



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION  
& BOARD OF DIRECTORS  
ANNUAL MEETING**

Thursday, January 16, 2020  
Holiday Inn & Suites – Duluth, MN

**Minutes**

<b>Members Present</b>	<b>Representing</b>	<b>Others Present</b>	<b>Representing</b>
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Ron Chicka	ARDC
Don Niemi	Commissioner - Aitkin County (V. Chair)	Sr. Mary Matthew Morrisroe	ARDC
Wade Pavleck	Commissioner - Koochiching County	Kristi Kane	ARDC
Ginny Storlie	Commissioner - Cook County	Rebecca Sash	ARDC
David Lucas	Communities Under 10,000		
Calvin Saari	Communities Under 10,000 - Itasca County		
Gary Anderson	Communities Over 10,000 - Duluth		
Dirk Davis	At Large		
Bobby Deschampe	NATC		
Kevin Adee	Township Official – Koochiching County		
Frank Jewell	Commissioner - St. Louis County		
Gordon Salisbury	At Large		
Joel Hoppe	At Large		
Paul Nevanen	At Large		
Anne Varda	Advisory Committee – AAAA (OUTGOING)		
Earl Elde	Advisory Committee - MIC		
Warren Tinker	Townships		
Jim Berg	At Large		
Steve Johnson	Communities Under 10,000		
Pamela Franklin	Advisory Committee - AAAA		
<b>Members Absent</b>	<b>Representing</b>		
Jeremy Hurd	Commissioner - Lake County		
Beth Olson	Commissioner - St. Louis County		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Anton Moody	Communities Under 10,000 – Cook County		
Mary Somnis	At Large		
Sidra Starkovich	NATC		
Carlene Perfetto	Communities Under 10,000 – Lake County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Terry Snyder	Commissioner - Itasca County		
Jason Paulson	Township Official – Carlton County		
Michael Hoops	Township Official - Lake County		
Larry Salmela	Township Official - Itasca County		
Roger Maki	Communities Over 10,000 - Cloquet		
Walter Hautala	School Boards		
Brian Briggs	Communities Under 10,000		
Pat Medure	School Boards		
Terry Snyder	Commissioner - Itasca 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. ANNUAL ELECTIONS - Allen Rasmussen** (\*Revised Nominating Committee Report Attached.)

**A. Commission – To be ratified**

County Commissioners

- Aitkin County Don Niemi
- Carlton County Dick Brenner
- Koochiching County Wade Pavleck
- Lake County Jeremy Hurd
- St. Louis County Frank Jewell
- St. Louis County Beth Olson

**The above nominations were elected by unanimous voice vote.**

Township Officials

- Cook County No nomination received
- Itasca County Larry Salmela

**The above nomination was elected by unanimous voice vote.**

Communities Under 10,000

- St. Louis County (City of Virginia) Steven Johnson

**The above nomination was elected by unanimous voice vote.**

Communities Over 10,000

- Carlton County Roger Maki

**The above nomination was elected by unanimous voice vote.**

Native American Tribal Council

- Grand Portage Bobby Deschampe

**The above nomination was elected by unanimous voice vote.**

**B. Commission - To be voted**

At Large Members

- **\*Allen Rasmussen (\*At the meeting, Allen Rasmussen was approved by two-thirds majority to run for an At Large position.)**
- Mary Somnis
- Dirk Davis
- Joel Hoppe
- Write in: Anne Varda (Floor nomination)

**Ballot voting resulted in:**

Allen Rasmussen (18 votes)

Mary Somnis (19 votes)

Dirk Davis (18 votes)

Joel Hoppe (14 votes)

Anne Varda (7 votes)

**C. Board of Directors/Commission Officers – To be voted**

- Chair Dick Brenner
- Vice Chair Don Niemi

- Treasurer
- Secretary

Allen Rasmussen  
Jason Hollinday

The above nominations were elected by unanimous voice vote.

#### D. Advisory Committee - To be voted

Advisory Committee

- MIC
- Area Agency on Aging
- NEMNATP

Earl Elde  
Pamela Franklin  
Jason Hollinday

The above nominations were elected by unanimous voice vote.

#### E. Recognition of Outgoing Members

The following members were recognized and thanked for their service to the Arrowhead Regional Development Commission:

Charles Baribeau  
Anne Varda  
JinYeene Neumann

Communities Under 10,000  
AAAA Advisory Committee  
NEMNATP

### 3. CONSENT AGENDA for approval of the following

A. Commission Meeting Minutes, October 24, 2019

Pages 14-16

**Motion by Earl Elde/Bobby Deschampe to approve the Consent Agenda. Motion carried unanimously.**

### 4. RESOLUTION: Ratification of Appointment of Commission Liaison of the Advisory Committee on Aging. (*K. Kane*)

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**Motion by Wade Pavleck/Don Niemi to support the Resolution. Motion carried unanimously.**

### 5. RESOLUTION: Authorization to Accept Funds from Medicare Improvements for Patients and Providers Act (MIPPA) in the Amount of \$42,207. (*K. Kane*)

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**Motion by Allen Rasmussen/Calvin Saari to approve the Resolution. Motion carried unanimously.**

### 6. RESOLUTION: Authorization to Enter into an Agreement with a Qualified Consultant to Produce a Proctor Transportation Plan as part of the Metropolitan Interstate Council's Work Program Activities for Calendar Year 2020. (*R. Chicka*)

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**Motion by Allen Rasmussen/Earl Elde to approve the Resolution. Motion carried unanimously.**

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

- Revolving Loan Fund (RLF) Activity Report Handout
- Loans receivable listing for December 2019 Page 20
- November 2019 Board Statements and Cash Receipts and Disbursements Pages 21-25

Finance Director stated the RLF service on loans came under the 43% as contracted. A careful review is currently in process for the collectability of certain delinquent loans. A recommendation of potential loan balance write off's will be provided at future Board meetings. Discussion occurred. A letter was sent to Northspan stating a representative must be present at closings to collect origination fees prior to loan disbursement.

Finance Director reviewed Financial Report. It was noted the fringe benefits have been lower than budgeted due to participation rates based on workforce transitions. Cash on the Balance sheet is less than in prior months due to payment for building renovations and new equipment.

8. **EXECUTIVE COMMITTEE REPORT – Dick Brenner** Pages 26-31  
Finance Director reviewed the 2020 Final Agency Wide Budget with Supplementary Schedules. She noted there were no changes from the Proposed Budget approved by the Commission in October 2019. ARDC's 2020 divisional work plans and budgets were presented by division directors.

**RESOLUTION:** Adoption of the 2020 Final Agency Wide 2020 Budget and Final 2020 Tax Levy. (*Sister Mary*) Page 32  
**Motion by Allen Rasmussen/Kevin Adee to approve the 2020 Final Budget. Motion carried unanimously.**

9. **RESOLUTION:** Adoption of the Area Agency on Aging 2020 Plan for the Arrowhead Region. (*K. Kane*) Page 33  
**Motion by Frank Jewell/Don Niemi to support the Resolution. Motion carried unanimously.**

10. Human Resource Manager reviewed ARDC's Affirmative Action Plan highlights for reporting period 11/1/18-10/30/19. Support commitments for next reporting period were also reviewed. Pages 34-35

#### 11. MANAGEMENT REPORT/REQUESTS

ARDCs management team announced there are vacancies on ARDC's RLF Technical Advisory Board. They are looking for new members. Interested ARDC Commissioners should reach out to Andy Hubley or Sister Mary Matthew.


ARDC management team is seeking ideas from Commission members on meeting content, including presentations, for Commission meetings. Members are encouraged to provide feedback to the Board Officers and the management team.

#### 12. UPCOMING MEETINGS

- **Board Meeting** – February 20, 2020, ARDC Conference Rooms
- **Board Meeting** – March 19, 2020, ARDC Conference Rooms
- **Commission Meeting** – April 16, 2020, St. Louis Co. Public Safety Bldg, 2030 North Arlington Avenue, Duluth, MN 55811

13. **ADJOURN – Motion by Dick Brenner to adjourn.** Meeting was adjourned at 11:43 a.m.

Attest:

  
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Dick Brenner, Chair

  
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Krista Mattila, HR Manager