

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Board of Directors

Thursday, May 16, 2019

Duluth, MN

Minutes

Members Present

Dick Brenner, Chair
Allen Rasmussen
Ginny Storlie
Don Niemi, V Chair
Mary Somnis
Wade Pavleck
Jeremy Hurd
Earl Elde
Anne Varda
JinYeene Neumann
Frank Jewell
Paul Nevanen

Representing

Carlton County
At Large, Treasurer
Cook County
Aitkin County
At Large
Koochiching County
Lake County
MIC Advisory Comm
AAAA Advisory Comm
NEMNATP Advisory Committee
St. Louis County
At Large

Others Present

Krista Mattila
Sr. Mary Matthew Morrisroe
Ron Chicka
Andy Hubley
Kristi Kane
Bob Palmquist

Representing

ARDC
ARDC
ARDC
ARDC
ARDC
Northspan

Members Absent

Jason Holliday, Sec. NATC
Terry Snyder Itasca County

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:00 a.m.

2. **CONSENT AGENDA for approval of the following:**

A. **Board Meeting Minutes, March 21, 2019**

Motion by Allen Rasmussen/Paul Nevanen to approve. Motion carried unanimously.

3. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Planning Funds. (A. Hubley).

Motion by Mary Somnis/Allen Rasmussen to approve. Motion carried unanimously.

4. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Develop the Northeast Koochiching County Transportation Plan. (A. Hubley).

Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously.

5. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Safe Routes to School Planning Assistance Funds. (A. Hubley)

Motion by Paul Nevanen/Earl Elde to approve. Motion carried unanimously.

6. **RESOLUTION:** Authorization to Accept Funds to Support Seasonal Medicare Part D Open Enrollment Staff in the Amount of \$27,210. (K. Kane)

Motion by Frank Jewell/Don Niemi to support. Motion carried unanimously.

7. RESOLUTION: Ratification of ACA Elected Members (*K. Kane*)

Motion by Earl Elde/Don Niemi to support. Motion carried unanimously.

8. RESOLUTION: Authorizing ARDC to Contract with the City of Hermantown to Implement GIS system & Provide Ongoing Technical Assistance 2019. (*A. Hubley*)

Motion by Earl Elde/Ginny Storlie to support. Motion carried unanimously.

9. RESOLUTION: Authorizing a \$75,000 Loan Request from ARDC's Revolving Loan Fund to V&K Enterprises dba Northernaire Houseboats. (*B. Palmquist*)

Motion by Paul Nevanen/Allen Rasmussen to approve. Motion carried unanimously.

10. DISCUSSION OF FINANCIAL APPROVALS (*A. Rasmussen, Treasurer*)

Procedural change to "acknowledge" internally generated financial statements presented at Board and Commission meetings. Financial and compliance reports issued by the auditors will be presented to the Commission to be "approved" by the October Commission meeting.

11. FINANCE REPORT – *Sr. Mary Matthew Morrisroe, Finance Director*

Finance Director reviewed the March 31, 2019 Balance Sheet. Finance Director provided description of MAGIC account. She stated it is a counties investment mutual fund; it is used for RLF funds, cash flow and ARDC's general fund. She stated the Tax Levy receivable is lower at March 31st, 2019, because one county paid its 2018 apportionment after the 2018 closing date, not typical. She noted there are changes occurring to the fixed assets due to ARDC building renovations.

Bob Palmquist from Northspan reviewed the RLF Activity Report for April 2019. He expects, by the end of the year, Northspan will end up at 44%, which is the contractual percentage allowed, in the ARDC/Northspan contract.

12. PRESENTATION: Juniper Overview: *Live Well. Get Fit. Prevent Falls.* Expanding chronic disease management and falls prevention workshops through the Statewide Juniper Network. *Georgia Lane, Program/Partnership Developer (Senior Planner).*

13. MANAGEMENT TEAM UPDATE

MIC Director reported the AMPO meeting in DC went well and there is consistency between the MPO's; Transportation seems to be at the forefront. The meeting with Congressman Stauber also went well. There was discussion around regional projects such as Soo Locks, the Twin Ports interchange, and Federal bill dollars are needed to support these projects. He also reported there is a public meeting to be held on May 22, 2019 at 5:30pm at the DECC to unveil both short- and long-term needs of Bayfront/DECC area multi-modal transportation approach.

Aging Director reported the Older American Act has been moved to the top for recommendation for an increase in funding. Because of a State-wide carryover abundance due to lower service caused by closures, along with, environmental factors such as flooding, there might be opportunity for additional grant funding for AAAs. A nutrition committee has been developed on the AAA Advisory Committee. There is exploration into Title C3 funding and utilization. Two Nutrition Interns have been hired.

Regional Director stated there are many new regional planning projects scheduled; scenic byway plans are being updated. Regional Director provided a building remodel update. Based on the initial projected cost of the project, the team has scaled back efforts but are still moving forward with some building renovations. It is planned for Regional staff to be moved upstairs the week of May 20th, and the Regional Director and Human Resources Manager to be moved up within the next month or so. Management is still waiting for cost estimates for other remodel efforts to accommodate all of the Aging staff to be on the first floor. We have received approval for the façade redesign; the design will accompany the new branding, which is planned to be revealed at ARDC's 50th anniversary celebration scheduled for October. Due to recent incidents occurring both in and outside of ARDC after hours, security cameras have been installed, research has been done to see when the doors are being locked/unlocked, and extra efforts were made to ensure the front door is completely secured. There have also been numerous conversations with the Fire Marshal, City of Duluth, and neighboring businesses to ensure there is not only added security, but that ARDC's elevator and fire alarm protocols are understood and accessible in case of emergencies. The AHA partnership plans are on hold as costs ended up being higher than originally anticipated.


14. UPCOMING MEETINGS

- **Board Meeting** – June 20, 2019, ARDC Conference Rooms
- **Commission Meeting** – July 18, 2019, Mountain Iron Community Center, 8586 Enterprise Drive South, Mountain Iron, MN
- **Board Meeting** – August 15, 2019, ARDC Conference Rooms

15. ADJOURN

Motion to adjourn by Allen Rasmussen/Mary Somnis. Meeting was adjourned at 11:41 a.m.

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator