported on Economic Development and brought forth the following action item:

- a. Reappointment of RLF Board Members: Four RLF Board members have their two-year terms expiring at the end of June. All have said they would accept another two-year appointment to the RLF Board: Clyde Bloyer (Isanti County), Rachelle Nelson (Mille Lacs County), Frank Westling (Kanabec County), and Derek Zeiler (Chisago County). Williamson moved to approve the four people listed to the RLF Board as recommended. Kester seconded – motion carried.
- b. The ECRDC RLF continues to see considerable activity. The ECRDC currently has three funds, our “Historic” RLF, our “COVID” RLF, and our new “ARPA” RLF.

10. ECONOMIC RESILIANCY COORDINATOR UPDATE: Michelle Thomas reported on the following items:

- a. COVID 19 REVOLING LOAN FUND: No new loans have been approved since the last Commission meeting. We are currently finalizing a loan that was approved in participation the Entrepreneur Fund for Sweetbriar Ridge.

| Loan Recipient | Loan Amt | Loan Recipient | Loan Amt |
|--|-----------|---------------------------------------|-----------|
| Glockenspiel/Deutschland Meats (Lindstrom) | \$ 25,000 | Central Fence (Isanti) | \$ 30,000 |
| Denham 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 |
| C&C Consulting | \$40,000 | Bopha Sar Custom Wedding Shop | \$10,000 |

- b. BROADBAND: In the 2022 legislative session, \$25 million in general revenue funds have been allocated to the Minnesota Border-to-Border grant program for FY23.

11. TRANSPORTATION: Penny Simonsen reported on the following:

- a. MnDOT is undergoing a planning process to install fast electric charging station for electric vehicles along I-35 and I-94. Each charging station will cost \$900,000 per unit.

12. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan gave an overview of the Local Human Transit Coordination Plan. The following are the priorities:
- a. Develop Transportation Hubs
 - b. Unified Multi-Regional Mobility Management Coordination
 - c. First and Last Mile program development
 - d. Prepare infrastructure to facilitate the Induction of Ride Share Program(s)
 - e. Oversee adoption of insurance policy/procedure adjustment and re-evaluation of current FTA/MnDOT/ Federal/ State regulations
 - f. Modify FTA's restriction on the purchase of small vans utilizing 5310 funding
 - g. Align with regional counties for broadband infrastructure
 - h. Universal Payment Structure to begin in our region with expansion in mind
 - i. Vehicle Donation Program
 - j. Travel Training
 - k. Transportation Involvement in EMS Preparedness Planning
13. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be at the ECRDC on August 22, 2022, at the ECRDC Offices. Williamson moved to adjourn the regular meeting of the ECRDC. Evans seconded-motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman