



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

December 16, 2019
100 Park Street South
Mora, MN 55051

Commission Members Present:

Tish Carlson – Isanti Co. Municipalities
Loren Davis - Isanti Co. Public Interest
Carla Dunkley- Tribal Representative
Kathi Ellis - Kanabec Co. Commissioner
Linda Evans - Mille Lacs Co. Public Interest
Gordon Gullixson-Kanabec Co. Municipalities
Richard Hansen - Isanti Co. Townships
Tom Lawlor – Chisago Co. Public Interest
John Mikrot, Jr. - Pine Co. Commissioner
Scott Moe - Northern School Boards
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds-Mille Lacs Co. Commissioner
Jim Swenson - City of North Branch
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Bob Bollenbeck - Kanabec Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
Robert Hoefert, Mille Lacs Co. Townships
Jeanette Kester - Pine Co. Public Interest
Diane Larkin - Chisago Co. Townships
Carri Levitski – Southern School Boards
Ben Montzka- Chisago Co. Commissioner
Peter Spartz – Pine Co. Municipalities
Kevin Stenson-Chisago Co. Municipalities

Staff Present:

Bob Voss - Executive Director
Ashely Eckdahl – Community Development
Brenda Hughley, Finance Officer
Karen Onan-Wakefield, Community Development
Trish Rydlund - Office Manager
Penny Simonsen - Transportation
Jordan Zeller - Economic Development

1. **WELCOME:** Vice-Chairman Davis called the meeting of the Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Moe moved to approve the agenda with the addition of item 8a – CEDS update. Williamson seconded - motion carried.
3. **MINUTES APPROVAL:** Swenson moved to approve the minutes of the October 28, 2019 ECRDC meeting. Hansen seconded- motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. ISANTI COUNTY PUBLIC INTEREST REPRESENTATIVE: This vacancy was advertised in the legal newspaper for Isanti County (Isanti County News) with a deadline of December 9th. One application was received for the vacancy. Loren Davis re-applied to serve another 2-year term. Motioned by Turnquist for re-appoint Loren Davis for another 2-year term as Public Interest Representative for Isanti County. Seconded by Evans – motion carried.
 - b. PINE COUTNY RESOLUTION OF SUPPORT FOR OBERSTAR TRAIL: Motioned by Hansen to approve the resolution supporting Pine County's Transportation Alternative grant application for the 2.85-mile segment of the James L. Oberstar Trail running from Rock Creek City Center to the Pine City High School. Seconded by Ellis – motion carried.
5. **TREASURERS REPORT:** The Board reviewed the October through November 2019 Treasurer's report. Evans moved to approve the Treasurer's Report to include the checks written #10451 through #10515 along with ACH payments from October 1, 2019 through November 30, 2019. Williamson seconded- motion carried. General Journals were reviewed and approved for the period October 1, 2019 through November 30, 2019.

6. **PERSONNEL & BUDGET COMMITTEE:**

- a. AGENCY-WIDE AUDIT: CliftonLarsenAllen (CLA) CPA firm completed their field work for the FY2019 year-end audit and are finishing the final report. It looks as though approximately \$39,000 will be added to the General Fund. Doug Host will be attending the February 2020 ECRDC Board meeting for a formal presentation with audit results.
- b. ONAN-WAKEFIELD PERFORMANCE REVIEW: Based on a favorable performance appraisal Lawlor moved to approve a one-step increase from Pay Grade D Step 4, \$51,148, to Pay Grade D Step 5, \$52,691, effective January 16, 2020 for Karen Onan-Wakefield. Gullixson seconded – motion carried.
- c. ECKDAHL PERFORMANCE REVIEW: Based on a favorable performance appraisal Moe moved to approve a one-step increase from Pay Grade C Step 5, \$45,854, to Pay Grade C Step 6, \$47,122, and permanent employment status effective January 16, 2020 for Ashley Eckdahl. Lawlor seconded – motion carried.

7. **ECONOMIC DEVELOPMENT:** Jordan Zeller reported on economic development recommendations and events.

- a. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) ANNUAL UPDATE: The CEDS Strategy Committee undertook a survey of local units of government to learn about future economic development related plans, the current state of their infrastructure, and community / economic development initiatives. The EDA requires the Annual Update be approved by the ECRDC Board. Evans moved to approve the CEDS Annual Update. Seconded by Dunkley – motion carried.
- b. CY2020 CEDS WORK PLAN: In an effort to aid the needs of our region’s business economy and implement the goals and action items spelled out in the CEDS. The CEDS CY2020 work plan was developed under the guidance of the CEDS Strategy Committee. Dunkley moved to approve the CY2020 CEDS Work Plan. Carlson seconded – motion carried.
- c. REVOLVING LOAN FUND (RLF): The RLF Board in conjunction with Frandsen Bank / SBA and owner cash equity approved a loan to Tony Cuda who is purchasing the Braham Hardware store.

The RLF has approximately \$40,000 uncommitted and available to lend – enough for approximately 1 – 2 new loans.

The ECRDC RLF was recently given a “B” rating on our semi-annual report card by the Federal EDA, the organization that oversees the RLF. This “B” rating is a downgrade from the “A” rating we received in June, 2019. The downgrade is due to recent turnover in the ECRDC Finance Officer position and some financial reporting was delinquent during this time period.

8. **TRANSPORTATION:** Penny Simonsen reported on meetings and events that staff participated in for the months of November and December. Following transportations items:

- a. TRANSPORTATION ALTERNATIVE (TA) APPLICATIONS: The deadline for TA application letters of intent was December 31, 2019. Four letters of intent were submitted across our five-county region: Pine County, Mille Lacs County, Mille Lacs Band of Ojibwe, and the City of North Branch.
- b. DISTRICT 1 ATP REPRESENTATIVE: Motioned by Swenson to put together a letter to be sent to District 1 ATP to have the ECRDC Transportation Planner be included on the District 1 TA process. Seconded by Moe – motion carried.

9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan-Wakefield and Ashley Eckdahl reported on meetings and events that staff participated in for the months of November and December. Following transportations items:

- a. VOLUNTEER DRIVER SYSTEM DEVELOPMENT CHARITABLE REIMBURSEMENT RATE: Turnquist moved to approve and sign the Volunteer Driver System Development Charitable Reimbursement Rate Change Proposal letter to be sent to legislators. Seconded by Moe – motion carried.
 - b. IMPLEMENTATION PHASE: This phase includes the following tasks:
 - i. Transportation Management Coordination Center (TMCC) – Incorporate foundation information towards the establishment of a TMCC.
 - ii. Volunteer Driver Program - A regional Volunteer Driver Program housed under an agency which will provide rides to transportation disadvantaged throughout Region 7E.
 - iii. Transportation Regulation Oversight – Bring awareness to and challenge the issues of transportation in rural areas. Determine what the status is of the laws that affect our region’s rural needs. Goal being to bring current the regulations that are holding back important transportation solutions.
 - iv. Centralized Training – Facilitate training efforts in these areas: shared marketing, fund development service/business development, customer service, ridership outreach, general community outreach, and all aspects of formal and informal transit provider staff training.
 - v. Ongoing Transportation Exploration – Continued Advocacy and Awareness of up and coming transportation modes.
10. **OTHER BUSINESS**: A certificate of appreciation was presented to Kathi Ellis for her years of service as the ECRDC Treasurer.
11. **ADJOURNMENT**: Vice-Chairman Davis announced the next meeting will be on February 24, 2020 at 7:00 p.m. at the ECRDC offices. Gullixson moved to adjourn the regular meeting of the ECRDC at 8:10 p.m.. Evans seconded- motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman