



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
ANNUAL MEETING
June 22, 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
Diane Larkin - Chisago Co. Townships
Tom Lawlor – Chisago Co. Public Interest
Carri Levitski – Southern School Boards
John Mikrot, Jr. - Pine Co. Commissioner
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
Glen Williamson-Pine Co. Townships

Commission Members Absent:

Carla Dunkley- Tribal Representative
Robert Hoefert, Mille Lacs Co. Townships
Jeanette Kester - Pine Co. Public Interest
Dave Patenaude -Kanabec Co. Townships
Terry Turnquist - Isanti Co. Commissioner

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 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:** Evans moved to approve the agenda as presented. Stenson seconded - motion carried.
3. **MINUTES APPROVAL:** Hansen moved to approve the minutes of the April 27, 2020 ECRDC meeting. Gullixson seconded- motion carried.
4. **TREASURERS REPORT:** The Board reviewed the April and May 2020 Treasurer's report. Bollenbeck moved to approve the Treasurer's Report to include the checks written #10615 through #10654 along with ACH payments from April 1 through May 30, 2020. Ellis seconded- motion carried. General Journals were reviewed and approved for the period April 1 through May 30, 2020.
5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided a written report and highlighted several items including:
 - a. CARES ACT COVID-19 EDA SUPPLEMENTAL PLANNING GRANT: The ECRDC was invited to apply for a non-competitive grant from EDA for up to \$400,000 to conduct planning and coordination activities to respond to economic injury as a result of the coronavirus pandemic. This grant is to be used during a 24-month period to begin July 1, 2020. This application was submitted June 3, 2020. Motioned by Davis to ratify approval of the COVID EDA grant application. Seconded by Moe – motion carried.
 - b. CARES ACT COVID-19 REVOLVING LOAN FUND GRANT: This grant is to capitalize a \$500,000 revolving loan fund to help businesses that have been affected by the pandemic. This grant is to schedule to begin July 1, 2020. Motioned by Stenson to ratify approval of the COVID RLF grant application. Seconded by Hansen – motion carried.

- c. COVID-19 REVOLVING LOAN FUND PLAN: Voss reported that EDA provided guidelines for the COVID-19 revolving loan fund and preparing the associated RLF Plan. The proposed plan would be overseen and administered by the ECRDC's current RLF Committee and is intentionally somewhat flexible to adapt to varying economic situations. The proposed COVID-19 RLF plan covers all 5 counties in Region 7E. Loans can range from \$10,000 to \$100,000 with interest rates as low as 0% where needed. Moratorium on payments can be allowed up to six months. The RLF Committee has reviewed the proposed plan and recommends approval. Motioned by Davis to approve the COVID-19 RLF Plan. Seconded by Hansen – motion carried.
6. **PERSONNEL & BUDGET COMMITTEE:** The Personnel & Budget Committee met in May to discuss the upcoming budget, work program, and indirect cost plan.
- a. PUBLIC HEARING FY2020-2021 BUDGET/WORK PROGRAM/INDIRECT COST PLAN: Motion by Davis to open the Public Hearing at 5:45 p.m. for comments on the FY2020-2021 Work Program, budget, and indirect cost plan. Evans seconded – motion carried. Voss provided highlights of the work program, budget and indirect cost plan and fielded questions. Motioned by Williamson to close the public hearing at 5:54 p.m. Davis seconded – motion carried. Lawlor moved to approve the FY2020-2021 Work Program, budget, and indirect cost plan. Moe seconded – motion carried.
 - b. DESIGNATE FINANCIAL DEPOSITORY: Bollenbeck moved to approve First Citizens Bank as the ECRDC's financial depository. Gullixson seconded – motion carried.
 - c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Stenson moved to approve the inventory deletions in the amount of \$12,026.61 and additions to the inventory totaling \$7,420.29. Carlson seconded – motion carried.
7. **ELECTION OF OFFICERS:**
- a. ELECTION OF CHAIRMAN, VICE-CHAIR, AND SECRETARY/TREASURER: Due to the COVID-19 and the inability to meet in person to conduct elections for Chairman, Vice-chair and Secretary/Treasurer, nominations were received by email and mail for these positions. There was one nomination made for each position: Ben Montzka for Chairman, Loren Davis for Vice-chair and Genny Reynolds for Secretary/Treasurer. Election ballots were mailed out for these positions with an opportunity for write-in candidates. Executive Director Voss announced that Ben Montzka was re-elected for Chairman, Loren Davis was re-elected as Vice-chairman, and Genny Reynolds was re-elected as Secretary/Treasurer.
 - b. ECRDC LIAISON'S TO PROGRAM COMMITTEES: Following are the appointments for the ECRDC advisory committees.
 - i. Transportation Advisory Committee (TAC) - Nominations were opened for the TAC. One nomination was received for Bob Bollenbeck. Stenson moved to appoint Bob Bollenbeck as the ECRDC liaison to the TAC. Evans seconded – motion carried.
 - ii. Revolving Loan Fund - Nominations were opened for the Revolving Loan Fund Committee. One nomination was received for Glen Williamson. Ellis moved to appoint Glen Williamson as the ECRDC liaison to the RLF committee. Hansen seconded – motion carried.
 - iii. Regional Transportation Coordinating Council (RTCC) – The following nominations were made for the ECRDC liaison to the RTCC: Hansen moved to appoint Kevin Stenson, Chisago County, Gullixson seconded – motion carried. Davis moved to appoint Carri Levitski/Terry Turnquist, Isanti County. Hansen seconded – motion carried. Gullixson moved to appoint Bob Bollenbeck, Kanabec County. Ellis seconded – motion carried. Evans moved to appoint Genny Reynolds, Mille Lacs County. Stenson seconded – motion carried. Hansen moved to appoint Jeannette Kester, Pine County. Lawlor seconded – motion carried.
 - c. PERSONNEL & BUDGET (P&B) COMMITTEE: ECRDC Board Members caucused with their respective counties prior to the meeting. Motioned by Stenson to appoint the following to Personnel & Budget Committee: Tom Lawlor – Chisago County, Richard Hansen – Isanti County, Dave Patenaude –

Kanabec County, Robert Hoefert – Mille Lacs County, and Glen Williamson – Pine County. Hansen seconded – motion carried.

8. **TRANSPORTATION:** Penny Simonsen reported MnDOT has sent out solicitation for the Transportation Economic Development Program (TED). TED provides competitive grants to construction projects on state highways that provide measurable economic benefits. MnDOT has adjusted the criteria because of COVID-19 so that the construction and spending that emphasizes short-term economic activity in that particular location in the region. There is \$1.85 million available. Letters of intent are due by August 7, 2020.

Simonsen reviewed the Transportation Planning Grant Workplan for the time period July 1, 2020 through June 30, 2021.

9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan and Ashley Eckdahl shared a PowerPoint presentation pertaining to the upcoming ECRTCC FY21 phase which is a continuation from last year. Aspects of this phase include:

- a. Transportation Management Coordination
- b. Volunteer Drive Program Coordinating & Training
- c. Policy Action (Regulation Oversight)
- d. Transportation Exploration

10. **ECONOMIC DEVELOPMENT:** Jordan Zeller reported on economic development events and brought forth the following recommendations.

- a. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE (CEDS) PINE COUNTY BUSINESS REPRESENTATIVE: The CEDS Committee has a vacancy for a private sector business owner or manages a business from Pine County. Moe moved to appoint Glen Williamson to the CEDS Committee to represent private industry for Pine County. Gullixson seconded – motion carried.
- b. REVOLVING LOAN FUND (RLF) BOARD REAPPOINTMENTS: Six current RLF Board members have two-year terms which expire this month. Swenson moved to reappoint the following to the RLF Board: Glen Williamson (At-large/ECRDC Liaison), Brad Larson – Chisago County, Clyde Bloyer – Isanti County, Doyle Casavant – Kanabec County, Frank Westling – Mille Lacs County, and Rachelle Nelson – Mille Lacs County. Levitski seconded – motion carried.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be August 24, 2020 at 7:00 p.m. 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