



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

100 Park Street South

Mora, MN 55051

October 26, 2015

7:00 P.M.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Kathi Ellis – Kanabec Co. Commissioner
Gordon Gullixson – Kanabec Co. Municipalities
Kirsten Kennedy – City of North Branch
Richard Hansen – Isanti Co. Townships
Diane Larkin – Chisago Co. Townships
Tom Lawlor – Southern School Board
Ben Montzka – Chisago Co. Commissioner
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Bill Schlumbohm, Sr. – Chisago Co. Municipal
Paul Venhuizen – Pine Co. Municipalities
Thom Walker – Mille Lacs Co. Municipalities
Barb Welty – Mille Lacs Co. Townships
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Linda Evans – Mille Lacs Co. Public Interest
Steve Hallan – Pine Co. Commissioner
Steven Kimmel – Chisago Co. Public Interest

Others Present:

Kirby Becker – Mn/DOT
Doug Host – CliftonLarsonAllen

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Jennifer Russell – Economic Dev. Director
Trish Rydlund – Office Manager
Penny Simonsen – Community Development

1. **WELCOME:** Chairman Montzka called the regular meeting of the East Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Kennedy moved to approve the agenda with the addition of 7b – Appoint ECRDC Liaison to the RLF Board. Welty seconded – motion carried.
3. **MINUTES APPROVAL:** Welty moved to approve the minutes of the August 24, 2015 meeting. Kimmel seconded – motion carried.
4. **AGENCY-WIDE AUDIT PRESENTATION** – Doug Host of CliftonLarsonAllen LLP presented the FY 2014-15 audit. The highlights for the year show that total net position of the Commission was \$157,751 which was a decrease of 1.5% from the prior year. Commission-wide revenues were \$700,332 and expenditures were \$708,793, respectively. The General Fund balance increased by \$13,753 ending in a balance of \$101,352. The Revolving Loan Fund balance increase by \$5,319. Welty moved to acceptance of the FY14-15 audit as presented. Kennedy seconded – motion carried.
5. **MN/DOT'S STATEWIDE PLAN** – Kirby Becker from Minnesota Department of Transportation gave a presentation pertaining to the Statewide Multimodal Transportation Plan. Becker distributed a survey to the Board members seeking input into the development of the plan.

6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a short update that included the following:
 - a. CHISAGO AND ISANTI COUNTY PUBLIC INTEREST REPRESENTATIVES: Voss reported on the applications received for the Chisago and Isanti Public Interest Seats. Chairman Montzka called a 5 minute recess to allow the delegations from those counties to caucus on a recommendation to fill these seats. Palmer moved to appoint Loren Davis as the new Isanti County Public Interest representative. Hansen seconded – motion carried. Venhuizen moved to re-appoint Steven Kimmel as the Chisago County Public Interest representative. Lawlor seconded – motion carried.
 - b. ECRDC LIAISON TO THE RLF BOARD: Venhuizen moved to appoint Karen Amundson as the ECRDC Liaison to the RLF Board. Lawlor seconded – motion carried.
 - c. SANDSTONE EDA GRANT: Voss also reported the City of Sandstone was granted final approval for a \$2.3 million in grant funding to pay for half of the infrastructure expenses toward the proposed Regional Medical Campus and Business Park Project.
 - d. MILLE LACS LAKE ASSISTANCE: Also, reported the ECRDC received word from DEED that a loan program for Mille Lacs Area business will not likely happen since the legislature did not hold a special session. The staff has been in contact with local units of government, business leaders, and other stakeholders around the lake to determine if there is any interest in establishing a Scenic Byways Route.
7. **TREASURERS REPORT:** Commissioner Ellis presented the August and September 2015 Treasurer's report. Lawlor moved to approve the Treasurer's Report to include the checks written along with ACH payments from August 1 to September 30, 2015, check #8754 through #8817. Palmer seconded – motion carried. General Journals were reviewed and approved for the time period August 1 through September 30, 2015.
8. **PERSONNEL AND BUDGET COMMITTEE (P&B):** The P&B met prior to the Commission and brought before the full Commission the following recommendations:
 - a. REVOLVING LINE OF CREDIT: Hansen moved to renew the ECRDC's Revolving Line of Credit with Neighborhood National Bank (formerly Peoples National Bank) for \$100,000. Venhuizen seconded – motion carried.
 - b. PERFORMANCE REVIEWS: Moved by Ellis, seconded by Welty and approved to authorize the following step increases:
 - 1) **Bremer** review and pay increase: Based on a favorable performance appraisal, a one step increase was recommended for Tammie Bremer from Pay Grade C Step 8, \$20.54/hr to Pay Grade C Step 9 \$21.12/hr effective October 16, 2015.
 - 2) **Russell** review and pay increase: Based on a favorable performance appraisal for Jennifer Russell, a one step increase was recommended for Jennifer Russell from Pay Grade D Step 3 \$42,659/yr to Pay Grade D Step 4 \$44,092/yr effective November 16, 2015.
 - 3) **Bollenbeck** review and pay increase: Based on a favorable performance appraisal, a one step increase for Michele Bollenbeck was recommended from Pay Grade C Step 8, \$20.54/hr to Pay Grade C Step 9, \$21.12/hr effective November 1, 2015.

9. **OPEN FORUM:** Mille Lacs Lake Area Scenic Byways was discussed. Motion by Venhuizen to authorize the staff to proceed forward with a possible Scenic Byways designation for the Mille Lacs Lake area. Seconded by Reynolds – motion carried.
10. **TRANSPORTATION:** Bollenbeck brought before the Commission a recommendation from the Transportation Advisory Committee (TAC) regarding Isanti CSAH 9 for FY2016. Welty moved to allocate \$95,508 in additional federal funding allocated by MnDOT District 3 for Isanti CSAH 9 for FY2016. Palmer seconded – motion carried.

Bollenbeck also reported on steps being taken to ensure that Transportation Alternative Program (TAP) funding is being distributed equitably on eligible projects across MnDOT District 3.

11. **ECONOMIC DEVELOPMENT:** Russell gave a presentation on the upcoming 5-year CEDS renewal. We are in the final year of our five year CEDS. This process develops regional economic development strategies and highlights any regionally significant projects that may be eligible for federal EDA funding.
12. **COMMUNITY DEVELOPMENT:** Simonsen reported on the following items:
 - a. A new Safe Routes to Schools funding cycle will be announced in October, with communities of Taylors Falls, Center City and Lindstrom applying jointly as Chisago Lake School District. Braham and Rush City have expressed an intention to apply also.
 - b. Work continues on the Kanabec County Hazard Mitigation Plan. Surveys were sent to townships and city officials for their input to the plan. We anticipate the plan to be complete by the end of the year.
 - c. Work on the Mille Lacs County Hazard Mitigation Plan began this spring. The work will span 18 months, similar to Isanti and Kanabec counties plans.
13. **ADJOURNMENT:** Chairman Montzka announced there will be no meeting held in December and the next meeting will be February 22, 2016 at the ECRDC office in Mora at 7:00 p.m. Williamson moved to adjourn the regular meeting of the ECRDC. Venhuizen seconded – motion carried.



Robert L. Voss, Executive Director

Ben Montzka, Chairman

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