



ARROWHEAD REGIONAL DEVELOPMENT COMMISSION & BOARD OF DIRECTORS

Thursday, April 18, 2019
City of Hermantown Training Room – Hermantown, MN

Minutes

Members Present	Representing	Others Present	Representing
Kevin Adee	Township Official – Koochiching County	Krista Mattila	ARDC
Gary Anderson	Communities Over 10,000 - Duluth	Andy Hubley	ARDC
Charles Baribeau	Communities under 10,000 - St. Louis County	Ron Chicka	ARDC
Jim Berg	Township Official – Workman Township	Sr. Mary Matthew Morrisroe	ARDC - Conference Phone
Dick Brenner	Commissioner - Carlton County (Chair)	Kristi Kane	ARDC
Dirk Davis	Township Official – Morcom Township	Bob Palmquist	Northspan
Tim Harkonen	Communities Over 10,000 - Hibbing	Marjori Bottila	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Tony Sertich	Northland Foundation
Michael Hoops	At Large	Warren Tinker	Townships – St. Louis Co.
Joel Hoppe	At Large		
Frank Jewell	Commissioner - St. Louis County		
David Lucas	Communities Under 10,000 – Carlton County		
Roger Maki	Communities Over 10,000 - Cloquet		
Paul Nevanen	At Large		
Don Niemi	Commissioner - Aitkin County (V. Chair)		
Beth Olson	Commissioner - St. Louis County		
Wade Pavleck	Commissioner - Koochiching County		
Allen Rasmussen	Koochiching County – At Large (Treasurer)		
Calvin Saari	Communities Under 10,000 - Itasca County		
Gordon Salisbury	At Large		
Mary Somnis	At Large		
Anne Varda	Advisory Committee - AAAA		
Members Absent	Representing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Brian Briggs	Communities under 10,000 - Koochiching County		
Earl Elde	Advisory Committee - MIC		
Walter Hautala	School Boards		
Jeremy Hurd	Commissioner - Lake County		
Eric Johnson	At Large		
Pat Medure	School Boards		
Anton Moody	Communities Under 10,000 – Cook County		
JinYeene Neumann	Advisory Committee - NEMNATP		
Jason Paulson	Township Official – Carlton County		
Carlene Perfetto	Communities Under 10,000 – Lake County		
Larry Salmela	Township Official - Itasca County		
Terry Snyder	Commissioner - Itasca County		
Ginny Storlie	Commissioner - Cook County		

1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW - Dick Brenner, Chair
The meeting was called to order by Chair, Dick Brenner, at 10:00 a.m.

2. CONSENT AGENDA for approval of the following
A. Commission Meeting Minutes, January 17, 2019.

B. Resolution: Authorizing a Work Agreement with the Minnesota Department of Transportation to Develop a Corridor Management Plan for Mille Lacs Lake Scenic Byway. (A. Hubley)

Motion by Allen Rasmussen/Joel Hoppe to approve the Consent Agenda. Motion carried unanimously.

3. **RESOLUTION:** Authorizing a Two Hundred Thousand Dollars (\$200,000) Loan Request from ARDC's Regional Revolving Loan Fund to Paladin Properties, LLC DBA West Theater (Duluth, MN). (B. Palmquist)

Motion by Allen Rasmussen/Beth Olson to approve the Resolution. Motion carried unanimously.

4. **RESOLUTION:** Authorizing an Eighty Thousand Dollars (\$80,000) Loan Request from ARDC's Regional Revolving Loan Fund to Northern Environmental Services, Inc. (Hibbing, MN). (B. Palmquist)

Motion by Joel Hoppe/Tim Harkonen to approve the Resolution. Motion carried unanimously.

5. **FINANCIAL REPORT** – *Sr. Mary Matthew Morrisroe, Finance Director*

- Revolving Loan Fund (RLF) Activity Report

Finance Director noted the most important highlight on the report are the administrative fees for 2019; Northspan's contract is for 44% maximum for the year. She also stated because of the upcoming audit, there has been more work performed by Northspan and ARDC. ARDC's audit is scheduled to begin May 5 and end May 17, 2019.

- February 2019 Financial Summary

Finance Director stated on the Balance Sheet, the prepaid expenses, \$27,395, includes all of ARDC's insurance plans and will be expensed over the next 10 months. On the Operating Statement, ARDC is gaining more interest than expected. ARDC's Cost Allocation Plan was completed on March 29, 2019. It was submitted to both the Economic Development Administration (EDA) and the State Board on Aging. The Department of Human Services has accepted it, but we have yet to hear back from the EDA. Finance Director reported ARDC's actual fringe benefits amounts cannot exceed what is in the Cost Allocation Plan; ARDC's direct fringe benefits is 34.3%; indirect fringe benefits is 9.3%. A significant highlight for ARDC's cash receipts for February were payments for Regional Planning from City contracts, the State of MN and USDA Forest Service for GIS services.

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

6. **PRESENTATION:** Tony Sertich, President, Northland Foundation, provided an overview of the Northland Foundation. Areas they focus on include children, youth, families, aging services, communities, well-being, grants, business loans and programming. One of the most current issues they are working on is lack of child care resulting in less opportunity for individuals to be employed. Mr. Sertich welcomed commission members to contact him for more information on how Northland Foundation can partner together as networks to bridge gaps throughout our regions. *For more information, Contact Tony Sertich at (218) 723-4040, (800) 433-4045, tony@northlandfdn.org or visit www.northlandfdn.org.*

7. **PRESENTATION:** Marjori Bottila, ARDC's Senior LinkAge Line (SLL) Call Center Supervisor, gave an overview of Senior LinkAge Line (SLL) and Cost Plan Updates. She reported there was a 65% increase in open enrollment calls this year and MN has the most Cost Plan participants. Key initiatives for SLL this year include providing education on

security risks and protection, focusing on senior homelessness, and enhancing technology including more efficient client tracking tools, ease of use and protection of information. Senior LinkAge Line is a State-wide resource for flooding service connections. She also mentioned SLL is fully-staffed. For more information, contact Marjori Bottila at (218) 529-7538 or mbottila@ardc.org.

8. MANAGEMENT TEAM UPDATE

The Regional Director stated there was an incident this week involving a fire alarm, requiring the Fire Department to be dispatched to the ARDC main building. The Human Resources Manager came onsite to assist. This event revealed necessary updates in ARDC's emergency procedures, along with the Fire Department, and also revealed the skywalk and elevator are not secured after hours, increasing ARDC's security risk. The management team is urgently and diligently working on identifying gaps and discussing options with the Oneida Cleaning company, Fire Department, police, Greater Downtown Council, and neighboring businesses.

The Regional Director also provided a building renovation update that we are still waiting for cost estimates from DSGW.

Branding efforts are continuing. It is the hope for the new branding information to be revealed at ARDC's 50th Anniversary celebration to be held at Greysolon Plaza in October. The Human Resources Manager stated more information will be sent out soon regarding the anniversary celebration. She also requested members respond to RSVPs and meal option requests as soon as possible to ensure we can properly plan for the event. She also stated the Management Team is working on updating a few employment policies based on current trends and compliance. Drafts of the revised Employee Handbook will be presented at a near-future Board and/or Commission meeting for review and approval.

The MIC Director stated they will be meeting with the WI Secretary of Transportation next week for advocacy for discussion around modes of transportation, especially freight. The National Board of MPO's have a unique chance to meet with House and Senate staff regarding the next Transportation Bill. There will be a meeting with the Congressman on transportation issues affecting the Duluth area, along with, provide education on MPO's and what they do. Three large current projects for the MIC department include the Northern Lights Express, the Twin Ports Interchange and the Maritime Soo Locks.

The Director of Aging provided more Senior LinkAge Line definition. Other current initiatives include the Rural Aging initiative, senior homelessness, technology updates, transportation services and shortages of volunteers (costly insurance is a large concern), Assisted Living licensure and elder abuse.

An RTCC grant has been applied for, up to \$200,000, for research on assisting individuals with better transportation options for employment and medical appointments.

9. UPCOMING MEETINGS

- **Board Meeting** – May 16, 2019, ARDC Conference Rooms
- **Board Meeting** – June 20, 2019, ARDC Conference Rooms
- **Commission Meeting** – July 18, 2019, Mountain Iron Community Center, 8586 Enterprise Drive, South, Mountain Iron, MN 55768

10. ADJOURN – Motion by Dick Brenner / Allen Rasmussen to adjourn. Motion carried unanimously. Meeting was adjourned at 11:44 a.m.

Attest:



Dick Brenner, Chair



Krista Mattila, HR Manager