



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

100 Park Street South
Mora, MN 55051
December 15, 2008
7:00 P.M.

Commission Members Present:

Dave Chmiel – Kanabec Co. Municipalities
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
Dave Patenaude – Kanabec Co. Townships
Jeremy Riddle – Mille Lacs Co. Municipalities
Rick Smisson – Chisago 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:

Bob Cupit – Chisago Co. Township
Fred Lere – Pine Co. Public Interest
Steve Odegard – Northern School Board.
Marlys Palmer – Isanti Co. Municipalities

Staff Present

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

1. **WELCOME:** Chairman Smisson called the regular meeting of the East Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was cited.
2. **AGENDA APPROVAL:** Hansen moved to approve the agenda as presented. S. Larson seconded – motion carried.
3. **MINUTES APPROVAL:** S. Larson moved to approve the October 27, 2008 meeting minutes. Hansen seconded – motion carried.
4. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss reported on a number of items including:
 - a. SMALL BUSINESS DEVELOPMENT CENTER CONTRACT: Hansen moved to approve the contract with Central Lakes College in Brainerd to continue the Small Business Development Center services for the time period January 1 through December 31, 2009 with a total of 335 hours at \$35 per hour. Evans seconded – motion carried.
 - b. PAY EQUITY IMPLEMENTATION REPORT: Welty moved to approve the Pay Equity Implementation Report to be submitted to the Department of Employee Relations. S. Larson seconded – motion carried
 - c. BOARD OFFICER APPOINTMENTS: Voss reported that Chairman Smisson will be going off the Commission due to his expiring term as Mayor of Harris ending December 31, 2008. Riddle moved to appoint Vice-Chairman Montzka as Chairman to preside over the meetings of the Commission until the officer elections at the annual meeting in June. G. Larson seconded – motion carried.

- 1) TREASURER: Voss opened the floor for nominations for Treasurer. Janelle Troupe was nominated. Welty moved to close nominations and cast a white ballot. G. Larson seconded – motion carried.
 - 2) ACTING VICE-CHAIR: Voss opened the floor for nominations for Vice-Chair. Jeremy Riddle was nominated. G. Larson moved to close nominations. Hansen seconded – motion carried. Evans moved to cast a white ballot. Hallan seconded – motion carried.
 - d. BANK SIGNATURE CARD RESOLUTION: S. Larson moved to approve resolution 2008-4. Welty seconded – motion carried. The resolution authorizing signatures for various financial activities at People’s National Bank are specified as follows:
 - 1) Transfer of funds from savings to check or from savings to savings account – Robert Voss, Andrew Daniels, or Trish Rydlund
 - 2) Open any deposit or checking accounts(s) in the name of this Commission – Robert Voss or Andrew Daniels
 - 3) Endorse checks and orders for payment – Ben Montzka or Janelle Troupe and Robert Voss, Robert Bollenbeck or Mary Minnick-Daniels.
 - 4) Borrow money on behalf of and in the name of this Commission, sign, execute and deliver promissory notes or other evidences of indebtedness – Ben Montzka and Robert Voss.
 - 5) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box - Robert Voss, Andrew Daniels, or Trish Rydlund.
 - e. CENTRAL MN COUNCIL ON AGING BOARD MEMBERS: Evans moved to re-appoint Steve Hallan to serve as the Pine County representative from Region 7E on the Central MN Council on Aging. S. Larson seconded – motion carried.
 - f. MINNESOTA REGIONAL DEVELOPMENT ORGANIZATIONS RESOLUTION: G. Larson moved to approve resolution 2008-5. Hill seconded – motion carried. This resolution is in support of Minnesota Regional Development Organization (MRDO) to transition to “Minnesota Regional Development Commission (MRDC) Network.
 - g. ANNUAL AUDITS: The accounting firm of Miller, McDonald, Erickson & Moller, Ltd. concluded the annual audit for the year ending June 30, 2008. Audit reports were made available for review. The audit confirmed that the ECRDC utilized \$12,247.61 of its General Fund reserve. FY 2008 year end balance for the General Fund was reduced from FY07 balance of \$40,289 to \$28,041.39. Nelson moved to accept the report as presented. Hallan seconded – motion carried.
5. **TREASURERS REPORT**: Nelson presented the October and November 2008 Treasurer’s report. Nelson moved to approve the Treasurer’s Report to include the checks written from October 22, 2008, through December 8, 2008 and general journal registry for November 7 through December 8, 2008. Evans seconded – motion carried.
6. **PERSONNEL AND BUDGET (P&B) COMMITTEE**:
- a. COMMISSION BY-LAW AMENDMENT: G. Larson moved to amend the by-laws Article 6 Section 1 to state, “The officers of the Commission shall be: chair, vice chair, and secretary/treasurer none of which are from the same county. The Commission may, by resolution, establish additional offices from time to time.” S. Larson seconded – motion carried. There will be further discussion regarding the nominating process by the P&B.
 - b. ECRDC BUILDING MORTGAGE REFINACING: The contract for deed on the ECRDC building expires in January 2009. The remaining balance will be about \$50,000. Voss checked mortgage rates with several banks in the region. The lowest quote received was from Peoples National Bank of Mora with an interest rate of 6% for five years. The closing will be January 15, 2009.
 - c. NEPOTISM POLICY: This item will be discussed by the P&B and a recommendation will be brought forth to the full Commission.

7. **EAST CENTRAL ARTS COUNCIL:** Minnick-Daniels reported that the Clean Water, Land and Legacy constitutional amendment passed. There will be a lot of planning and work to be done to prepare for the distribution of these additional sales tax dollars, which will begin to be collected July 2009. We anticipate that funds will become available beginning some time between July 2010 and July 2011.

The IMAGE Art Show was held at the Audubon Center of the North Woods. This was the 22nd year for our judged art show and it was held December 6 – 10th. There were over 125 entrants to IMAGE this year.

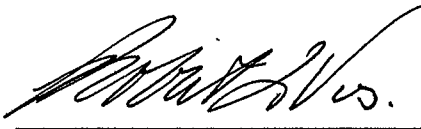
8. **EAST CENTRAL SENIOR RESOURCE CENTER (ECSRC):** Simonsen reported that all goals were reached for Calendar Year 2008. She then brought forth the following contracts for approval. Welty moved to approve the Senior Linkage Line contract for \$102,400; Program Development and Coordination for \$49,160; and Caregiver Compass for \$47,739. S. Larson seconded – motion carried.
9. **TRANSPORTATION:** Bollenbeck reported on various transportation issues. Safe Cab services were recently started in Pine County. Demand for Safe Cab services continues to increase in Isanti County. Pete Brown reported substantial increases this year in number of rides and number of passengers. Cost of a ride averages less than \$11. The Highway 65 Coalition met and discussed the future round about at the Highway 65/107 interchange.

Montzka moved to authorize staff to organization a transportation forum with Congressman Oberstar. Evans seconded – motion carried. A tentative forum date has been proposed for February 9, 2009 at East Central Energy headquarters in Braham.

10. **ECONOMIC DEVELOPMENT REPORT:** Zeller brought forth resolution 2008-6, supporting the Comprehensive Economic Development Strategies for the District. Nelson moved to approve resolution 2008-6. S. Larson seconded – motion carried.

Zeller then reviewed the Comprehensive Economic Development Strategies process. The process involved updates to a number of areas including demographic information, community projects for the next five years; and a 16-point work program. Upcoming Economic Development Administration (EDA) applications include the City of North Branch's extension of water and sewer system to the ESSBY Industrial Park; technical assistance for marketing the City of Cambridge's and Mora's industrial parks; City of Princeton's wastewater expansion project utilizing algae technology; City of Isle industrial park which will facilitate the reconstruction of Meritt Enterprises; and the Pine Technical College technology business incubator.

11. **OPEN DISCUSSION:** There was discussion regarding the foreclosure rates in the region and what we, as a commission, can do to help this situation. Zeller stated that there are resources available but we need to inform people of these resources.
12. **ADJOURNMENT:** The next meeting will be on February 23, 2009 at the ECRDC offices. Riddle moved to adjourn the regular meeting of the ECRDC. Evans seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Vice-Chairman