

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION  
100 Park Street South  
Mora, MN 55051  
December 17, 2007  
7:00 P.M.

- 1) **ATTENDANCE:** Present were Commissioners Dave Chmeil, Jack Edmonds, Linda Evans, Frank Grundmeier, Steve Hallan, Richard Hansen, Edward Hill, George Larson, Ben Montzka, Jerry Nelson, Dave Patenaude, Jeremy Riddle, Rick Smisson, Janelle Troupe, Paul Venhuizen, and Paul Venhuizen. Absent were Commissioners Bob Cupit, Marlys Palmer, and Donald Taylor. Staff present: Penny Simonsen, Bob Voss, Trish Rydhund, Andrew Daniels, Jordan Zeller, Mary Minnick-Daniels, Bob Bollenbeck and Sam Klement, WCMP radio.
- 2) **WELCOME/INTRODUCTIONS:** Vice-chairman Rick Smisson welcomed Commission members and had them introduce themselves. The Pledge of Allegiance was cited.
- 3) **AGENDA APPROVAL:** Dave Chmiel moved to approve the agenda with the addition of items regarding mileage/per diems and audit report. Richard Hansen seconded – motion carried.
- 4) **MINUTES APPROVAL:** Barbara Welty moved to approve the minutes of the October 22, 2007 meeting as presented. Ben Montzka seconded – motion carried.
- 5) **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Bob Voss reported on a number of items including:
  - a. MELVIN LARSON: George Larson moved to send a letter to Jan Larson with the Commission's condolences and that a moment of silence was held in remembrance of Mel Larson. Barbara Welty seconded – motion carried.
  - b. CHAIRPERSON: Voss opened the floor for nominations for Chair. Rick Smisson was nominated. Barbara Welty moved to cast a white ballot for Rick Smisson. Jerry Nelson seconded – motion carried.
  - c. VICE-CHAIR: Voss opened the floor for nominations for Vice-chair. Ben Montzka was nominated. Dave Chmiel moved to cast a white ballot for Ben Montzka. Richard Hansen seconded – motion carried.
  - d. ISANTI COUNTY PUBLIC INTEREST: Richard Hansen moved to approve Sue Larson, Isanti, as the new Isanti County Public Interest representative. George Larson seconded - motion carried.
  - e. MILLE LACS COUNTY PUBLIC INTEREST: Barbara Welty moved to approve Linda Evans, Princeton, as Mille Lacs County Public Interest representative. Jack Edmonds seconded - motion carried.
  - f. PINE COUNTY PUBLIC INTEREST: Steve Hallan moved to approve Fred Lere, Pine City, as the new Pine County Public Interest representative. Frank Grundmeier seconded - motion carried.
  - g. CENTRAL MINNESOTA COUNCIL ON AGING (CMCOA) REPRESENTATIVES: appointments are as follows:
    - 1) Barbara Welty moved to appoint Jack Edmonds as Mille Lacs County representative to the CMCOA Board. George Larson seconded – motion carried.
    - 2) Steve Hallan moved to appoint George Larson as Isanti County representative to the CMCOA Board. Linda Evans seconded – motion carried.
    - 3) George Larson moved to appoint Richard Hansen as Isanti County alternate to the CMCOA Board. Frank Grundmeier seconded – motion carried.
    - 4) Paul Venhuizen moved to appoint Steve Hallan as Pine County representative to the CMCOA Board. Frank Grundmeier seconded – motion carried.
  - h. SMALL BUSINESS DEVELOPMENT CENTER CONTRACT: Paul Vehuizen moved to approve the contract with Central Lakes College in Brainerd to continue the SBDC services starting January 1 and

ending December 31, 2008 consisting of 333 service hours at \$35.00 per hour. Steve Hallan seconded – motion carried.

- i. MILEAGE/PER DIEM REIMBURSEMENT RATE: Andrew Daniels reported that starting January 1, 2008 the federal mileage reimbursement rate will go up to 50.5¢. Meal reimbursement will require receipts with maximum allowed of \$8 for breakfast, \$10 for lunch, and \$23 for dinner. Commissioners may receive a per diem of not over \$50 per day as stated in the Regional Development Act.
- 6) **TREASURERS REPORT**: Jerry Nelson presented the October and November, 2007 Treasurer's report. George Larson moved to approve the Treasurer's Report to include the checks written from October 22 through December 7, 2007. Ben Montzka seconded – motion carried.
  - 7) **PERSONNEL AND BUDGET (P&B) COMMITTEE**: Rick Smisson brought forth the following recommendations from the Personnel and Budget Committee meeting:
    - a. EMPLOYEE HEALTH RATE ADJUSTMENT: Smisson reported on information concerning employee health insurance renewal rates. Several different policies were reviewed and a higher deductible plan was selected by the December 1, 2007 deadline. Effective January 1, 2008 monthly premiums for single policies will increase from \$440.50 to \$500.50 difference of \$60. Family policies will increase from \$1,189 to \$1,351.50 difference of \$162.50. Ben Montzka moved that the Commission continue paying the full cost of single coverage for health insurance and increase the commission's monthly contribution toward family coverage from \$807.26 to \$888.51 difference of \$81.25 which is half of the increase. Barbara Welty seconded – motion carried.
    - b. FLEXIBLE BENEFIT PLAN: The Flexible Benefit Plan is pre-tax dollars that ECRDC employees can set aside annually for medical, dental expenses, prescriptions, eye glasses, etc. Barbara Welty moved to approve an increase from \$2,000 to \$2,500 for the employee Flexible Benefit Plan particularly to assist employees with the higher deductible insurance. George Larson seconded – motion carried.
    - c. ANNUAL AUDITS: The accounting firm of Miller, McDonald, Erickson & Moller, Ltd. concluded the annual audit for the year ending June 30, 2007. Final bound audit reports were not available for the meeting. Voss did, however, share the summary results of the audit which confirmed that the year-end General Fund balance decreased by \$3,233 to \$40,289. The Revolving Loan Fund balance decreased by \$79,715. Jerry Nelson moved to approve the results of the annual audit. Steve Hallan seconded – motion carried.
  - 8) **EAST CENTRAL ARTS COUNCIL (ECAC)**: Mary Minnick-Daniels, on behalf of the ECAC, brought before the Commission three names for approval to the ECAC board. First was Amanda Thompson Rundahl, Braham, to be named the new board member emeritus. Second was Karrie Anderson, Milaca, to fill a vacancy in Mille Lacs County. Third was Shirl Chouinard, Cambridge, to fill a vacancy in Isanti County. George Larson moved approval as recommended. Linda Evans seconded – motion carried.

Minnick-Daniels then reported that the FY2008 ECAC state allocation increased from the anticipated total of \$102,330 to \$130,149. The ECAC advisory committee has reviewed and revised the budget as follows: \$19,117 in additional funding to the ECAC state arts regranting program and \$8,702 for equipment/equipment renewal, additional advisory committee expenses, copying charges, postage and travel. Linda Evans moved to approve these changes to the ECAC budget. George Larson seconded – motion carried.

The Image Art show was held in North Branch by Friends of the North Branch Library. The entire \$3,000 grant was not spent, therefore; the remaining money will be regranted.

- 9) **HAZARD MITIGATION:** Mary Minnick-Daniels gave an overview on the progress of the Hazard Mitigation Plan. The Plan for Isanti, Chisago, Kanabec, and Mille Lacs Counties is almost complete. Following are the next steps:

- a. Preparing for implementation of these plans will require approval of the plan by the MN Dept. of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Administration (FEMA).
- b. Following this approval, the plan will need to be officially adopted by the Counties. During the Plan approval there will be a county-wide public hearing. Public and Board comments will be reviewed and included as appropriate.
- c. Following the official adoption by the County each City and Township can adopt the plan by resolution as their own plan.

- 10) **EAST CENTRAL SENIOR RESOURCE CENTER:** Penny Simonsen brought before the Commission the following contracts for approval. Jerry Nelson moved to approve the Senior Linkage Line contract for \$102,400 with the ECRDC contributing \$34,133 as match; Program Development and Coordination for \$49,168 with the ECRDC contributing \$30,419 in match; and Caregiver Coach for \$24,002. George Larson seconded – motion carried.

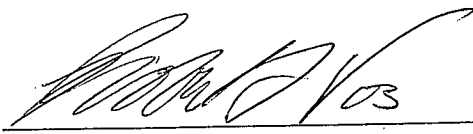
Simonsen and Voss also reported that Anita Sparks has been hired part-time as the new Caregiver Coach. She was hired at Pay Grade C Step1.

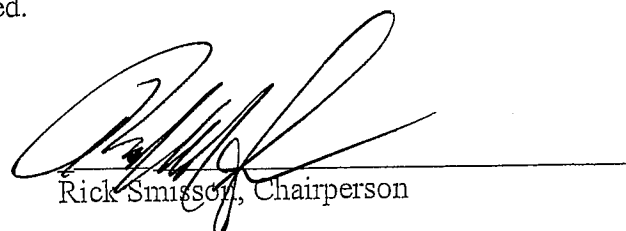
- 11) **TRANSPORTATION:** Bob Bollenbeck brought before the Commission a letter of support to maintain the State Patrol presence in Isanti County. Richard Hansen moved to send the letter of support to the MN State Patrol, Governor Pawlenty, legislators, and others. Barbara Welty seconded – motion carried.

- 12) **ECONOMIC DEVELOPMENT REPORT:** Jordan Zeller brought forth the following items for consideration by the Commission:

- a. CEDS RESOLUTION: Jeremy Riddle moved to approve resolution 2007-6 supporting the Comprehensive Economic Development Strategies for the District. Linda Evans seconded – motion carried. resolution.
- b. NTI BOARD APPOINTMENT: Northern Technology Initiative (NTI) has revised its board composition and desires to include ECRDC as a named seat on its Board of Directors. Previously the ECRDC has had an “at large” seat on the NTI board. George Larson moved to appoint the Executive Director or designee to fill the seat on the NTI Board. Dave Chmiel seconded – motion carried.
- c. LEGISLATIVE FORUM: The Commission discussed having a forum where our State legislators can share their goals and plans for the upcoming legislative session and receive feedback from local units of government. George Larson moved to set up the event and, if possible, coordinate it with forum being held by the East Central Solid Waste Commission on January 17, 2008. Ben Montzka seconded – motion carried.

- 13) **ADJOURNMENT:** Chairman Smisson announced that the next meeting will be held February 25, 2008 at the ECRDC offices. Linda Evans moved to adjourn the meeting. Paul Venhuizen seconded – motion carried.

  
Robert L. Voss, Executive Director

  
Rick Smisson, Chairperson