



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
100 Park Street South
Mora, MN 55051
August 25, 2008
7:00 P.M.

Commission Members Present:

Dave Chmiel – Kanabec Co. Municipalities
Bob Cupit – Chisago Co. Townships
Jack Edmonds – Mille Lacs Co. Commissioner
Linda Evans – Mille Lacs Co. Public Interest
Frank Grundmeier – Pine Co. Townships
Steve Hallan – Pine Co. Commissioner
Richard Hansen – Isanti Co. Townships
Edward Hill – Southern School Boards
George Larson – Isanti Co. Commissioner
Sue Larson – Isanti Co. Public Interest
Ben Montzka – Chisago Co. Commissioner
Jerry Nelson – Kanabec Co. Commissioner
Steve Odegard – Northern School Board.
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Jeremy Riddle – Mille Lacs Co. Municipalities
Donald Taylor – Chisago Co. Public Interest
Janelle Troupe – Kanabec Co. Public Interest
Paul Venhuizen – Pine Co. Municipalities
Barbara Welty – Mille Lacs Co. Townships

Commission Members Absent:

Fred Lere – Pine Co. Public Interest
Rick Smisson – Chisago Co. Municipalities

Staff Present

Bob Voss – Executive Director
Bob Bollenbeck – Transportation Program
Andrew Daniels – Finance Officer
Trish Rydlund – Information/Office Manager
Penny Simonsen – East Central Sr. Resource Center
Jordan Zeller – Economic Development Director

1. **WELCOME:** Vice-Chairman Montzka called to order the regular meeting of the East Central Regional Development Commission at 7:05 p.m. The Pledge of Allegiance was cited.
2. **AGENDA APPROVAL:** Moved by Hansen, seconded by Taylor and carried to approve the agenda with a change to move approval of the updated Financial Policy/Procedures from the Executive Director's report to the Personnel & Budget Committee report.
3. **MINUTES APPROVAL:** S. Larson moved to approve the June 23, 2008 annual meeting minutes. Hallan seconded – motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss reported on a number of items including:
 - a. **NADO TRANSPORTATION CONFERENCE:** Attended the National Association of Development Organizations (NADO) conference in Duluth August 19 and 20 where the Isanti County Safe Cab project received a national award.
 - b. **DEED COMMISSIONER VISIT:** Dan McElroy, Commissioner of the MN Dept. of Employment & Economic Development, was at the ECRDC office on August 20 to discuss our regional economic development program. After he met with the City of Mora, the Mora Workforce Center and finally toured the Mora industrial park.
 - c. **ANNUAL AUDIT:** The accounting firm of Miller, McDonald, Erickson & Moller, Ltd. will be at the ECRDC office from September 17-19 to conduct field work for the annual audit for the year ending June 30, 2008.

5. PERSONNEL AND BUDGET (P&B) COMMITTEE:

- a. INVENTORY DELETIONS AND ADDITIONS: Welty moved to approve the inventory deletions of \$3,471.66 and additions of \$5,709.28. Evans seconded – motion carried.
- b. SIMONSEN PERFORMANCE REVIEW: Based on a favorable performance appraisal, G. Laron moved to approve a one step increase for Penny Simonsen from Pay Grade D Step 10, \$49,405, to Pay Grade D Step 11, \$50,917 effective September 16, 2008. Evans seconded – motion carried.
- c. MILEAGE REIMBURSEMENT RATE: The current federal mileage reimbursement rate was increased July 1, 2008, to 58.5¢ per mile. The ECRDC FY09 budget allotted 50.5¢ per mile. Voss explained that the practice of the Commission is to change with the federal rate. However, the almost 16% increase will have significant impacts on the various travel budgets for FY 2009. Based on this, Nelson moved to continue the current mileage rate of 50.5¢ and re-set the mileage rate to current federal levels once each year during the budget process. Welty seconded – motion carried with Hallan voting against.
- d. FINANCIAL POLICY/PROCEDURE UPDATES: Welty moved to approve the updated Financial Policy/Procedures manual to reflect current management and practices (i.e. direct deposit). Chmiel seconded – motion carried.
- e. MEALS REIMBURSEMENT RATES FOR TRAVEL: S. Larson moved to approve per diem rates for meals as: \$8.00/breakfast; \$10.00/lunch; and \$23.00/dinner, these amounts include tips. Receipts are required for meals and lodging. Taylor seconded – motion carried.

6. **TREASURERS REPORT**: Nelson presented the June and July 2008 Treasurer’s report. Nelson moved to approve the Treasurer’s Report to include the checks written from June 20, 2008, through August 8, 2008. Hallan seconded – motion carried.

7. **EAST CENTRAL SENIOR RESOURCE CENTER (ECSRC)**: Penny Simonsen handed out a summary titled, *A Blueprint for 2010, Preparing Minnesota for the Age Wave*. She reported that 60 caregivers have been served and about 2300 Senior LinkAge Line® calls have been handled.

She also reported on the Pine and Kanabec County Transit Study Workgroups. The Pine County Board voted in favor of allocating up to \$150,000 to support public transit. Kanabec County is moving forward with the Public Transit application either as a stand alone new project or merging with Mille Lacs County Transit.

8. **TRANSPORTATION**: Bob Bollenbeck reported on the following:

- a. National Association of Development Organizations Award: NADO recognized the ECRDC for the Safe Cab program in Isanti County. ECRDC accepted the NADO award on behalf of the partnership in Isanti County.
- b. Pine County Safe Cab: The Safe Cab program is being looked at for expansion in Pine County starting November 1, 2008.
- c. Functional Classification Changes: Changes to the Functional Classification maps have been finalized and sent.

9. **EAST CENTRAL ARTS COUNCIL (ECAC)**: Linda Evans brought forth the following FY 2009 Art Organization Project Grant recommended by the ECAC for approval:

Applicant	Project	Amount Funded
Pine Center for the Arts, Pine City	Artist residency at Pine City Schools and community concert	\$5,000
Audubon Center of the North Woods, Sandstone	Natalene Cummings Arts Project	\$2,450

First Tuesday Performance Series, Princeton	Concert Series/Visual Artist Project	\$5,000
TOTAL		\$12,450

S. Larson moved to fund the Art Organization Project Grants as recommended along with the Mora CAPP Art In Our Schools grant as recommended for \$1,000 for the Michael Monroe Residency and Concert in the Park project. Hallan seconded – motion carried. Evans also reported that there are two Mille Lacs county openings on the ECAC board.

10. **ECONOMIC DEVELOPMENT REPORT:** On behalf of the Revolving Loan Fund Committee, Jordan Zeller brought forth a recommendation to approve Greg Owens, Isanti County, to the RLF Committee. S. Larson moved to appoint Greg Owens as recommended. Evans seconded – motion carried.

12. **ADJOURNMENT:** Vice-chairman Montzka announced the next meeting will be on October 27, 2008 at the ECRDC offices. Hansen moved to adjourn the regular meeting of the ECRDC. Taylor seconded – motion carried.

Robert L. Voss, Executive Director

Ben Montzka, Vice-Chairperson