



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

February 24, 2020
100 Park Street South
Mora, MN 55051

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Tish Carlson – Isanti Co. Municipalities
Loren Davis - Isanti Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
Carla Dunkley- Tribal Representative
Linda Evans - Mille Lacs Co. Public Interest
Gordon Gullixson-Kanabec Co. Municipalities
Richard Hansen - Isanti Co. Townships
Robert Hoefert, Mille Lacs Co. Townships
Jeanette Kester - Pine Co. Public Interest
Tom Lawlor – Chisago Co. Public Interest
Scott Moe - Northern School Boards
Ben Montzka- Chisago Co. Commissioner
Dave Patenaude -Kanabec Co. Townships
Genny Reynolds-Mille Lacs Co. Commissioner
Peter Spartz – Pine Co. Municipalities
Jim Swenson - City of North Branch
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Kathi Ellis - Kanabec Co. Commissioner
Diane Larkin - Chisago Co. Townships
Carri Levitski – Southern School Boards
John Mikrot, Jr. - Pine Co. Commissioner
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

Others Present

Doug Host, CliftonLarsonAllen LLP
Eric Smedsrud, CliftonLarsonAllen LLP

1. **WELCOME:** Chairman Montzka 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:** Williamson moved to approve the agenda with the addition of items 6e – car replacement and 6f – 10% Regional Transportation Coordination Council match. Davis seconded - motion carried.
3. **MINUTES APPROVAL:** Swenson moved to approve the minutes of the December 16, 2019 ECRDC meeting. Kester seconded- motion carried.
4. **FY 18-19 AUDIT PRESENTATION:** CliftonLarsonAllen LLP conducted the field work for the FY2019 year-end audit in September 2019. Doug Host presented the results of the audit which indicated that \$39,713 was added to the Commission's General Fund balance increasing the total from \$190,821 to \$230,534. The Revolving Loan Fund balance decreased by \$5,326 from to \$377,255 to \$371,929. No deficiencies were noted.
5. **PERSONNEL & BUDGET COMMITTEE:**
 - a. FY 18-19 AUDIT RESULTS: Following the FY18-19 audit presentation Evans moved to accept the FY18-19 audit as presented. Dillan seconded – motion carried.
 - b. EDA 2020-2023 PLANNING GRANT FINANCIAL MATCH RESOLUTION: Motioned by Lawlor to have the ECRDC commit \$70,000 annual match for 3 years, \$210,000 total, from its General Fund to equally match the EDA Partnership Planning Grant. Evans seconded – motion carried.
 - c. HUGHLEY PERFORMANCE REVIEW: Based on a favorable performance appraisal Gullixson moved to approve a one-step increase from Pay Grade C Step 7, \$48,401, to Pay Grade C Step 8, \$49,689, and permanent employment status effective April 1, 2020 for Brenda Hughley. Hoefert seconded – motion carried.
 - d. GMS FINANCE OFFICER CONFERENCE: Motioned by Bollenbeck to approve Finance Officer Brenda Hughley's attendance at the GMS conference in Memphis, TN from May 17th – 22nd. Seconded by Hansen – motion carried. The conference will cover accounting software and the Revolving Loan Fund .

- e. COMPANY CAR REPLACEMENT: The current ECRDC company car was purchase in 2007 and has been driven approximately 140,000 miles. Motioned by Hoefert to approve up to \$27,000 to purchase a new company vehicle and secure financing. Seconded by Moe – motion carried. Executive Director Voss will contact the State Fleet services to compare vehicles. He will also contact our local car dealerships in the region for quotes.
- f. REGIONAL TRANSPORTATION COORDINATION COUNCIL (RTCC) MATCH: Motioned by Hansen to have the ECRDC commit 10% match for the RTCC grant from its General Fund for FY 21. Turnquist seconded – motion carried.

6. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:

- a. CENTRAL MINNESOTA JOBS & TRAINING SERVICES (CMJTS) BOARD APPOINTMENT: CMJTS contacted the ECRDC to filling a vacancy on their regional Workforce Development Board. CMTS is considered a strategic partner for our Economic Development program. Motioned by Moe to nominate Bob Voss to serve a two-year term on the CMJTS Board. Kester seconded – motion carried.
- b. RURAL BROADBAND COALITION MEMBERSHIP (RBCM): The goal of the RBCM is to request the 2020 Legislature to fund the Border-to-Border Broadband Development Grant program with \$30 million base funding in the 2020 supplemental budget to achieve the state's 2026 broadband speed goal of 100 megabits per second (Mbps) download and 20 Mbps upload. Motioned by Gullixson to approve \$500 for the 2020 MN RBCM for the Governing Member pledge. Davis seconded – motion carried.
- c. ECRDC BOARD VACANCIES: Pine County Public Interest Representative expires in March. Deadline for applications is March 16th. The next vacancy will be the Chisago County Public Interest seat, currently held by Tom Lawlor, will expire the end of April.
- d. EDA PLANNING: The 2020-2023 EDA Partnership Planning Grant was submitted on January 30th. The grant amount will be \$210,000 for three years.

EDA District evaluation will be held March 6th at the ECRDC office. EDA will be inspecting the financials, board make-up, etc.

7. **TREASURERS REPORT:** The Board reviewed the December 2019 through January 2020 Treasurer's report. Hoefert moved to approve the Treasurer's Report to include the checks written #10516 through #10563 along with ACH payments from December 1, 2019 through January 30, 2020. Lawlor seconded- motion carried. General Journals were reviewed and approved for the period December 1, 2019 through January 30, 2020.

- 8. **TRANSPORTATION:** Penny Simonsen reported on meetings and events that staff participated in for the months of January and February. Following transportations items:
 - a. DISTRICT 3 TRANSPORTATION ALTERNATIVE (TA) APPLICATION: An application for a Vineland sidewalk project for the Mille Lacs Band of Ojibwe was reviewed by the Transportation Advisory Committee. Total estimate for the project is \$800,000 with the Mille Lacs Band of Ojibwe matching 20% (\$160,000) and the amount being requesting is \$640,000. Motioned by Dunkley to recommend funding, allow extra equity points to be awarded for this project. Seconded by Bollenbeck – motion carried.
 - b. FY2024-2025 ATP FUNDING RECOMMENDATIONS: Four applications were reviewed by the TAC and the following recommendations (table below) were brought forth to the full Commission. Turnquist moved to approve Kanabec CSAH 6 - \$1,437,280; Isanti CSAH 4 - \$218,000; and Isanti CSAH 5 - \$1,260,000 (see chart below). Hansen seconded – motion carried.

Project	Federal amt request	Local share	Project Cost	Recommendation
Kanabec CSAH 6 - (Roadway reclamation & Bituminous surfacing)	\$1,440,000	\$360,000	\$1,800,000	\$1,437,280
Isanti CSAH 4 - ((Reconditioning/ resurface)	484,000	121,000	605,000	218,000
Isanti CSAH 5 - \$1,620,000 has already been approved (Reconstruction)	1,260,000	720,000	3,600,000	1,260,000
Isanti CSAH 6 - (Pavement preservation)	682,000	170,000	852,000	-0-

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 January and February. Following are the RTCC focus areas:
- a. IMPLEMENTATION PHASE: This phase includes the following tasks:
 - i. Transportation Management Coordination Center (TMCC) – database building, routes expansion opportunities, Geographic Information System mapping, and visiting with other RTCCs in the state.
 - ii. Volunteer Driver System Development – initiate volunteer drivers through chamber of commerce businesses, community clubs, and large corporations; attend Council on Transportation Access (MCOTA) meetings; assist TRY their 501c3 application; assist TriCAP through social media, broaden routes, etc.
 - iii. State Solutions/Policy Action this focuses on issues such as, insurance for drivers and a tax subsidy for volunteers.
 - iv. Centralized Training – focus on training volunteer drivers and their needs.
 - v. Ongoing Transportation Exploration – connecting with Dakota County regarding their successful Lyft program and also visiting with Uber on February 28th.
10. **ECONOMIC DEVELOPMENT:** Jordan Zeller reported on economic development events.
- a. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) POTENTIAL APPLICATIONS: There are three potential EDA applications for industrial park expansions. Staff will brief the CEDS Strategy Committee and keep you up to date as things move along.
 - b. REVOLVING LOAN FUND (RLF): The RLF currently has 13 loans outstanding. Twelve are making payments as agreed – the delinquent borrower closed their business this past spring. The balance of funds available to lend is approximately \$70,000. We continue to market the RLF and other economic development financing programs.
 - c. BROADBAND DAY AT THE STATE CAPITOL: The MN Rural Broadband Coalition is holding their annual Rural Broadband Day at the State Capitol on March 12th. We have been helping promote this event.
 - d. EMPLOYEE BUSINESS OWNERSHIP: University of Minnesota Extension is holding a series of events over the next several months to promote employee ownership of business as a way to transitioning from retiring owners. The ECRDC is holding one of these events on March 3rd.
11. **OTHER BUSINESS:** Discussion focused on the possible preparation for the Coronavirus (COVID-19).
12. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be on April 27, 2020 at 7:00 p.m. at the ECRDC offices. Evans moved to adjourn the regular meeting of the ECRDC at 8:15 p.m. Gullixson seconded- motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman