



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

April 27, 2020
Via Zoom®
100 Park Street South
Mora, MN 55051

Commission Members Present:

Bob Bollenbeck - Kanabec Co. Public Interest
Tish Carlson – Isanti Co. Municipalities
Loren Davis - Isanti Co. Public Interest
Dave Dillan – Mille Lacs Co. Municipalities
Kathi Ellis - Kanabec Co. Commissioner
Linda Evans - Mille Lacs Co. Public Interest
Gordon Gullixson-Kanabec Co. Municipalities
Richard Hansen - Isanti Co. Townships
Jeanette Kester - Pine Co. Public Interest
Tom Lawlor – Chisago Co. Public Interest
Carri Levitski – Southern School Boards
Scott Moe - Northern School Boards
Ben Montzka- Chisago Co. Commissioner
Genny Reynolds-Mille Lacs Co. Commissioner
Peter Spartz – Pine Co. Municipalities
Kevin Stenson-Chisago Co. Municipalities
Jim Swenson - City of North Branch
Terry Turnquist - Isanti Co. Commissioner
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Carla Dunkley- Tribal Representative
Robert Hoefert, Mille Lacs Co. Townships
Diane Larkin - Chisago Co. Townships
John Mikrot, Jr. - Pine Co. Commissioner
Dave Patenaude -Kanabec Co. Townships

Staff Present:

Bob Voss - Executive Director
Ashely Eckdahl – Community Development
Brenda Hughley, Finance Officer
Karen Onan-Wakefield, Community Development
Trish Rydlund - Office Manager
Penny Simonsen - Transportation
Jordan Zeller - Economic Development

1. **WELCOME:** Chairman Montzka called the meeting of the East Central Regional Development Commission to order at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Williamson moved to approve the agenda with the addition of item 10a – Princeton EDA letter of support. Hansen seconded - motion carried.
3. **MINUTES APPROVAL:** Evans moved to approve the minutes of the February 24, 2020 ECRDC meeting. Stenson seconded- motion carried.
4. **PERSONNEL & BUDGET COMMITTEE:** The P&B met prior to the Commission meeting.
 - a. **AUDIT FIRM RECOMMENDATION:** Request for Proposals (RFPs) for the Commission’s annual audit services were sent out to State Auditor approved CPA firms on March 6th. The RFP called for annual pricing over a three-year contract. Three responded with the following cost breakdown:

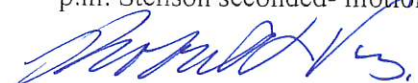
CPA Firm	2019-2020	2020-2021	2021-2022
Schlenner Wenner & Co.	\$10,300	\$10,750	\$11,250
CliftonLarsonAllen LLP	\$10,100	\$10,400	\$10,700
Brian D. Kohn, CPA	\$10,200	\$10,450	\$10,700

Swenson moved to recommend acceptance of the proposal from CliftonLarsonAllen LLP. Stenson seconded – motion carried.

5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. **CHISAGO COUNTY PUBLIC INTEREST REPRESENTATIVE:** This vacancy was advertised in the legal newspaper for Chisago County with a deadline of April 17, 2020. One application was received for the vacancy. Tom Lawlor re-applied to serve another 2-year term. Motioned by

Stenson for re-appoint Tom Lawlor for another 2-year term as Public Interest Representative for Chisago County. Seconded by Swenson – motion carried.

- b. PINE COUNTY PUBLIC INTEREST REPRESENTATIVE: This vacancy was advertised in the legal newspaper for Pine County with a deadline of March 16, 2020. Two application were received for the vacancy. Motioned by Williamson for re-appoint Jeannette Kester for another 2-year term as Public Interest Representative for Pine County. Seconded by Levitski – motion carried.
6. **TREASURERS REPORT**: The Board reviewed the February and March 2020 Treasurer's report. Davis moved to approve the Treasurer's Report to include the checks written #10564 through #10614 along with ACH payments from February 1 through March 31, 2020. Lawlor seconded- motion carried. General Journals were reviewed and approved for the period February 1 through March 31, 2020.
7. **TRANSPORTATION**: Penny Simonsen brought before the Commission the following items for approval:
 - a. LAKE MILLE LACS SCENIC BYWAY (LMLSB) CORRIDOR MANAGEMENT PLAN (CMP): The corridor management work began in August 2019 for the Lake Mille Lacs Scenic Byway. The plan has been concluded and will be submitted to MnDOT by May 1, 2020. Motioned by Moe to approve and submit the LMLSB CMP. Seconded by Evans – motion carried.
 - b. LMLSB APPLICATION FOR FEDERAL SCENIC BYWAY DESIGNATION: Motioned by Kester to write a letter to express our support for the LMLSB National Designation. Seconded by Hansen – motion carried.
 - c. HINCKLEY-FINLAYSON SCHOOL DISTRICT SAFE ROUTES TO SCHOOL: Motioned by Williamson to sign a resolution entering into agreement with MnDOT to conduct Safe Routes to School Planning for the Hinckley-Finlayson school district. Motioned by Williamson to sign the SRTS Planning Resolution. Seconded by Moe – motion carried. This project will begin July 1, 2020.
8. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC)**: Karen Onan reported the next ECRTCC grant deadline is May 15, 2020. The 2020/2021 grant is a continuation of the 2019/2020 implementation grant – as it has been determined that the scope of work is too very large for each RTCC in the state to successfully complete in one year. Motioned by Davis to sign a resolution authorizing submission of a grant application and work plan to MnDOT. Seconded by Kester – motion carried. This project will begin July 1, 2020 and continue through June 30, 2021.
9. **ECONOMIC DEVELOPMENT**: Jordan Zeller reported on economic development events.
 - a. PRINCETON INDUSTRIAL PARK: The City of Princeton is applying to the US Department of Commerce/ Economic Development Authority for assistance with expanding the industrial park in their community. This expansion will help retain existing businesses. Motioned by Gullixson to write and submit a letter of support to the City of Princeton supporting this project. Seconded by Evans – motion carried.
 - b. EDA PEER REVIEW: On March 6th the Federal EDA visited to undertake a “Peer Review”. Darrin Fleener, EDA’s representative for MN, Loren Davis – Chair of the ECRDC Personnel & Budget Committee, Carla Dunkley – Chair of the ECRDC CEDS Committee, Nancy Hoffman – Chair of the Revolving Loan Fund Committee and staff from Mid Minnesota Regional Development Commission all participated in the review. EDA reported that they were impressed with our economic development program and found no deficiencies.
 - c. PANDEMIC BUSINESS RESOURCE DIRECTORY: The ECRDC recently created a “Pandemic Business Resource Directory” of program from the SBA, State of MN and others. This has been emailed out, promoted on social media, and posted to our website.
10. **ADJOURNMENT**: Chairman Montzka announced the next meeting will be the Annual Meeting on June 22, 2020 at 5:30 p.m. at the ECRDC offices. Davis moved to adjourn the regular meeting of the ECRDC at 7:55 p.m. Stenson seconded- motion carried.



Robert L. Voss, Executive Director

Ben Montzka, Chairman