



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

June 26, 2017

Pine County Historical Society

6333 H. C. Andersen Alle

Askov, MN 55704

5:30 p.m.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Loren Davis – Isanti Co. Public Interest
Kathi Ellis – Kanabec Co. Commissioner
Linda Evans – Mille Lacs Co. Public Interest
Richard Hansen – Isanti Co. Townships
Jeanette Kester – Pine Co. Public Interest
Tom Lawlor – Southern School Board
John Mikrot, Jr. – Pine Co. Commissioner
Ben Montzka – Chisago Co. Commissioner
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Genny Reynolds – Mille Lacs Co. Commissioner
Kevin Stenson – Chisago Co. Municipalities
Kirsten Kennedy – City of North Branch
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Tim Franklin – Pine Co. Municipalities
Gordon Gullixson – Kanabec Co. Municipalities
Diane Larkin – Chisago Co. Townships
Dave Patenaude – Kanabec Co. Townships
Thom Walker – Mille Lacs Co. Municipalities
Barb Welty – Mille Lacs Co. Townships

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Michele Bollenbeck – TZD Program
Tammie Denholm – Finance Officer
Trish Rydlund – Office Manager
Penny Simonsen – Community Dev/TZD Program
Jordan Zeller – Economic Development

Others Present:

Michael Evans
Kathy Blomquist – City of North Branch
Representative Brian Johnson

- 1) **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.
- 2) **AGENDA APPROVAL:** Ellis moved to approve the agenda as presented. Palmer seconded – motion carried.
- 3) **MINUTES APPROVAL:** Odegard moved to approve the minutes of the April 24, 2017 meeting. Hansen seconded – motion carried.
- 4) **TREASURERS REPORT:** The Board reviewed the April and May 2017 Treasurer's report as presented by Commissioner Ellis. Hansen moved to approve the Treasurer's Report to include the include the checks written along with ACH payments from April 1 through May 31, 2017, check #9301 through #9393. Evans seconded – motion carried. General Journals were reviewed and approved for the time period April 1 through May 31, 2017.
- 5) **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a) **SPONSORSHIP FOR THE INTERNATIONAL ECONOMIC DEVELOPMENT CONFERENCE:** Commissioner Amundson presented information pertaining to the upcoming International Economic Development Conference to be held in conjunction with the International Vasaloppet

Ski Exchange on February 8, 2018 at the Grant Event Center in Mora. Following discussion Ellis moved to sponsor \$500 as a Gold Sponsor for the event. Amundson seconded – motion carried.

- b) CHISAGO COUNTY PUBLIC INTEREST: A short recess was taken to allow the Chisago County representatives to review applications for the public interest vacancy. Following the recess Stenstrom moved to select Frank Storm from Rush City as the new Chisago County Public Interest Representative. Kennedy seconded – motion carried.
- c) MN/DOT PROGRAM REVIEW MEETING: Voss, B. Bollenbeck and MnDOT staff participated in the annual program review meeting on May 22nd. Reviewed the progress made on the current work program along with the proposed work program for FY18. Also discussed was our potential role in the upcoming RFP process for Regional Transit Coordination Councils. The group also visited about how ECRDC might increase its role in the District 1 ATP process. New this year, MnDOT is moving to a 2-year grant agreement with RDCs and requiring more detailed financial information especially indirect costs and providing a copy of an annual audit. Overall, MnDOT staff was satisfied with the work being accomplished by the ECRDC under the agreement

6) PERSONNEL AND BUDGET (P&B) COMMITTEE:

- a) PUBLIC HEARING FY2017-2018 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Chairman Montzka opened the public hearing at 5:45 p.m. for comments on the FY2017-2018 Work Program, budget, and indirect cost plan. The work program included projects, programs, and work activities anticipated for the upcoming fiscal year. Among them were the EDA Partnership Planning Program; Mille Lacs Lake Scenic Byway Designation Study; MnDOT's Planning Agreement; Safe Routes to School; and the Mille Lacs Safe Roads. The proposed budget included the statutory maximum of 3% for the regional tax levy and a 2.5% cost-of-living adjustment on staff salaries. P&B Chairman Loren Davis and Voss fielded questions on the proposed work program and budget. The public hearing was closed at 5:49 p.m. Lawlor moved to approve the FY 2017-2018 Work Program, budget, and indirect cost plan as recommended. Palmer seconded – motion carried.
- b) PERSONNEL POLICY CHANGE FOR MEAL/TIP RATES AND CELLULAR PHONE USAGE: The following policy relating to the use of personal cell phones for Commission business and meal/tip rates were considered:

3.6 Cellular Phone Policy

Cellular phones are not provided by the Commission for employees. The Commission may reimburse employees for the use of personal cellular phones. This will limit the exposure the RDC will have in separating work and personal use of an agency provided cell phone that will be inevitably be used for some personal use.

Executive Director will determine which positions require a cell phone based on the following:

- Employee travels frequently on Commission business.
- Employee frequently needs to conduct Commission business while off site.

Expectations need to be set by the Commission under this policy and they include:

- Employees agreeing to this policy must be aware that their personal cell phones maybe subject to review or seizure upon any legal work-related issue.
- Employees must be able to leave their phone number with all other Commission employees and must grant the Commission permission to give out your personal cell phone number.
- Provide your cell phone number on business cards, emails, voice mail, etc. and expect your cell phone number to be provided to customers.

- Employees must have voice mail on their cell phones.
- When out of the office on any Commission business, employees must be available by cell phone. This realizes that employees may need to have their phones turned to silent or have calls sent right to voicemail during meetings. But employees will be expected to check messages regularly throughout the day and make return calls during appropriate times.

Employees who have been designated to receive a cell phone allowance will receive a monthly payment of \$10 per month (\$5 per pay period) of the cost for the employee's service plan.

Employees receiving the allowance are responsible for:

- Signing the Employee Cell Phone Certification.
- Providing proof of an active cell phone contract when requested.
- Notifying the Commission of any change in the cost of the cell plan coverage.
- Replacement or repair of the phone will be the responsibility of the employee unless the cell phone is lost or damaged as a direct result of the work environment.
- Contracting with a cell phone carrier that provides reliable service within the employees work environment.
- Initial purchase of the cell phone, accessories, activation, and termination fees.
- All costs incurred to the cell phone carrier above the allowance provided by the Commission.

3.7 Travel and Other Expense Reimbursement Policy – Out-of-Town Meals:

Personnel traveling on behalf of the Commission are reimbursed for the reasonable and actual cost of meals (plus tips up to 15%) subject to a maximum per diem meal allowance as approved by the Government Services Agency (GSA) for the Continental United States (CONUS). Current rates can be found at the www.gsa.gov/erdiem website. Also, a current sheet indicating the approved standard and regional rates will be provided as an addendum to this policy.

Motioned by Evans to approve the Personnel policy changes for meal/tip rates and cellular phone usage. Seconded by Lawlor – motion carried.

- c) DESIGNATE FINANCIAL DEPOSITORY: Amundson moved to approve Neighborhood National Bank as the ECRDC's financial depository. Reynolds seconded – motion carried.
- d) INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Ellis moved to recommend approving inventory deletions in the amount of \$6,670.47 and additions to the inventory totaling \$2,836.73. Mikrot seconded – motion carried.

7) **ELECTION OF OFFICERS:**

- a) CHAIRPERSON: Voss announced Ben Montzka, Dave Patenaude, Genny Reynolds and Tom Lawlor had been nominated by mail for Chairperson. Voss opened the floor for nominations for Chair. Nominations were asked for three times. No nominations were made. Nominations were closed. Commissioners cast their ballots and Ben Montzka was re-elected as Chairman.
- b) VICE-CHAIR: Voss announced Loren Davis, Genny Reynolds, Tom Walker, Steve Odegard, Carla Dunkley, Tom Lawlor, and Ben Montzka had been nominated by mail for Vice-Chair. Voss opened the floor for nominations for Vice-Chair. Nominations were asked for three times. No nominations were made. Nominations were closed. Commissioners cast their ballots and Loren Davis was re-elected Vice-Chairman.
- c) SECRETARY/TREASURER: Voss announced Kathi Ellis, Steve Odegard, Genny Reynolds, Dave Patenaude, and Jeannette Kester had been nominated by mail for Secretary/Treasurer. Voss then

June 26, 2017

East Central Regional Development Commission Minutes

called for nomination from the floor for secretary/treasurer. Nominations were asked for three times. No nominations were received. Nominations were closed. Commissioners cast their ballots and Kathi Ellis was re-elected as Treasurer.

- d) ECRDC LIAISON'S TO PROGRAM COMMITTEES: Following are the appointments for the various ECRDC advisory committees. Anderson moved to appoint Kevin Stenstrom as the ECRDC liaison to the Transportation Advisory Committee and Glen Williamson as the ECRDC liaison to the Revolving Loan Fund committee. Hansen seconded – motion carried.
- e) COUNTY CAUCUS FOR PERSONNEL & BUDGET (P&B) COMMITTEE: A short recess was taken to caucus and select members from each county for the P&B Committee. The following were selected to the Personnel and Budget Committee.
- Stenstrom moved to appoint Tom Lawlor as the P&B representative for Chisago County. Reynolds seconded – motion carried
 - Anderson moved to appoint Richard Hansen as the P&B representative for Isanti County. Palmer seconded – motion carried.
 - Ellis moved to appoint Dave Patenaude as the P&B representative for Kanabec County. Amundson seconded – motion carried.
 - Reynolds moved to appoint Tom Walker as the P&B representative for Mille Lacs County. Evans seconded – motion carried.
 - Odegard moved to appoint Jeannette Kester as the P&B representative for Pine County. Williamson seconded – motion carried.

- 8) **TRANSPORTATION**: Bollenbeck brought forth the Transportation Planning Grant. Evans moved to enter into an agreement with the State of Minnesota, MnDOT Agreement Number 1028049. Williamson seconded - motion carried.

Bollenbeck reported that a special radio interview will be held on June 28th on KBK radio. This will be an hour-long show featuring law enforcement regarding to TZD/traffic safety activities.

- 9) **ECONOMIC DEVELOPMENT**: Zeller reported a ribbon cutting and open house was held on May 9th at the new medical campus in Sandstone. This project received approximately \$2.3 million from the Federal EDA through the ECRDC's CEDS program for infrastructure.

Zeller also reported on current unemployment rates. Rates have generally been flat over the past year. With the regions highest rate of 7.2% and lowest rate being 4.2%

- 10) **COMMUNITY DEVELOPMENT**: Simonsen brought before the Commission a resolution in anticipation of authorizing execution of agreement with the Minnesota Department of Public Safety for traffic safety projects for the period of October 1, 2017 through September 30, 2018 for the Mille Lacs County Toward Zero Deaths/Safe Roads programs. Evans moved to authorize execution and enter into agreement for the Mille Lacs County Toward Zero Deaths Programs. Reynolds seconded – motion carried.
- 11) **ADJOURNMENT**: Chairman Montzka announced the next meeting will be on August 28, 2017 at the ECRDC offices. Palmer moved to adjourn the annual meeting of the ECRDC. Hansen seconded – motion carried.


Robert L. Voss, Executive Director


Ben Montzka, Chairman