



East Central Regional
Development Commission

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WORK PROGRAM
FISCAL YEAR 2015 - 2016

Serving Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties

July 1, 2015

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OVERVIEW

The East Central Regional Development Commission (ECRDC) represents one of thirteen development regions in the State of Minnesota. It covers the counties of Pine, Kanabec, Isanti, Chisago, and Mille Lacs in East Central Minnesota. Referred to as *Region 7E* in state statute, it covers a land mass of approximately 3,400 square miles. The ECRDC was formed by a petition of local units of government in 1973 under the authority of the Regional Development Act of 1969. The ECRDC serves as Region 7E's official regional development organization. It provides a number of services in the areas of transportation, economic development, and community development. The governing board of the ECRDC includes 24 members as stipulated in the Regional Development Act. Included are representatives from county boards, city councils, township boards, tribal government, and public interest.

Programs of the ECRDC include: Revolving Loan Fund; Transportation; Isanti and Kanabec County Safe Roads and Community and Economic Development.

MISSION STATEMENT

The East Central Regional Development Commission's mission is to provide leadership and direction through creative problem solving. We do this by initiating projects and programs that lead to creative solutions to regional problems, by providing technical assistance and by identifying and developing available resources. Our mission is to provide a leadership role as an advocate for East Central Minnesota to bring about positive change.

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION STAFF

Robert Voss Executive Director
Michele Bollenbeck Kanabec Co. Safe Roads Coordinator
Robert Bollenbeck Transportation Director/Isanti Co. Safe Roads Coordinator
Tammie Denholm-Bremer Finance Officer
Jennifer Russell Economic Development Director
Trish Rydlund Information/Office Manager
Penny Simonsen Community Development Director

ADMINISTRATION

FUNDING SOURCE

Tax Levy\$173,629

Interest/Misc \$10,940

OBJECTIVE I - Provide general support services and resources that enable the East Central Regional Development Commission (ECRDC) to effectively fulfill its responsibilities as a regional service organization and advocate for local units of government and residents of the Region.

WORK ELEMENTS

1. Prepare/provide materials including meeting minutes, agendas and issue information needed to conduct meetings of the full Commission during FY2015-16.
2. Provide, as resources permit, opportunities for Commission members to participate in activities that will enhance their knowledge and skills relative to issues and work activities of concern to the Commission and the units of government it represents.
3. Provide policy recommendations to the Commission that will, when adopted, utilize resources available to the Commission to best meet the needs of units of government and residents of the Region.
4. Develop and implement a budget that utilizes available resources in the most efficient and effective fashion.
5. Establish and maintain adequate accounting and financial management procedures including provision of bi-monthly status reports to the Commission and program staff, contract for and complete fiscal year-end audit of Commission financials in accordance with applicable government accounting standards.
6. Provide the full Commission with periodic work program progress reports and information/ recommendations pertaining to future direction.
7. Implement and monitor the adopted personnel policies of the Commission and make recommendations as needed to keep said policies consistent with staff needs of the Commission.
8. Conduct periodic meetings with agency staff to ensure programs and activities are coordinated and that information is disseminated.

9. Prepare and recommend a fiscal year work program and budget to be considered and adopted by the Commission at its annual meeting held in June of each year.
10. Provide direction and grantsmanship assistance to Commission staff in an effort to obtain funding to support programs.
11. Explore funding possibilities, resources permitting, to expand RDC services.

EVALUATION CRITERIA

Numbers of Commission meetings held; training opportunities made available to Commissioners; implementation of an approved work program and budget; number of funding proposals completed and submitted; amount of funds raised to support needed programs; recruitment and retention of qualified staff; carrying out of basic administrative functions.

IMPACT

Successful completion of these work elements will enable the Commission to fulfill its responsibilities and maintain current levels of service and/or provide additional services within the Region.

OBJECTIVE II - To carry out a program of public information, which markets services and keeps residents of the Region and elected officials informed about Commission programs and services.

WORK ELEMENTS

1. Maintain a website at www.ecrdc.org that highlights the Commission's accomplishments and informs the public on available programs and services.
2. Provide the news media with appropriate news releases and articles pertaining to issues and subjects of interest to the area.
3. Develop individual program marketing methods and distribute to groups targeted for services.
4. On or before September 1 prepare an annual report, which includes a statement of all receipts and expenditures for the year just ended and a preliminary budget for the new year. The report shall also include descriptive information about major activities and accomplishments of the Commission during the past year and new initiatives/work program for the new year.

EVALUATION CRITERIA

Updates to Commission website; number of news releases issued, contracted services resulting from program marketing strategies. Publication and distribution of an annual report to appropriate units of government and when requested by the public.

IMPACT

Completion of the above activities will increase awareness of Commission activities and services. It should also expand the market for Commission services and fulfill Commission obligations under the Regional Development Act.

OBJECTIVE III - Carry out activities which promote the Commission, the Region, and which furthers the Commission's ability to provide quality services in the Region.

WORK ELEMENTS

1. Support and participate in activities of the Minnesota Association of Development Organizations (MADO).
2. Work with the Minnesota Association of Development Organizations (MADO) in addressing services, programs, and state legislation that best meets the needs of the regions in rural Minnesota.

EVALUATION CRITERIA

The amount of regional input/participation in MADO activities; success in drafting new RDC legislation and obtaining increased funding.

IMPACT

Successfully carrying out these activities will enhance the Commission's ability to serve the region and function as the focal point for issues of regional importance.

TRANSPORTATION

Funding Source

MN/DOT-State	\$75,000
Tax Levy.....	\$37,380
MN Dept. of Safety.....	\$40,000

OBJECTIVE I - To implement a regional transportation planning program that establishes priorities and policies for the region which address the transportation needs of Region 7E.

WORK ELEMENTS

1. Provide staffing and coordination for the Transportation Program including mailings, meetings, correspondence, etc. Maintain the regional transportation advisory committee to advise the ECRDC on transportation issues.
2. Conduct regional level transportation planning activities, such as district and statewide planning, in association with Mn/DOT and others. Continue to participate in activities supporting development of passenger rail (Northern Lights Express) in Region 7E.
3. Resources permitting provide support and planning assistance to the Scenic Byways programs in Region 7E to enable them to qualify for federal Transportation Alternatives Program funding.
4. Implement work plan for transportation program supported by MN/DOT contract/partnership agreement. Participate in pertinent statewide transportation meetings.
5. Participate in the implementation of the Federal Transportation Bill (MAP21) for the region including active participation in the Area Transportation Partnership (ATP) processes. Tasks include proposing and monitoring of projects from Region 7E in the State Transportation Improvement Program (STIP). As needed, evaluate federal candidate projects in four of the five counties in Region 7E. Advocate for the “best interests” of the region for federal funding for projects.
6. Provide transportation information and technical assistance as necessary to local units of government and/or others.
7. Participate in local transportation task forces (such as TH 8 task force, TH 65 task force, and others) and studies affecting the region (i.e. TH 65, TH 169, I-35).
8. Provide support and technical assistance to public transit programs (i.e. Heartland Express) in the region and provide limited technical assistance to Section 5310 programs or applicants.

9. Participate, as needed, in the regional review of applications for Section 5310 grant vehicles.
10. Continue, with available funding, the TZD/Safe Roads highway safety programs in Isanti and Kanabec Counties. Participate in regional and statewide meetings/conferences related to TZD efforts.
11. Continue work with Minnesota Safe Ride to advocate for alternative transportation in Isanti County with a goal of further reducing the number of DWIs and BAC average readings.
12. Follow-up regional transit coordination planning as necessary. Encourage Safe Routes to Schools planning projects in the region.
13. Monitor federal transportation funding bills, such as MAP-21, for impact on Region 7E.
14. Work with TAC and MN/DOT to provide an update to the Functional Classification system in Region 7E.
15. Respond to any new or urgent transportation issue(s) affecting the region.
16. Respond to requests for participation in forums/discussions addressing transportation issues in the region.
17. As assigned by the Commission, assist with other planning efforts of the RDC.

Evaluation Criteria

Fulfill the work program approved by MN Department of Transportation and reports to Transportation Advisory Committee, Commission, Mn/Dot, and DPS (Dept. of Public Safety).

Impact

Establish an effective regional transportation planning program in accordance with the partnership agreement of MN Department of Transportation. Improve funding for improvements to transportation systems within the region along with positive traffic safety impacts.

ECONOMIC DEVELOPMENT

FUNDING SOURCE

EDA \$52,628

Tax Levy..... \$52,696

OBJECTIVE I - Continue to operate a US Department of Commerce – Economic Development Administration (EDA) designated Economic Development District (EDD).

WORK ELEMENTS

1. Complete necessary reports and other program reports required by the EDA for continued designation.
2. Provide staff support to the region's CEDS committees that enable them to identify and prioritize regional needs and to provide direction on the economic development planning and assistance program of the Commission.
3. Carry out needs assessment studies, community surveys and other activities that provide information necessary to promote economic development within the region.
4. Implement the five-year Comprehensive Economic Development Strategy (CEDS) and create annual updates to it in accordance with Economic Development Administration (EDA) rules and procedures.

EVALUATION CRITERIA

Achievement of this objective will be determined by EDA approval of the ECRDC as a district of the EDA, completion of satisfactory reports to the EDA, and work accomplishments of the CEDS committee.

IMPACT

The impact of successfully attaining this objective is continued funding of the economic development program of the Commission, continued eligibility of units of government in Region 7E to apply for federal assistance in public works projects, and increased capacity of the region to manage its future economic growth.

OBJECTIVE II - To effectively administer the approved EDA Revolving Loan Fund (RLF) program, to promote business and industrial expansion within the region to create needed full-time jobs.

WORK ELEMENTS

1. Provide staff support to the RLF loan committee that enables the committee to make decisions on loan applications that create jobs and promote the economy of the region.
2. Advertise and market the availability of loan funds, solicit loan applications, process loan requests that meet goals and objectives of the RLF Plan.

3. Further implementation of RLF policies and procedures in areas of technical assistance/ review of loan applications, management of approved loans.
4. Participate in educational RLF staff training to enhance the capacity of the Commission to operate the RLF effectively.
5. Continue to assist in updating and promoting Business Assistance Directory to inquiring businesses, local chambers and business organizations and at special events where appropriate.

EVALUATION CRITERIA

Achievement of this objective and completion of the work elements will be evaluated by determining the number of loans made and number and quality of jobs created.

IMPACT

Full implementation of the RLF program will have a significant impact on the region's economy through job creation as well as giving the Commission a significant resource with which to promote economic development.

OBJECTIVE III - Provide technical planning and grantsmanship services in the area of economic development to units of government and businesses in Region 7E.

WORK ELEMENTS

1. Make available information about available federal, state and private resources which can assist local communities (units of government, businesses and others) in their development efforts - serve as a clearinghouse for this information.
2. Respond to inquiries requesting information and make appropriate referrals to potential resources appropriate to each request.
3. Make available contracts for services through which Commission staff assist in completion of grant and/or loan requests through programs offered by the Federal Economic Development Administration, Rural Development, State Department of Employment and Economic Development (DEED), Initiative Foundation, Blandin Foundation and others.

EVALUATION CRITERIA

Evaluation of this objective will be through determining the number of requests for information and assistance received and responded to during the year, numbers of contracts for services provided and numbers of grant and/or other applications submitted to state and federal agencies.

IMPACT

The impact of completion of this objective is increased development activity occurring within the region in accessing and making use of available resources.

OBJECTIVE IV - Provide business planning assistance.

WORK ELEMENT

1. Provide information and make appropriate referrals to outside organizations that provide business planning and development services.
2. Work closely with existing businesses and entrepreneurs to identify business opportunities including providing technical business planning and resource allocation assistance.
3. Make referrals to the Small Business Development Center (SBDC) to assist businesses looking to expand or relocate to the region.
4. Operate a branch office of SCORE – Service Corps of Retired Executives to assist entrepreneurs and would-be entrepreneurs with business development.

EVALUATION CRITERIA

Number of businesses and industries assisted with data and information. Number of businesses referred to appropriate local, state and federal assistance programs.

IMPACT

Attainment of the above objective and work elements increases the capacity to grow economically.

OBJECTIVE V - Maintain accurate/up-to-date economic development database.

WORK ELEMENTS

1. Promote and provide assistance to local units of governments, service organizations, businesses and others by services available through the census data and information service center.
2. Maintain linkages with data centers at the state level.
3. Provide assistance in access and interpretation of data available through the ECRDC data center and other data centers.

EVALUATION CRITERIA

Numbers of requests for data received and responded.

IMPACT

Making available locally extensive demographic, social and economic data and providing assistance in its interpretation and use is a service that enhances the ability of local units of government and others to compete for resources at state and federal levels.

OBJECTIVE VI - Work with the State Department of Employment and Economic Development (DEED), Minnesota Association of Development Organizations (MADO), East Central Minnesota Workforce Partnership (ECMWP), GPS 45:93, the Central Minnesota Workforce Investment Board, State and Regional Foundations, and other regional entities in economic development efforts that address needs of rural areas.

WORK ELEMENTS

1. Coordinate with the Central Minnesota Workforce Investment Board, East Central Minnesota Workforce Partnership (ECMWP) to identify, create, develop, and implement strategies to cultivate a qualified labor force.
2. Engage GPS 45:93 in encouraging technology based businesses to locate within our region and to encourage existing communities to develop opportunities to improve their technology infrastructure.
3. Support efforts of local economic development groups such as the Pine Technical College Entrepreneurship Committee, the Cambridge Economic Development Alliance (CEDA), and other local business and economic development entities by providing technical assistance where needed.
4. Participate with the Central Minnesota Housing Partnership (CMHP) to address affordable / workforce housing needs for the region.
5. Work with organizations such as Blandin Foundation to conduct information/outreach for broadband access for underserved areas of the region.

EVALUATION CRITERIA

The effectiveness of this objective in addressing needs of Region 7E can be determined by assessing the impact of services on the region due to the use of the various state and regional organizations.

IMPACT

The potential for significant positive or negative impact of initiatives undertaken by the legislature, state departments, and regional initiatives is great for rural areas of the state. It is important to units of government and citizens of Region 7E that they have a voice in these discussions and actions. The Commission provides a voice for the region in these activities.

OBJECTIVE VII – Assist Region 7W with their Comprehensive Economic Development Strategy (CEDS) / Federal Economic Development Administration program.

WORK ELEMENTS

1. Continue efforts to obtain Federal EDA's Economic Development District Status for Region 7W. Complete necessary reports and other program reports required by the EDA for this designation.

2. Provide staff support to the region's CEDS committees that enable them to identify and prioritize regional needs and to provide direction on the economic development planning and assistance programs.
3. Carry out needs assessment studies, community surveys and other activities that provide information necessary to promote economic development within the region.
4. Implement the five-year Comprehensive Economic Development Strategy (CEDS) and create annual updates to it in accordance with Economic Development Administration (EDA) rules and procedures as necessary.
5. Provide staff support to CEDS advisory committee and governance board on facilitating work elements contained in the CEDS.
6. Work with existing CEDS Strategy Committee to come into compliance with EDA board composition rules
7. Identify an appropriate agency to house an Economic Development District with required governance models.
8. Work towards receiving an EDA Planning grant to be used towards achieving the above mentioned goals.

EVALUATION CRITERIA

Achievement of this objective will be determined by EDA approval of the Region 7W as an EDA Economic Development district, completion of satisfactory reports to the EDA, and work accomplishments of the CEDS committee.

IMPACT

The impact of successfully attaining this objective is obtaining funding for the Region 7W CEDS / EDA program, granting eligibility of units of government in Region 7W to apply for federal assistance in public works projects, and increased capacity of the region to manage its future economic growth.

COMMUNITY DEVELOPMENT

FUNDING SOURCE

Federal/State Grants	\$63,725
Tax Levy.....	\$23,810
Local Contract.....	\$11,250
Foundation	\$15,000

OBJECTIVE I - Provide technical planning and grantsmanship services in the area of community development to units of government and businesses in Region 7E.

WORK ELEMENTS

1. Make available information about available federal, state and private resources which can assist local communities (units of government, businesses and others) in their development efforts - serve as a clearinghouse for this information.
2. Respond to inquiries requesting information and make appropriate referrals to potential resources appropriate to each request.
3. Make available contracts for services through which Commission staff assist in completion of grant and/or loan requests through programs offered by USDA Rural Development, MN Department of Natural Resources, MN Department of Homeland Security and Emergency Management, Initiative Foundation, Blandin Foundation and others.

EVALUATION CRITERIA

Evaluation of this objective will be through determining the number of requests for information and assistance received and responded to during the year, numbers of contracts for services provided and numbers of grant and/or other applications submitted to state and federal agencies.

IMPACT

The impact of completion of this objective is increased development activity occurring within the region in accessing and making use of available resources.

OBJECTIVE II - Encourage local units of government to establish adequate land use controls that foster development most desired by the citizens of the area.

WORK ELEMENTS

1. Assist local units of government in development of land use plans and zoning regulations when requested.
2. Provide access to and interpretation of state statutes pertaining to land use planning and regulation.

3. Coordinate with neighboring regional development commissions to enhance both local and regional planning products.

EVALUATION CRITERIA

Number of units of government requesting and provided information on land use regulation, and assistance provided in development of land use plans and regulations.

IMPACT

Many local units of government are experiencing pressures of development and desire some control of the types of development that may occur in the future. The Commission can assist in obtaining information and training on these issues and development of land use plans and zoning regulations that meet local needs.

OBJECTIVE III - Maintain accurate/up-to-date community development database.

WORK ELEMENTS

1. Promote and provide assistance to local units of governments, service organizations, businesses and others by services available through the census data and information service center.
2. Maintain linkages with data centers at the state level.
3. Provide assistance in access and interpretation of data available through the ECRDC data center and other data centers.

EVALUATION CRITERIA

Numbers of requests for data received and responded.

IMPACT

Making available locally extensive demographic, social and economic data and providing assistance in its interpretation and use is a service that enhances the ability of local units of government and others to compete for resources at state and federal levels.

REVENUES:															
		GENERAL	TRANSPORTATION 15% MATCH	TZD Isanti	TZD Kanabec	TZD Mille Lacs (starts Oct)	EDA 50% MATCH	Hazard Mit Kanabec (partial)	Hazard Mit Mille Lacs (partial)	Blandin (possible)	Safe Routes to Schools (possible)	TOTALS		Revolving Loan Fund	
1	FEDERAL REVENUE			\$20,000	\$20,000	\$11,250	\$52,628		\$14,475			\$118,353	1		
2	STATE REVENUE		\$75,000								\$38,000	\$113,000	2		
3	*TAX LEVY : REQUIRED MATCH	\$211,227	\$13,235				\$52,628	\$0	\$6,675	\$3,750		\$287,515	3		
4	LOCAL CONTRIBUTION TO PROGRAMS	(\$37,598)	\$10,668	\$11,721	\$1,756	\$13,385	\$68	\$0	\$0	\$0	\$0	\$0			
5	GRANT REVENUE									\$15,000		\$15,000	5		
6	CONTRACTED REVENUE						\$11,250					\$11,250	6		
7	RLF LOAN PRIC REPAID											\$0	7	\$68,000	
8	INTEREST & OTHER REVENUE	\$500										\$500	8	\$9,500	
9	VEHICLE INCOME FROM PROGRAMS	\$2,400										\$2,400	9		
10	COPY INCOME FROM PROGRAMS	\$1,500										\$1,500	10		
11	BLDG / EQUIP USE ALLOWANCE FROM INDIRECT	\$6,540										\$6,540	11		
12	TOTAL REVENUES	\$184,569	\$98,903	\$31,721	\$21,756	\$24,635	\$105,324	\$11,250	\$21,150	\$18,750	\$38,000	\$556,058	12	\$77,500	
EXPENDITURES:															
13	**SALARIES (INCL LEAVE)	\$76,523	\$40,441	\$16,190	\$10,880	\$10,808	\$44,158	\$4,157	\$5,349	\$6,928	\$15,242	\$230,677	13	\$2,506	
14	FRINGE BENEFITS	\$17,297	\$14,417	\$2,528	\$1,699	\$3,853	\$15,742	\$1,482	\$1,907	\$2,470	\$5,434	\$66,828	14	\$893	
15	CMCOA ADMIN FEE	\$12,121										\$12,121	15		
16	EQUIPMENT PURCHASES	\$0										\$0	16		
17	GENERAL COPIER LEASE NET TO INDIRECT	\$1,500										\$1,500	17		
18	GENERAL PORTION INSURANCE	\$7,200										\$7,200	18		
19	GENERAL VEHICLE EXPENSE	\$1,800										\$1,800	19		
20	NADO MEMBERSHIP	\$2,000										\$2,000	20		
21	PROGRAM DIRECT COPY / POSTAGE	\$0		\$400	\$500	\$300	\$300				\$200	\$1,700	21	\$400	
22	PROGRAM DIRECT PROMOTIONAL	\$400							\$400			\$800	22	\$0	
23	PROGRAM DIRECT ADVISORY COMMITTEE	\$0										\$0	23	\$800	
24	PROGRAM DIRECT OTHER MISC EXPENSES	\$400	\$200	\$150	\$150	\$75	\$350		\$3,357	\$600		\$5,282	24	\$50	
25	PROGRAM DIRECT SOFTWARE/ PROFESSIONAL SERV	\$250										\$250	25	\$2,400	
26	PROGRAM DIRECT SUPPLIES	\$0		\$150			\$150		\$100			\$400	26	\$0	
27	PROGRAM DIRECT TELEPHONE / INTERNET	\$0					\$50					\$50	27	\$100	
28	RDC COMMISSION PER DIEM / MILEAGE / MEETING EX	\$12,000										\$12,000	28		
29	SEMINAR / CONFERENCE / EXPO	\$0					\$400					\$400	29	\$0	
30	TRAVEL EXPENSE	\$250	\$9,800	\$685	\$720	\$500	\$7,000		\$200		\$350	\$19,505	30	\$200	
33	TOTAL PROGRAM DIRECT CHARGES	\$131,741	\$64,858	\$20,104	\$13,949	\$15,536	\$68,150	\$5,639	\$11,312	\$9,998	\$21,226	\$362,513	33	\$7,349	
34	INDIRECT COSTS	62.06%	\$58,225	\$34,045	\$11,617	\$7,807	\$9,099	\$37,174	\$3,499	\$4,503	\$5,832	\$12,831	\$184,632	34	\$2,110
35	TOTAL ADMINISTRATIVE EXPENSE	\$189,966	\$98,903	\$31,721	\$21,756	\$24,635	\$105,324	\$9,138	\$15,815	\$15,830	\$34,057	\$547,145	35	\$9,459	
36	LOANS TO BE DISBURSED												36	\$60,000	
37	TOTAL FY16 AGENCY EXPENSES	\$189,966	\$98,903	\$31,721	\$21,756	\$24,635	\$105,324	\$9,138	\$15,815	\$15,830	\$34,057	\$547,145	37	\$69,459	
38	FY2016 FUND BALANCE CHANGE	(\$5,397)	(\$0)	\$0	(\$0)	\$0	\$0	\$2,112	\$5,335	\$2,920	\$3,943	\$8,913	38	\$8,041	
39	FY2014 AUDITED FUND BALANCE	\$87,599										\$87,599	39	\$345,159	
40													40		

* 3% Tax Levy Increase

** 1.0% Cola Lane/Merit Increase