



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

October 23, 2017
100 Park Street South
Mora, MN 55051
7:00 p.m.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Carla Dunkley – Tribal Representative
Kathi Ellis – Kanabec Co. Commissioner
Linda Evans – Mille Lacs Co. Public Interest
Richard Hansen – Isanti Co. Townships
Jeanette Kester – Pine Co. Public Interest
Diane Larkin – Chisago Co. Townships
John Mikrot, Jr. – Pine Co. Commissioner
Ben Montzka – Chisago Co. Commissioner
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Frank Storm – Chisago Co. Public Interest
Jim Swenson – City of North Branch
Thom Walker – Mille Lacs Co. Municipalities
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Loren Davis – Isanti Co. Public Interest
Tim Franklin – Pine Co. Municipalities
Gordon Gullixson – Kanabec Co. Municipalities
Tom Lawlor – Southern School Board
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Kevin Stenson – Chisago Co. Municipalities
Barb Welty – Mille Lacs Co. Townships

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Trish Rydlund – Office Manager
Penny Simonsen – Community Dev/TZD Program

Others Present:

Doug Host, CliftonLarsonAllen LLP

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:** Hansen moved to approve the agenda as presented. Kester seconded – motion carried.
3. **MINUTES APPROVAL:** Ellis moved to approve the minutes of the August 28, 2017 meeting as presented. Evans seconded – motion carried.
4. **FY16-17 AUDIT PRESENTATION** – Doug Host of CliftonLarsonAllen LLP presented the FY16-17 audit. The highlights for the year show that total net position of the Commission was \$214,908. Commission-wide revenues and expenditures were \$626,869 and \$583,451, respectively. The General Fund balance increased by \$33,625 ending in a balance of \$144,609. The Revolving Loan Fund balance increased by \$5,255. Walker moved to accept the FY16-17 audit as presented. Reynolds seconded – motion carried. The Board acknowledged and thanked Tammie Denholm for the outstanding job in preparing for the audit.
5. **R. BOLLENBECK RECOGNITION:** Chairman Montzka recognized Transportation Planner Robert Bollenbeck for 29 years of service to the citizens of Region 7E and the ECRDC. Robert Bollenbeck will officially retire on October 31, 2017.

6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. DISTRICT 3 ATP AND TRANSPORTATION ALTERNATIVE COMMITTEE: Motioned by Ellis to appoint Chad Gramentz to the District 3 ATP and Transportation Alternative Committee. Amundson seconded – motion carried.
 - b. REVOLVING LINE OF CREDIT: Williamson moved to renew the ECRDC's Revolving Line of Credit with Neighborhood National Bank for \$100,000. Hansen seconded – motion carried.
 - c. DENHOLM PERFORMANCE REVIEW: Based on a favorable performance appraisal Walker moved to approve a one step increase for Finance Officer Tammie Denholm from Pay Grade C Step 10, \$23.54/hr to Pay Grade C Step 11, \$24.19/hr effective October 16, 2017. Evans seconded – motion carried.

7. **TREASURERS REPORT:** The Board reviewed the August and September 2017 Treasurer's report as presented by Commissioner Ellis. Williamson moved to approve the Treasurer's Report to include the checks written #9470 through #9535 along with ACH payments from August 1 through September 30, 2017. Kester seconded – motion carried. General Journals were reviewed and approved for the period August 1 through September 30, 2017.

8. **ECONOMIC DEVELOPMENT:** Voss reported the ECRDC facilitated a Regional Financial Resource Summit on Wednesday, Sept 27th at Spring Brook Golf Club in Mora. The goal of the event was to connect businesses, lenders, elected officials, economic developers, accountants and attorneys with resources available to assist businesses in our region.

The RLF Board met on September 14th and approved a loan to Bear Creek Bar & Grill in Cloverdale. This loan was made in conjunction with financing provided by a local bank, the Entrepreneur Fund, and a note from the seller. Loan closing was held on October 4th.

The ECRDC continues to assist Mille Lacs County, grantee from MN DEED, in providing technical assistance, primarily loan closing work, to businesses in Mille Lacs, Crow Wing and Aitkin Counties distressed by the downturn in walleye situation at Mille Lacs Lake. As of 10/2017 we have helped close 28 loans for approximately \$2.6 million, with more in the documentation stage.

9. **COMMUNITY DEVELOPMENT:** Simonsen reported the Mille Lacs County Hazard Mitigation Plan has been approved by the Federal Emergency Management Agency (FEMA). Simonsen reminded counties that the ECRDC is available for future hazard mitigation plans which need to be completed every five years.

Simonsen also reported the ECRDC has received funding to provide Safe Routes to School planning for Isanti County's two school districts. The planning effort will result in a county-wide Safe Routes to School Plan for them, and specifically the communities of Braham, Cambridge, and Isanti. First meetings were held with the Braham and Cambridge-Isanti school districts.

The cities of Pine City and Rush City are moving along with making application for Safe Routes to School planning for next year.

10. **TOPICS OF REGIONAL INTEREST:** Jim Swenson reported that the city of North Branch has been awarded funding from the MN Housing Finance Agency through the Central MN Housing

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Partnership for a multi-family housing project (Willow Grove) and another project (Cherokee Place) funded by Commonwealth Development Corporation. Also, the city of Princeton received funding for a housing project (West Birch Estates) from Central MN Housing Partnership. The Commission congratulated these cities on this much-needed accomplishment.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on December 18, 2017 at the ECRDC offices. Evans moved to adjourn the annual meeting of the ECRDC. Hansen seconded – motion carried.

Robert L. Voss, Executive Director

Ben Montzka, Chairman

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