

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Board of Directors

Thursday, February 20, 2020

Duluth, MN

Minutes

Members Present

Dick Brenner, Chair
Don Niemi, V Chair
Allen Rasmussen
Ginny Storlie
Frank Jewell
Mary Somnis
Wade Pavleck
Pam Franklin
Earl Elde
Paul Nevanen

Representing

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

Others Present

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

Representing

ARDC
ARDC
ARDC
ARDC
ARDC

Members Absent

Terry Snyder
Jeremy Hurd
Jason Holliday, Sec.

Itasca County
Lake County
NATC & NEMNATP Advisory Committee

- 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:**
Board Meeting Minutes, November 21, 2019
Motion by Allen Rasmussen/Earl Elde to approve. Motion carried unanimously.
- 3. FINANCE REPORT – Sr. Mary Matthew Morrisroe, Finance Director**
Finance Director requested the **RLF REVIEW** be moved on the agenda before the **Management Update**; approved by Chair. Finance Director noted the December 2019 Balance Sheet and Statement of Operations are preliminary until examined by auditors. Finance Director stated finance staff are ahead on closeouts for 2019. She noted grants and contract receivables are up due to AAAA finance timing, changes in personnel and learning curves. Building renovations balances have been capitalized and assigned fund balances used. Cash on hand is high at 2/20/2020 but is invested in the Magic Fund to maximize on interest. Discussions occurred. All levy funds from November 2019 were received.
- 4. RESOLUTION:** Authorization to Continue a Partnership with the Northland Foundation to work on the Integrated Rural Community Aging Program. (Kristi Kane)
Motion by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously.
- 5. RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Facilitation Services for the 2020 Cross Range Expressway Completion Coalition. (Andy Hubley)
Motion by Allen Rasmussen/Mary Somnis to support. Motion carried unanimously.
- 6. RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Facilitation Services for Phase II: Cohasset-Grand Rapids Highway

2 Corridor Management Project. (*Andy Hubley*). *Mr. Hubley also provided a presentation overview of the project details.*

Motion by Paul Nevanan/Allen Rasmussen to support. Motion carried unanimously.

7. **RESOLUTION:** Authorizing an Amendment to Master T Contract (No. 1032008) with the Minnesota Department of Transportation to Provide Planning and Technical Assistance Services for Transportation Plans and Studies in MnDOT District 1. (*Andy Hubley*)

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

8. **Revolving Loan Fund (RLF) Collectability discussion.**

Finance Director reviewed the RLF January 2020 loans receivable listing and Activity Report handout. Discussion occurred. The Board requested more frequent updates regarding collectability and a standardized strategy for non-payers and non-compliant actions. A request was made not to use homes as collateral. Mr. Hubley and Finance Director reiterated January's Commission meeting announcement regarding vacancies to be filled on ARDC's RLF Technical Advisory Board. The Board supported and agreed to assist with appointing new members from throughout ARDC regions. Interested ARDC Commissioners should reach out to Andy Hubley or Sister Mary Matthew.

9. **MANAGEMENT UPDATE**

The management team continues to meet bi-weekly. They will be meeting next week to review the Strategic Action Plan.

To increase security, new key card pads will be installed to replace current backdoor keylocks. A passerby fell going up the stairwell. No negligence was found for ARDC.

Another reminder to visitors of the Arrowhead conference room (first floor at ARDC) - the back door of the room is to be used as an "Emergency Exit only" due to HIPAA security rules.

A new quarterly newsletter will go out to the Commission to provide a report on Division and Management updates.

Staff participated in a holiday charitable event by donating non-perishable food items for a local organization; it was a great success with over 270 donated items!

Televisions were installed in the Arrowhead room; a few minor cosmetic improvements are still planned.

ARDC Bylaw Committee meetings are being set up to review potential and necessary changes.

Human Resources Manager reported she is having meetings with each Division Director to discuss job descriptions, salaries and classifications. Recommendations for an updated Compensation Plan and new Classifications will hopefully be ready to be presented at the July Commission meeting.

Regional Director reported there might be potential for a shared communications position with the Aging Division. Other updates: the NE MN project for a National Trail crossing is in its first phase; funds have been rewarded for the Lake Superior coastal zone data bike initiative; the MN Department of Transportation work for the Regional Transportation Coordinating Council project is going slow but well; the North Shore Erosion project is going well; and the regional planning staff have been attending quite a bit of trainings.

Aging Director reported they are currently in the interviewing phase to fill an Administrative Assistant vacancy; recruitment efforts resulted in an abundance of candidates. She also reported a bill has been introduced for the Department of Health and Human Services. It is unknown at this time how it will affect the Aging Division, but they are monitoring it closely.

DSMIC Director provided feedback on how much the census results affects their funding. Spreading the word and having enough staff to obtain population information will be key.

10. UPCOMING MEETINGS

- **Board Meeting** – March 19, 2020, ARDC Conference Room
- **Commission Meeting** – April 16, 2020, St. Louis Co. Public Safety Bldg,
2030 North Arlington Avenue, Duluth, MN 55811
- **Board Meeting** – May 21, 2020, ARDC Conference Room

11. ADJOURN

Meeting was adjourned at 11:55 a.m.

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator