

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION  
100 Park Street South  
Mora, MN 55051  
October 22, 2007  
7:00 P.M.

- 1) **ATTENDANCE:** Present were Commissioners Dave Chmeil, Bob Cupit, Jack Edmonds, Linda Evans, Frank Grundmeier, Steve Hallan, Richard Hansen, Edward Hill, Ben Montzka, Marlys Palmer, Dave Patenaude, Jeremy Riddle, Rick Smisson, and Paul Venhuizen. Absent were Commissioners George Larson, Jerry Nelson, Steve Odegard, and Barbara Welty. Staff present: Penny Simonsen, Bob Voss, Trish Rydlund, Andrew Daniels, Jordan Zeller, and Bob Bollenbeck.
- 2) **WELCOME/INTRODUCTIONS:** Vice-chairman Rick Smisson welcomed Commission members and had them introduce themselves. The Pledge of Allegiance was cited.
- 3) **AGENDA APPROVAL:** Ben Montzka moved to approve the agenda with the addition of an item to change the signature resolution for People's National Bank of Mora (Resolution No. 2007-4). Richard Hansen seconded – motion carried.
- 4) **MINUTES APPROVAL:** Richard Hansen moved to approve the minutes of August 28, 2007 meeting as presented. Marlys Palmer seconded – motion carried.
- 5) **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Bob Voss reported on a number of items including:
  - a. KANABEC COUNTY PUBLIC INTEREST: Dave Patenaude moved to approve Janelle Troupe, Ogilvie, as the new Kanabec County Public Interest representative. Paul Venhuizen seconded - motion carried.
  - b. INTERIM CHAIRPERSON: Richard Hansen moved to table the appointment of interim chairperson until the December 17, 2007 meeting. Edward Hill seconded – motion carried.
  - c. AREA TRANSPORTATION PARTNERSHIP (ATP) REPRESENTATIVE: Smisson opened the floor for nominations for the ATP representative. Two nominations were made; Barbara Welty and George Larson. Commissioners cast their ballots and Barbara Welty was elected as ATP representative. Abstaining were Bob Cupit, Frank Grundmeier, Steve Hallan, Ben Montzka, Steve Odegard, Rick Smisson and Paul Venhuizen.
  - d. SIGNATURE RESOLUTION FOR PEOPLE'S NATIONAL BANK OF MORA: Dave Chmiel moved to approve Resolution No. 2007-4. Richard Hansen seconded – motion carried. The resolution authorizing signatures for various financial activities at People's National Bank are specified as follows:
    - Transfer of funds from savings to check or from savings to savings account – Robert Voss, Andrew Daniels, or Trish Rydlund
    - Open any deposit or checking accounts(s) in the name of this Commission – Robert Voss or Andrew Daniels
    - Endorse checks and orders for payment – Rick Smisson or Jerry Nelson and Robert Voss, Robert Bollenbeck or Mary Minnick-Daniels.
    - Borrow money on behalf of and in the name of this Commission, sign, execute and deliver promissory notes or other evidences of indebtedness – Rick Smisson and Robert Voss.

- Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box - Robert Voss, Andrew Daniels, or Trish Rydlund.

- 6) **TREASURERS REPORT:** Andrew Daniels presented the audited FY2007 end of year report along with July through September 2007. Richard Hansen moved to approve the Treasurer's Report to include the checks written from August 22 – October 9, 2007. Marlys Palmer seconded – motion carried.

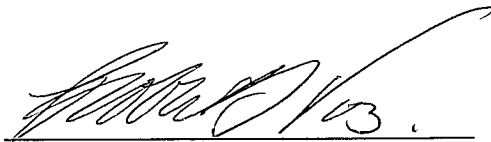
The field work for the annual audit for year ending June 31, 2007 was completed on October 3 by the accounting firm of Miller, McDonald, Erickson & Moller. The ending fund balance was reduced around \$3,372 to \$40,289. No major deficiencies were found. They did note that a couple of grant progress reports were slightly tardy.

- 7) **PERSONELL AND BUDGET (P&B) COMMITTEE:** Rick Smisson brought forth the following recommendations from the Personnel and Budget Committee meeting:
- a. MINNICK-DANIELS PERFORMANCE REVIEW: Based on a favorable performance appraisal, Linda Evans moved to approve a one step increase for Mary Minnick-Daniels from Pay Grade D Step 11 to Pay Grade D Step 12 effective November 1, 2007. Steve Hallan seconded – motion carried.
  - b. ZELLER PERFORMANCE REVIEW: Based on a favorable performance appraisal, Linda Evans moved to approve a one step increase for Jordan Zeller from Pay Grade D Step 5 to Pay Grade D Step 6 effective November 1, 2007. Steve Hallan seconded – motion carried
  - c. BOLLENBECK PROBATIONARY PERFORMANCE REVIEW: Based on a favorable performance appraisal, Linda Evans moved to approve a one step increase for Michele Bollenbeck from Pay Grade B Step 3 to Pay Grade B Step 4 effective November 16, 2007. Steve Hallan seconded – motion carried.
- 8) **EAST CENTRAL ARTS COUNCIL (ECAC):** Linda Evans reported that the IMAGE 2007 regional art exhibition was being held October 20 – 26<sup>th</sup> at the North Branch Library.
- 9) **TRANSPORTATION:** Bob Bollenbeck showed a video titled “Room to Live”. It was a segment shown on Fox 9 News. Bollenbeck also reported on the following items:
- a. Presented the Isanti County TZD program model at the National Association of Development Organizations (NADO) Peer Learning Conference held September 26-28 in Chattanooga, TN.
  - b. Funding for the Safe Cab Program has been approved for another year.
  - c. The Safe Cab program is being expanded to the North Branch area.
- 10) **EAST CENTRAL SENIOR RESOURCE CENTER:** Penny Simonsen reported on the following:
- a. Met with Pine County Commissioners to begin work on forming a transit advisory committee to explore bringing public transit to all of Pine County.
  - b. Handed out information on the upcoming Sesquicentennial county meetings.
  - c. Presentations are scheduled for Royalton Township and Pine County.
  - d. Senior network events took place at Parnly LifePoints in Chisago City and the IREC in Isle.
- 11) **ECONOMIC DEVELOPMENT REPORT:** Jordan Zeller brought before the Commission a resolution for the Annual Revolving Loan Fund Plan Certification. Jeremy Riddle moved to approve resolution 2007-3. Steve Hallan seconded – motion carried.

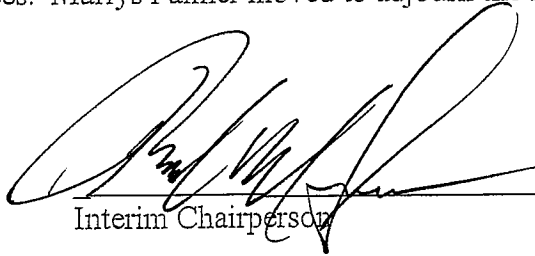
Other items discussed were:

- a. Revolving Loan Fund (RLF) - Park Manufacturing paid off their loan; recently closed on a loan with Lake Superior Laundry of Pine City; we have a larger than usual amount of cash that we are making every effort to loan out.
- b. Governor Pawlenty's new Economic Development Strategies – Pawlenty recently outlined a broad platform of new economic development proposals. The first piece of this plan is SEED (Strategic Entrepreneurial Economic Development). This platform has many planks including additional funding for the Small Business Development Center (SBDC), a retooling of JOBZ to provide for a fixed period of benefits rather than the sun setting in 2015.
- c. Zeller has been teaching several business related classes and will continue to do so over the next few months.
- d. The last City administrators meeting was held at Cambridge City Hall on September 28<sup>th</sup>. The meeting consisted of a presentation by Judy Parker who is responsible for administering the State's MnPro website ([www.mnpro.com](http://www.mnpro.com)). Mayor Marlys Palmer also provided a tour of the City Hall. The next meeting was set for January 11<sup>th</sup> at Mora City Hall.

- 12) **ADJOURNMENT:** Vice-Chairman Smisson announced that the next meeting will be held December 17, 2007 at the ECRDC offices. Marlys Palmer moved to adjourn the meeting. Linda Evans seconded – motion carried.



Robert L. Voss, Executive Director



Interim Chairperson