

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Board of Directors

Thursday, November 21, 2019

Duluth, MN

Minutes

Members Present

Don Niemi, V Chair
Allen Rasmussen
Ginny Storlie
Jason Hollinday, Sec.
Mary Somnis
Wade Pavleck
Earl Elde
Paul Nevanen

Representing

Aitkin County
At Large, Treasurer
Cook County
NATC
At Large
Koochiching County
MIC Advisory Comm
At Large (Phone)

Others Present

Krista Mattila
Sr. Mary Matthew Morrisroe (Phone)
Andy Hubley
Kristi Kane
Dee Binstock

Representing

ARDC
ARDC
ARDC
ARDC
ARDC

Members Absent

Terry Snyder
Jeremy Hurd
JinYeene Neumann
Anne Varda
Frank Jewell

Itasca County
Lake County
NEMNATP Advisory Committee
AAAA Advisory Comm
St. Louis County

1. **CALL TO ORDER** The meeting was called to order by Vice Chair, Don Niemi at 10:01 a.m.
2. **CONSENT AGENDA for approval of the following:**
 - A. **Board Meeting Minutes, September 19, 2019**

Discussion occurred. Correction needs to be made under Finance Report to reflect the motion approved was directly for "No funds will be provided through the RLF to any organization without the collection of origination fees."

Motion by Allen Rasmussen/Mary Somnis to approve with correction. Motion carried unanimously. Nevanan AYE.
3. **New ARDC staff introduced:** Dee Binstock, Finance Assistant and Beverly Sidlo-Tolliver, Transportation Coordinator, ARDC Planning.
4. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership in 2020. (*Andy Hubley*)

Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously. Nevanan AYE.
5. **RESOLUTION:** Authorizing ARDC to Contract with the City of Hermantown to Provide Planning and Technical Assistance in 2020. (*Andy Hubley*)

Motion by Earl Elde/Wade Pavleck to support. Motion carried unanimously. Nevanan AYE.
6. **RESOLUTION:** Authorizing ARDC to Apply for a US EPA Brownfield Coalition Assessment Grant. (*Andy Hubley*)

**Motion by Allen Rasmussen/Earl Elde to support. Motion carried unanimously.
Nevanan AYE.**

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. **RESOLUTION:** Ratification of Elected Members of the Advisory Committee on Aging. (*K. Kane*)

**Motion by Allen Rasmussen/Wade Pavleck to support. Motion carried unanimously.
Nevanan AYE.**

9. **RESOLUTION:** Authorizing the Awarding of 2020 Older Americans Act Title III-B Supportive Service Funds (*K. Kane*)

**Motion by Wade Pavleck/Allen Rasmussen to support. Motion carried unanimously.
Nevanan AYE.**

10. **RESOLUTION:** Authorization to Contract with Arrowhead Economic Opportunity Agency For 2020 Senior Nutrition Services. (*K. Kane*)

**Motion by Allen Rasmussen/Earl Elde to support. Motion carried unanimously.
Nevanan AYE.**

11. **RESOLUTION:** Authorizing the Awarding of 2020 Older Americans Act Title III-D Disease Prevention and Health Promotion Funds. (*K. Kane*)

**Motion by Allen Rasmussen/Earl Elde to support. Motion carried unanimously.
Nevanan AYE.**

12. **RESOLUTION:** Authorizing the Awarding of 2020 Older Americans Act Title III-E Caregiver Support Funds. (*K. Kane*)

Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously.

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

Finance Director reviewed the Revolving Loan Fund (RLF) loans receivable listing. She stated discussion has taken place with the auditors to request December 31, 2019 balances be confirmed during February 2020. The audit begins in April 2020. Finance Director also reviewed the RLF Activity Report. She noted Northspan's administrative fees were at 36 percent. On the Balance Sheet, the Magic Fund has decreased due to construction costs of ARDC's building remodel; the general funds are assigned for part of these costs. She also noted the RLF is down due to loan disbursements.

14. The management team provided an update on ARDC's building remodel project. A few updates are still needed for the final completion such as outdoor signage due to permitting delays, security and accessibility doors access wrap-up and some wiring. The Arrowhead Area Agency on Aging (AAAA) call center staff will be moving over to the building in December. The new secured area was discussed and reviewed. Board members were invited

to participate in a ribbon cutting celebration and a tour of the new office spaces after the meeting. Mr. Hubley stated the new ARDC branding rollout has begun. There have been some updates already made to the website and in-house materials, but marketing materials are still in process. Mr. Hubley announced the "Regional Planning" division has officially changed its name to "ARDC Planning, a division of ARDC". Human Resource Manager reported the open enrollment period for 2020 employee benefits was successful.

15. Mr. Rasmussen, Treasurer, announced he was selected by the Chair to be the 2020 Board and Commission elections' Nominating Committee lead. He announced the committee members, reviewed next steps, and reminded members to fill out nomination forms if interested. Any questions can be directed to him or the Board Coordinator.

16. UPCOMING MEETINGS AND

- **Board Meeting** – December 19, 2019, ARDC Conference Room
- **Commission Meeting** – January 16, 2020 (*Annual Meeting*), Holiday Inn, Duluth
 - 200 West First Street, Duluth, MN, Lake Huron Room (*Ballroom level*).
- **Board Meeting** – February 20, 2020, ARDC Conference Room

17. ADJOURN

Motion to adjourn by Allen Rasmussen/Earl Elde. Meeting was adjourned at 10:53 a.m.

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator