



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
ANNUAL MEETING
June 24, 2024
Grandy Community Center
2749 County Road 6 NE
Stanchfield, MN 55080

Commission Members Present:

Tom Anderson – Isanti Co. Townships
Loren Davis - Isanti Co. Public Interest
Alan Duff – Isanti Co. Commissioner
Jack Edmonds – Mille Lacs Co. Public Interest
Nate George – Isanti Co. Municipalities
Robert Hoefert, Mille Lacs Co. Townships
Jeannette Kester - Pine Co. Public Interest
Scott Moe - Northern School Boards
Ben Montzka- Chisago Co. Commissioner
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Peter Ripka – Kanabec Co. Commissioner
Kevin Schieber - City of North Branch
Brent Switzer – Pine Co. Municipalities
Sara Treiber – Kanabec Co. Public Interest
Dave Waldoch.– Chisago Co. Municipalities
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Dave Dillan – Mille Lacs Co. Municipalities
Bruce Fitzwater – Chisago Co. Townships
JJ Waldhalm, Pine Co. Commissioner

Staff Present:

Bob Voss - Executive Director
Nicole Klosner – Economic Development/Grant Specialist
Darcy Rylander – Finance Director
Trish Rydlund - Office Manager
Penny Simonsen – Transportation Planner
Michelle Thomas - Resiliency Coordinator/RTCC
Jordan Zeller – Economic Development Planner

Others Present:

Tom Cruikshank, MN Dept. of Transportation

- A. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:30 p.m. The Pledge of Allegiance was recited.
- B. **AGENDA APPROVAL:** Hoefert moved to approve the agenda as presented. Moe seconded - motion carried.
- C. **MINUTES APPROVAL:** Davis moved to approve the minutes of the April 22, 2024 meeting. Duff seconded - motion carried.
- D. **TREASURERS REPORT:** The Board reviewed the April and May 2024 Treasurer's report. Moe moved to approve the Treasurer's Report to include the checks written #11845 through #11896 along with ACH payments for April 1 through May 30, 2024. Hoefert seconded - motion carried. General Journals were reviewed and approved for the period April 1 through May 30, 2024.
- E. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss brought before the Commission the following items:
1. Safe Routes to Schools Planning (SRTS) Assistance Grant Resolution: Duff moved to approve the SRTS Planning Assistant Grant Resolution as presented. Kester seconded – motion carried.
 2. Regional Transportation Coordination Council 10% Financial Match Resolution: Waldoch moved to approve the resolution to commit ten (10%) percent financial match required for the RTCC Grant as part of the annual budget. Hoefert seconded – motion carried.
 3. Commission Board Vacancies: There are vacancies for the following Board representatives: Kanabec County Municipalities, Native American Tribal Representative, Isanti County Public Interest, and Chisago County Public Interest.

4. Minnesota Association of Development Organizations (MADO) All-Staff Retreat: MADO will be holding their biennial "All-Staff" training retreat October 2-4, 2024. It will be held at The Park Event Center in Waite Park with lodging at the Hilton Garden Inn.

F. PUBLIC HEARING FY 2024-2025 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Motion by Moe to open the Public Hearing at 5:45 p.m. for comments on the FY2024-2025 Work Program, budget, and indirect cost plan. Ripka seconded – motion carried. Voss provided highlights of the work program, budget and indirect cost plan and fielded questions. Motioned by Duff to close the public hearing at 5:51 p.m. Ripka seconded – motion carried. Williamson moved to approve the FY 2024-2025 Work Program, budget, and indirect cost plan. Treiber seconded – motion carried.

G. PERSONNEL & BUDGET (P&B) COMMITTEE REPORT:

1. Approve Revised Salary Scale and Adjustments for Implementation on July 1, 2024: A 2.5% salary increase was recommended by the P&B for implementation effective July 1, 2024. Hoefert moved to approve the 2.5% increase in salaries effective July 1, 2024. (See table below for employee salaries, pay grades and steps below.) Williamson seconded – motion carried with one opposed.

Employee	FY25 Salary / Step / Grade	
	Approved for July 1, 2024 implementation	
	Grade/Step	Salary Amt
Nichole Klosner	G6 S2	\$ 66,674.84*
Karen Onan	G6 S3	\$ 70,741.04
Trish Rydlund	G4 S9	\$ 72,415.51
Darcy Rylander	G6 S4	\$ 77,308.45
Penny Simonsen	G6 S9	\$ 84,463.02
Michelle Thomas	G6 S5	\$ 75,046.83
Bob Voss	G9 S8	\$ 116,234.51
Jordan Zeller	G6 S8	\$ 82,005.67

*Step increase after 6-month probation period. From G6S2, \$66,674.84, to G6S3, \$68,675.13.

2. Health Insurance and Health Savings Account (HSA) Contribution: The Commission has not addressed the employer contribution since April 2014. The P&B made the following recommendation to the full Board to be in effect July 1, 2024:
- a. High-deductible/Health Savings Account from \$100 to \$250 per month.
 - b. Single health insurance policies from \$650 to \$700 per month.
 - c. Family health insurance policies from \$1,150 to \$1,200 per month
- Waldoch moved to approve the recommendation of the P&B to increase the HSA and Health Insurance monthly contributions as stated above. Moe seconded – motion carried.
3. Designate Financial Depository: Hoefert moved to approve First Citizens Bank as the ECRDC's financial depository. Moe seconded – motion carried.
4. Inventory Deletions/Additions: In anticipation of the annual audit, Edmonds moved to approve the inventory deletions in the amount of \$2,609.95 and additions to the inventory totaling \$4,513.72. Moe seconded – motion carried.

H. ELECTION OF OFFICERS

1. Nominations and Annual Officer Election

- a. Chairperson: Voss announced one nomination was received by mail for chairperson. The nomination was Ben Montzka. Voss opened the floor for further nominations for Chair. Nominations were asked for three times. Motioned by Moe to close nominations. Treiber seconded – motion carried. Commissioners cast their ballots and Ben Montzka was re-elected as Chairman.
- b. Vice-Chair: Voss announced five nominations were received by mail for vice-chair. The nominations included: Alan Duff, Nate George, Scott Moe, JJ Waldhalm, and Glen Williamson. Voss asked for nominations from the floor three times. Motioned by Williamson to close nominations. Moe seconded – motion carried. Commissioners cast their ballots and Glen Williamson was elected as Vice-Chairman.
- c. Secretary/Treasurer: Voss announced one nomination was received by mail for Secretary/ Treasurer. The nomination was Genny Reynolds. Voss opened the floor for further nominations for Secretary/Treasurer. Nominations were asked for three times. Motioned by Kester to close nominations. Moe seconded – motion carried. Hoefert motioned to cast a white ballot to re-elected Genny Reynolds as Secretary/Treasurer. Kester seconded – motion carried.

2. ECRDC Liaison's to Program Committees: Following are the appointments for the various ECRDC advisory committees.

- a. Transportation Advisory Committee (TAC) - Nominations were opened from the floor for the TAC. One nomination was received for Genny Reynolds. Davis moved to appoint Genny Reynolds to the TAC. Ripka seconded – motion carried.
- b. Revolving Loan Fund (RLF) Board - Nominations were opened from the floor for the Revolving Loan Fund Committee. One nomination was received for Glen Williamson. Hoefert moved to appoint Glen Williamson to the RLF Board. Moe seconded – motion carried.
- c. Regional Transportation Coordinating Council (RTCC) - Nominations were opened from the floor for the RTCC. Nominations were received as follows: Dave Waldoch (Chisago County); Tom Anderson (Isanti County), Dave Patenaude (Kanabec County), Robert Hoefert (Mille Lacs County), and Brent Switzer (Pine County). Moe moved to approve the appointments as listed to the RTCC committee. Hoefert seconded – motion carried.

3. County Caucus for Personnel & Budget (P&B) Committee: At this time the meeting was recessed for 5 minutes to caucus and select members from each county for the P&B Committee. The meeting reconvened at 6:25 p.m. Motioned by Duff to appoint the following to the P&B: Dave Waldoch (Chisago County), Tom Anderson (Isanti County), Dave Patenaude (Kanabec County), Robert Hoefert (Mille Lacs County), and Brent Switzer (Pine County). Ripka seconded – motion carried.

4. Bank Signature Changes and Authorization for Electronic Signatures on Checks: Following discussion Moe moved to authorize electronic signatures on checks. Davis seconded – motion carried. The process will be as follows: a check listing and supporting documentation will be emailed to the treasurer and/or another officer for their review and signed with their digital signature indicating approval. Checks will be printed with the treasurer's electronic signature and the checks will be required to have another person's, executive director or chairperson, handwritten signature.

I. ECONOMIC DEVELOPMENT UPDATE: Jordan Zeller reported on Economic Development and brought forth the following action item:

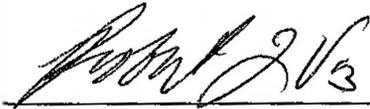
1. Reappointment of RLF Board Members: Two RLF Board Members' terms were expiring. Both have expressed willingness to serve another term. Motioned by Williamson to appoint Kelby Jennissen, Isanti Co., and Bill Hill, Jr, Mille Lacs Co. to the Revolving Loan Fund Board. Edmonds seconded – motion carried.
2. CEDS Strategy Committee Openings: There are four current openings on the CEDS Strategy Committee. The open seats represent Private Industry in Isanti County, Private Industry in Kanabec County, Mille Lacs Band of Ojibwe Representative, and a Chamber Representative from Kanabec or Isanti Counties. Staff will advertise through social media, emails, etc. to fill the vacancies.

- J. RURAL FOOD BUSINESS CENTER (RFBC):** Darcy Rylander reported on the following items:
1. Staff provided grant writing assistance to a group of farmers applying for a Co-op for Climate Change grant that will allow them to complete a feasibility study to explore options for a shared freezer space for meat/poultry producers.
 2. Worked with City Center Market to establish an online directory of local farms that will be hosted on citycentermarket.coop. This listing will be available to regional food producers who have direct-to-consumer sales and will not be limited to those who have products for sale at the market.
- K. CLIMATE AND ENERGY (C&E):** Nicole Klosner reported she has been working with the following cities and organizations:
1. City of Hinckley on the wastewater treatment plan
 2. City of Mora Public Works Department
 3. Mid MN Development Commission funding opportunity for Community Charging Stations and Alternative Fuel Grant
- L. REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Michelle Thomas reported on the following items:
1. The ECRTCC application was selected by the University of MN Center for Transportation Studies to help focus on assisting the ECRTCC with the Destination Transfer Stations project.
 2. In May the ECRTCC held an open forum to address the timelines and current community questions regarding the Northern Lights Express (NLX).
- M. TRANSPORTATION:** Penny Simonsen gave an update on the following items:
1. MnDOT's Safe Routes to School planning grant funding solicitation culminated with a February 21st deadline. During this cycle, Pine City was awarded a planning grant with the ECRDC being selected to complete the work.
 2. The Long-Range Regional Transportation Plan will be conducted by an independent contractor. These services valued at approximately \$50,000 per region which began mid-June and will run through 2025.
- N. ECONOMIC RESILIANCY COORDINATOR UPDATE:** Michelle Thomas reported on the following items:
1. RLF Funding Available:

Loan Fund	Original Loan Amt	Available
Historic RLF	\$400,000	\$24,438
Covid-19 RLF	\$500,000	\$181,393
ARPA RLF	\$500,000	\$241,228
USDA RLF	\$99,900	\$99,900

2. Child Care Across the Region: ECRDC has been invited to collaborate with the regional office of the Small Business Development Center to develop a Child Care Summit. It is tentatively scheduled at Central Lakes College in Brainerd for October 24, 2024.
3. Toward Zero Deaths: During the spring and summer, the ECRDC shared message tailored at keeping driver's families safe and reminding them to buckle up, share the road, watch for kids, hook up trailer lights, and how to use round-abouts. Upcoming outreach will support Law Enforcement 'waves'. Focusing on speeding.

14. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be August 26, 2024, at the ECRDC Offices. Reynolds moved to adjourn the Annual meeting of the ECRDC. Duff seconded- motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman

