REGION NINE
DEVELOPMENT COMMISSION

BOARD OF DIRECTORS MEETING
MEETING MINUTES
August 12, 2015

I. CALL TO ORDER

Chair Ahrenstorff called the meeting to order at 4:31 p.m. at the Intergovernmental Center in Mankato.

II. ROLL CALL

MEMBERS PRESENT: Brad Ahrenstorff, Jim Swanson, Jim Broich, Steve Rohlfing, Gary Sturm, Phil Schafer, Tom Loveall, Eric Anderson

MEMBERS EXCUSED: Tim Strand, Gerri Lienke

OTHERS PRESENT: Nicole Griensewic Mickelson, Byron Jost, LuAnn Vanderwerf, Linda Giersdorf, Taylor Nelson

III. APPROVAL OF AGENDA

Schafer moved to approve the agenda as presented, Sturm seconded. Motion carried.

IV. APPROVAL OF MINUTES

Swanson moved to approve the June 10th, 2015 minutes as presented, Sturm seconded. Motion carried.

V. APPROVAL OF MINUTES

Rohlfing moved to approve the July 8th, 2015 minutes as presented, Broich seconded. Motion carried.

VI. TREASURER'S REPORT

Rohlfing moved to approve the Treasurer's Report as presented, Loveall seconded. Motion carried.

VII. PROGRAM REPORTS

A. **Minnesota River Area Agency on Aging®, Inc.**

a. **Transition Update**

Giersdorf stated that on July 29th, MNRAAA Chair, RNDC Chair and Griensewic Mickelson met to discuss items regarding the MNRAAA transition.

Giersdorf reported that MNRAAA has signed a three year lease with Diversified Resource Management in Slayton to rent office space for the Slayton staff beginning January 1st, 2016. MNRAAA can begin moving items in on December 1st.

Giersdorf stated the Return to Community Initiative (RTCI) received a *State Government Innovation Award* from the Humphrey School of Public Affairs. There was an awards ceremony that she and RTCI staff attended. The top three recipients, including RTCI, had a video created about their project.

Giersdorf reported that open enrollment will begin on October 15th and go through December 7th. Three seasonal staff will be returning from previous years to assist during open enrollment, as well as one new staff.

Giersdorf stated the next MNRAAA Board of Directors meeting is on August 26th, the agenda items are approval of the benefit package for 2016 MNRAAA staff and the salary structure. The meeting will also have a non-profit training conducted by Aurora Consulting. The MNRAAA Chair, RNDC Chair, Griensewic Mickelson and Giersdorf will be meeting again later in the month to continue discussion around the transition.

B. Finance / Revolving Loan Fund

Vanderwerf reported that staff are preparing for the audit the week of September 13th.

Vanderwerf stated she attended a meeting at the South Central Service Coop to regarding new rules for supplying the 45-Forms for the insurance. Information will have to be collected and the final forms need to be distributed to staff by the end of February.

Vanderwerf reported she has had meetings with Giersdorf in regards to the indirect.

Vanderwerf reported that a loan has been closed out of the Six County Loan Fund. Vanderwerf has done two presentations for the Revolving Loan Fund in July, one in New Ulm and another at North Links Golf Course.

a. RNAI Update

Vanderwerf stated she attended the RNAI Board of Directors meeting and presented the budget for FY16. RNAI is continuing to work on Town Center Inc. as they are still receiving some donations. RNAI is also continuing to work with Envision Lab, 410 Project, Sherburn Park Project. Vanderwerf gave an update on the Friends of North Mankato project and the current press related to the project.

C. Community Development

a. Resolution

Jost presented the Resolution 2015-05 verifying the accurate completion of review and changes of the functional classification system on behalf of the State of Minnesota, Department of Transportation. The RNDC Transportation Advisory Committee recommends the approval of the resolution by the RNDC Board.

Rohlfing moved to approve Resolution 2015-05 as presented, Anderson seconded. Motion carried.

b. Projects, Contracts and Staffing Timeline

Jost reviewed the Projects, Contracts and Staffing Timeline highlighting the near completion of the Safe Routes to School and Active Living projects. The community of Kiester has contacted RNDC to complete an Active Living Project; however, the project must be completed by the end of October. The Blue Earth County Parking Study has been completed and presented to Blue Earth City Council.

Jost reported that a contract has been signed with the City of Eagle Lake to work on a Fire Study.

Discussion followed on watershed.

The RTCI video made by the Humphrey School of Public Affairs was played. Discussion followed.

VIII. EXECUTIVE DIRECTOR'S REPORT

A. Center for Transportation Studies

Griensewic Mickelson reported she has been appointed to serve on the Center for Transportation Studies Executive Committee. Her first meeting will be on August 13th. Region Nine will be the only development organization on the committee. Griensewic Mickelson was recommended for appointment due to RNDC's role in transportation issues and development.

B. Greater Minnesota Partnership Update

Griensewic Mickelson reported she has been appointed Vice Chair for the Greater Minnesota Partnership. Griensewic Mickelson gave an update on the Coalition of Greater Minnesota Cities Conference and Greater Minnesota Partnership meeting held in July. The Greater Minnesota Partnership Draft 2016 Policy Positions were presented with discussion on prevailing wage modernization.

Griensewic Mickelson stated that RNDC will be looking at doing a staff development retreat in September for the Community Development, Finance, and Administration departments.

Griensewic Mickelson reported that RNDC is putting together a grant application to Southern Minnesota Initiative Foundation for their Incentive Grant to do more work with local foods technical assistance. The application will be submitted then end of August.

Griensewic Mickelson reviewed the results of the Regional Bus Tour survey.

Griensewic Mickelson stated work continues to move forward with HR Advisors. They are currently reviewing the onboarding process.

C. Hiring Update

Griensewic Mickelson reported that RNDC has posted a Part Time Administrative Assistant position and applications have been coming in.

D. Transition Update

Griensewic Mickelson reported the RNDC Chair, MNRAAA Chair, Giersdorf and herself will be meeting again on August 25th to discuss items related to the transition. Griensewic Mickelson stated IT issues have been worked out. Progress has been made regarding the lease agreement; however, conversations are still ongoing regrading lease length and cubical space.

Griensewic Mickelson reported she met with the RNDC employees who do MNRAAA work on August 5th to discuss their preferences regarding their accrued annual leave benefits being rolled over or paid out. Employees expressed the desire to have their accrued annual leave benefits roll over to MNRAAA instead of being paid out. This will require a policy change and approval from the Board and Full Commission. Griensewic Mickelson reviewed the policy regarding sick leave.

Griensewic Mickelson met with the employment law lawyers regarding the letter that will be distributed to RNDC employees who do MNRAAA work. Griensewic Mickelson presented the letter which has been revised based on the recommendation of the employment law lawyer.

Discussion followed.

Loveall moved to approve and recommend the letter of intent to the full Commission as presented, Sturm seconded. Motion carried.

Griensewic Mickelson gave an update that she has had a meeting with the Minnesota Board on Aging (MBA) Executive Director, Jean Wood. Wood stated MBA is currently unable to pay the current indirect deficits; however, conversations are ongoing regarding other options.

IX. CHAIRMAN'S REPORT

A. Youth Commissioner

Chairman Ahrenstorff stated that at the last full commission meeting, it was decided to have the Budget and Personnel Committee look at the possibility of having a youth commissioner. Chairman Ahrenstorff presented the suggested parameters that the committee developed.

Discussion followed.

Sturm moved to approve and recommend the youth commissioner parameters to the full commission as presented, Rohlfing seconded. Motion carried.

B. Commission Alternate

Chairman Ahrenstorff stated that currently the City of North Mankato has an alternate who attends meetings when the appointed representative is unable. This is not in accordance with RNDC By-Laws or State Statute stating each entity is allowed one (1) representative. After discussion the Board decided to not allow alternates to be in accordance with the By-Laws and State Statute.

Loveall moved that a letter be sent to the City of North Mankato's representatives concerning RNDC's By-Laws regarding RNDC's Board decision to not allow alternates, Schafer seconded. Motion carried.

D. Budget & Personnel Committee Updates

Chairman Ahrenstorff reported that Ray Gustafson, Watonwan County Commissioner, has been elected the chairman of the Budget and Personnel Committee. Commissioner Juni has stated he would like to resign his position as Vice Chair of the Budget and Personnel Committee, Commissioners Munsch and Ross are willing to be nominated to fill the position of Vice Chair. Election of Vice Chair will take place at the next Budget and Personnel meeting.

X. CLOSED MEETING: BUDGET & PERSONNEL RECOMMENDATIONS

Swanson moved to enter into a closed meeting to discuss personnel items, Sturm seconded. Motion carried.

Chairman Ahrenstorff closed the meeting at 6:07 p.m.

Rolfing moved to reopen the regular meeting, Loveall seconded. Motion carried.

Chairman Ahrenstorff stated that the Budget & Personnel committee made a recommendation to the Board for a salary adjustment for Executive Director, Nicole Griensewic Mickelson. The Board voted and unanimously approved the salary adjustment to be retro paid from July 1.

XI. OTHER BUSINESS

Griensewic Mickelson stated that in order to have the RNDC representatives at the MNRAAA Board meeting on August 26th, RNDC needs to pay the Quarter 1 and Quarter 2 match to MNRAAA.

Loveall moved to approve the payment of the Quarter 1 and Quarter 2 match to MNRAAA, Schafer seconded. Motion carried.

Schafer gave a review of the MNRAAA Board of Directors meeting he attended on July 15th, 2015.

Loveall moved to enter into a closed meeting to discuss negotiation terms regarding the MNRAAA transition, Broich seconded. Motion carried.

Chairman Ahrenstorff closed the meeting at 6:30 p.m.

Loveall moved to reopen the regular meeting, Rolfing seconded. Motion carried.

XI. ADJOURNMENT

Loveall moved approval to adjourn the meeting, Ahrenstorff seconded. Motion carried.

The meeting adjourned at 6:50 p.m.

Brad Ahrenstorff, Chairman

Gary L. Sturm

Gary Sturm, Secretary