



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

June 25, 2018

Snake River Fur Post
12551 Voyageur Lane
Pine City, MN 55063
5:30 p.m.

Commission Members Present:

Greg Anderson – Isanti Co. Commissioner
Loren Davis – Isanti Co. Public Interest
Linda Evans – Mille Lacs Co. Public Interest
Gordon Gullixson – Kanabec Co. Municipalities
Richard Hansen – Isanti Co. Townships
Robert Hoefert – Mille Lacs Co. Townships
Jeannette Kester – Pine Co. Public Interest
Tom Lawlor – Southern School Board
John Mikrot, Jr. – Pine Co. Commissioner
Ben Montzka – Chisago Co. Commissioner
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Kevin Stenson – Chisago Co. Municipalities
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Kathi Ellis – Kanabec Co. Commissioner
Tim Franklin – Pine Co. Municipalities
Jim Swenson – City of North Branch
Thom Walker – Mille Lacs Co. Municipalities
Diane Larkin – Chisago Co. Townships

Others Present

William Campbell – Rush City School Superintendent
Deb Griffiths – Schools for Equity in Education
Brent Stavig – Rush City School Principal
Representative Anne Neu
Representative Brian Johnson

Staff Present:

Bob Voss – Executive Director
Tammie Denholm – Finance Officer
Trish Rydlund – Office Manager
Penny Simonsen – Trans/Community Dev
Jordan Zeller – Economic Dev.

1. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:30 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Gullixson moved to approve the agenda as presented. Hansen seconded – motion carried.
3. **MINUTES APPROVAL:** Evans moved to approve the minutes of the April 23, 2018 meeting. Williamson seconded – motion carried.
1. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. **REGIONAL TRANSIT COORDINATION COUNCILS:** Received word on May 17th that the ECRDC's application for the Phase 1 Regional Transportation Coordination Council Planning Grant was approved in an amount up to \$75,000. Planning projects can begin starting July 1, 2018. The advertisement for the Regional Transportation Coordination Planner deadline was June 20th. Interviews are scheduled for the week of June 25th and hopefully, the new planner will be appointed soon after the start of the new fiscal year.

- b. MNDOT PROGRAM REVIEW MTG: Participated with Penny Simonsen and MnDOT staff in the annual program review meeting on May 14th. We reviewed the progress made on the current year's work program along with the proposed work program for fiscal year 2019. This review was essentially the half-way point for the ECRDC's new two-year planning agreement with MnDOT.
 - c. ECRDC WEBSITE: The new ECRDC website is now live at www.ecrdc.org. Efforts will be to keep the information current and regularly post new pictures from around the region. Also, be sure to "Like" us on Facebook to receive information on new programs and opportunities.
 - d. ANNUAL AUDIT: The Clifton Larson Allen CPA firm is scheduled to conduct the field work for the ECRDC's FY 2018-year end audit during the week of August 20th.
 - e. COMMISSION VACANCIES: A Northern School Districts representative was selected but due to a conflict with the ECRDC meeting dates he will be unable to fulfill this appointment. Nominations will be sent out again and the process restarted. Karen Amundson, Kanabec County Public Interest, submitted her resignation from the ECRDC Board effective on June 18th so recruitment for that position will begin. Also, Frank Storm, Chisago County Public Interest Representative, submitted his resignation and a notice will be sent to the local newspapers to fill this position.
4. **TREASURERS REPORT**: The Board reviewed the April and May 2018 Treasurer's report as presented by Executive Director Voss. Patenaude moved to approve the Treasurer's Report to include the checks written #9717 through #9777 along with ACH payments from April 1 through May 31, 2018. Williamson seconded – motion carried. General Journals were reviewed and approved for the period April 1 through May 31, 2018.
5. **PERSONNEL AND BUDGET (P&B) COMMITTEE**:
- a. PUBLIC HEARING FY2018-2019 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Vice-Chairman Davis opened the Public Hearing at 5:45 p.m. for comments on the FY2018-2019 Work Program, budget, and indirect cost plan. Voss provided highlights of the work program and budget and fielded questions. The public hearing was closed at 6:05 p.m. Lawlor moved to approve the FY2018-2019 Work Program, budget, and indirect cost plan. Evans seconded – motion carried.
 - b. DESIGNATE FINANCIAL DEPOSITORY: Evans moved to approve Neighborhood National Bank and First Citizen's Bank as the ECRDC's financial depositories. Stenson seconded – motion carried.
 - c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Hansen moved to recommend approving inventory deletions in the amount of \$3,530.85 and additions to the inventory totaling \$4,432.80. Lawlor seconded – motion carried.
6. **ELECTION OF OFFICERS**:
- a. CHAIRPERSON: Voss announced Ben Montzka, Dave Patenaude, Tom Lawlor, Tim Franklin, and Jim Swenson had been nominated by mail for Chairperson. Voss opened the floor for nominations for Chair. Nominations were asked for three times. No nominations were made. Motioned by Davis to close nominations. Seconded by Hansen – motion carried. Commissioners cast their ballots and Ben Montzka was re-elected as Chairman.
 - b. VICE-CHAIR: Voss announced Loren Davis, Genny Reynolds, Carla Dunkley, Dave Patenaude, and Glen Williamson had been nominated by mail for Vice-Chair. Voss opened the floor for nominations for Vice-Chair. Nominations were asked for three times. No nominations were made. Motioned by Lawlor to close nominations. Seconded by Patenaude – motion carried. Commissioners cast their ballots and Loren Davis was re-elected Vice-Chairman.

- c. SECRETARY/TREASURER: Voss announced Kathi Ellis, Kevin Stenson, Linda Evans, and Greg Anderson had been nominated by mail for Secretary/Treasurer. Voss then called for nomination from the floor for secretary/treasurer. Nominations were asked for three times. No nominations were received. Motioned by Stenson to close nominations. Seconded by Palmer – motion carried. Commissioners cast their ballots and Kathi Ellis was re-elected as Treasurer.
- d. ECRDC LIAISON'S TO PROGRAM COMMITTEES: Following are the appointments for the various ECRDC advisory committees. Anderson moved to appoint Kevin Stenson as the ECRDC liaison to the Transportation Advisory Committee. Seconded by Lawlor – motion carried. Davis moved to appoint Glen Williamson as the ECRDC liaison to the Revolving Loan Fund committee. Evans seconded – motion carried.
- e. COUNTY CAUCUS FOR PERSONNEL & BUDGET (P&B) COMMITTEE: A 5 minutes recess was taken to caucus and select members from each county for the P&B Committee. The following were selected to the Personnel and Budget Committee:
 - Chisago County – Tom Lawlor
 - Isanti County – Richard Hansen
 - Pine County Jeanette Kester
 - Kanabec County – Dave Patenaude
 - Mille Lacs County – Genny Reynolds

7. **TRANSPORTATION**: Simonsen brought forth three resolutions for approval.

- a. MN DEPT. OF PUBLIC SAFETY: Motioned by Evans to approve the MN Department of Public Safety resolution to authorize Executive Director to execute agreement and amendments as are necessary to implement the traffic safety project during the period October 1, 2018 through September 30, 2019. Seconded by Reynolds – motion carried.
- b. SAFE ROUTES TO SCHOOLS PLANNING FUNDING: Kester moved to authorize the Chairman and Executive Director to enter into agreement with the MN Department of Transportation to conduct Safe Routes to School planning for the Pine City School District beginning July 1, 2018. Williamson seconded – motion carried.
- c. REGIONAL TRANSIT COORDINATION PLAN: Motioned by Williamson to adopt the 2017 Regional Transit Coordination Plan for East Central MN. Seconded by Hansen – motion carried.

8. **ECONOMIC DEVELOPMENT**: Zeller reported there are two openings on the Revolving Loan Fund board. One for Mille Lacs County and for Pine County. Motioned by Williamson to appoint John Mikrot Jr. as the new Pine County RLF Board representative. Kester seconded – motion carried. Hoefert moved to appoint Bill Hill as the new Mille Lacs County RLF Board representative. Reynolds seconded – motion carried.

The RLF board seats are for two-years in length and renewable three times. There are several RLF Board members up for renewal. Motioned by Palmer to approve the following RLF Board members for renewal: Clyde Bloyer - Isanti County, Doyle Casavant - Kanabec County. Bradley Larson - Chisago County, Rachelle Nelson - Mille Lacs County, and Frank Westling - Kanabec County. Stenson seconded – motion carried

9. **ADJOURNMENT**: Chairman Montzka announced the next meeting will be on August 27, 2018 at the ECRDC offices. Evans moved to adjourn the annual meeting of the ECRDC. Davis seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman

