

**Region Five Development Commission
Commission Meeting Minutes**

September 25, 2008

7:00 p.m.

Members present: Robert Becker, William Kern, Lucy Nesheim, Tom Wenzel, Dave Schermerhorn, Paul Nieman, Jr., Gene Young, Mark Blessing, Bill Bliss, Rosemary Franzen, Brian Lehman, Mark Platta, Delina White, Joel Quance, Sharon Ballou, Jody Bjornson, Linda Lee Retka, and Erick Hedren

Members absent: Luke Mitchell, Robert Kangas, and Alan Perish

Staff present: Cheryal Lee Hills & Nicole Scheler

Call to Order: Chairperson Bill Kern called the meeting to order at 7:00 p.m. There were 18 members present and 3 members absent.

A motion was made by Mark Blessing, seconded by Joel Quance to approve the agenda with changes. Motion carried unanimously.

Consent Calendar:

There was a review of the August 28, 2008 Board of Directors meeting minutes.

A motion was made by Tom Wenzel, seconded by Mark Blessing to approve the August 28, 2008 Commission meeting minutes. Motion carried unanimously.

A motion was made by Brian Lehman, seconded by Paul Neiman, Jr. to approve; Review of Year to Date Budget Income Statement, Review of Balance Sheet, and Review of Accounts Payable Detail. Motion carried unanimously.

Finance Officer's Report

*Nicky Larson

Report given by Cheryal Lee Hills in Nicky's absence

A motion was made by Sharon Ballou, seconded by Joel Quance to approve the Finance Officer's report. Motion carried unanimously.

Chairperson's Report

*Bill Kern

No report given

Executive Director's Report

*Cheryal Lee Hills

- September 2008 Director's report

~Gave update on Micropolitan Planner position
~First Grant update
~Energy Study update-AURI-6Solutions
~ENSA focus group update
~Advocacy for USA solar certification process: RREAL
~Went over a series of handouts
~Went through the VISTA update

A motion was made by Mark Platta, seconded by Sharon Ballou to approve Resolution #08-12 to amended personnel policy and operations manual. Motion carried unanimously.

Programs & Committee Reports:

Economic Development-Committee Chair

Economic Development Report given by Lucy Nesheim

A motion was made by Lucy Nesheim, seconded by Brian Lehman to follow the recommendations of the loan board and deny 3 ISTS loan applications. Motion carried unanimously.

NCEDA Financials were reviewed

EDA Governing Body will convene at the October Commission meeting

Transportation Director's Report:

Transportation Director Report given by Committee Chair Mark Blessing

- The Brainerd Lakes, Wadena, and Staples Highway Projects Meeting took place on September 16, 2008 at Cragun's Resort.
- ATP Meeting scheduled for November 12, 2008
- TAC meeting: Transportation notice sent for October 8th workshop

Being as Committees did not meet this month; there will be no committee reports for the following:

Grant/Loan & Contract Administration-Alan Perish, Committee Chair

Marketing/Outreach-Committee Chair, Brian Lehman

Region Five Development Commission
403 Prairie Avenue North East
Staples, MN 56479

Finance/Budget/Personnel-Committee Chair, Bill Kern

Other Business:

- EDA Governing body will be attending the October 23, 2008 Committee meeting. There will be 9 extra people in attendance.

Adjourn:

The meeting was adjourned at 8:06 p.m.

Prepared by Nicole Scheler for:

Chairperson, Bill Kern

Secretary, Lucy Nesheim