



ARROWHEAD REGIONAL DEVELOPMENT COMMISSION & BOARD OF DIRECTORS

Thursday, July 20, 2023
Hermantown City Hall (Training Center), Hermantown, MN

Minutes

Present = X	Member's Name	Representing
	Adams, Dale	Communities Over 10,000
	Adee, Kevin	Townships
X	Baltus, Mike	Townships
	Berg, Jim	Townships
X	Brenner, Dick	County Commissioners
X	Briggs, Brian	Communities Under 10,000
	Cuffee, Jr., Laurence	Communities Under 10,000
X	Davis, Dirk	At Large
	Deschampe, Bobby	NATC
	DeWitt, Sharon	Communities Under 10,000
X	Franklin, Pam	Advisory Committee - AAAA
	Garry, Michael "Mike"	Communities Under 10,000
	Grimm, Ashley	County Commissioners
	Harala, Annie	County Commissioner (St. Louis)
	Harkonen, Tim	Communities Over 10,000
	Hautala, Walter	School Boards
X	Hell, Destry	County Commissioner (Koochiching)
	Hollinday, Jason	NATC
	Hoops, Mike	At Large
	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioners
X	Johnson, John	County Commissioner (Itasca)
	Kauppila, Clayton	Townships
	Leiviska, Travis	County Commissioner (Aitkin)
X	Lucas, David	Communities Under 10,000
X	Maki, Roger	Communities Over 10,000
	Medure, Pat	School Boards
	Nevanen, Paul	At Large
X	Niemi, Don	At Large
X	Rasmussen, Allen	At Large
	Saari, Calvin	Communities Under 10,000
X	Storlie, Ginny	County Commissioners
	Tomanek, Terese	Communities Over 10,000
	Warwas, Cal	Townships
Present = X	Member's Name	Representing
X	Chicka, Ron	ARDC
X	Hubley, Andy	ARDC
	Kane, Kristi	ARDC

X	Mattila, Krista	ARDC
	Morrisroe, Sister Mary	ARDC

1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW – Ginny Storlie, Chair

The meeting was called to order by Chair Storlie at 10:00 a.m.

2. CONSENT AGENDA for approval of the following

Commission Meeting Minutes, April 20, 2023.

Motion by Niemi/Briggs to support. Motion carried unanimously as no members opposed or recused upon request.

3. RESOLUTION: Amended Application for the Area Agency on Aging 2023 Plan for the Arrowhead Region. (*K. Kane*)

Motion by Briggs/Hell to support. Motion carried unanimously.

4. RESOLUTION: Authorization to Accept Funds for Senior Medicare Patrol (SMP) Volunteer Recruitment and Retention in the Amount up to \$26,300. (*K. Kane*)

Motion by Rasmussen/Johnson to support. Motion carried unanimously.

5. RESOLUTION: Authorization to Accept Funds for Pre-Admission Screening in the amount of \$262,500. (*K. Kane*)

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

6. RESOLUTION: Authorizing ARDC to Accept Funding from the Minnesota Department of Human Services for the Arrowhead ElderCare Development Partnership (EDP) Project. (*K. Kane*)

Motion by Brenner/Johnson to support. Motion carried unanimously.

7. PRESENTATION: ARDC Planning Division Reorganization. *Andy Hubley, ARDC Executive Director.*

8. RESOLUTION: Authorizing an Agreement between the Arrowhead Regional Development Commission and the Region Five Development Commission in Support of the USDA Regional Food Business Centers Program. (*A. Hubley*)

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

9. RESOLUTION: Authorizing Functional Classification Changes for St. Louis County CSAH 25 Bridge over McNiven Creek. (*A. Hubley*)

Motion by Davis/Brenner to support. Motion carried unanimously.

10. REVOLVING LOAN FUND (RLF) REPORT - Andy Hubley

The Revolving Loan Fund report was reviewed by Executive Director Hubley. He stated they will be working on necessary updates to the Plan.

Discussion occurred regarding future RLF requests based on new laws.

11. Preliminary Agency-Wide 2024 Budget and Tax Levy Apportionment was presented by Andy Hubley.

RESOLUTION: Adoption of Preliminary Agency Wide 2024 Budget and 2024 Tax Levy Apportionment.

Motion by Johnson/Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.

12. FINANCIAL REPORT

June 2023 financial statements were presented.

13. Annual Conflict of Interest Forms were handed out; signatures obtained.

14. MANAGEMENT UPDATE

Planning/Executive Director Report:

New ARDC Planning leadership changes (presented at the meeting).

Proposals are being requested for ARDC website changes.

A job offer has been presented to an internal GIS Specialist candidate.

Planning outreach meetings to resume once new staff and leadership are comfortable in their new roles.

Executive Director recently toured the Dem-Con Waste & Recycling Management facility in Shakopee with Itasca County Commissioner, John Johnson.

Human Resources/Board & Commission Coordinator:

Public Meeting to be held in August for the proposed Tax Levy Apportionment.

An offer was presented and accepted by a new Development Specialist for Aging.

Recruitment continues to be a challenge for Fall/Spring Planning internship opportunities.

HR Manager has been working with Aging on revising current job descriptions and analyzing Classifications to reflect newly written State job descriptions.

MIC: Director Chicka announced a new MIC Administrative Assistant was hired, Tari Aanonsen. Tari will also be assisting the Finance team.

Director Chicka gave a few highlights on projects they are involved with including Interstate I-35, "Safe Streets for All", Tower Avenue, the Blatnik Bridge, the Duluth/Twin Cities Train and MIC's Long-Range Plan.

Aging: Director Kane was not present but Executive Director reported Aging has proposed a new service area Plan for review to the State and provided details about the new Plan. Determinations are expected by the end of this week.

15. APPRISE FROM BOARD/COMMISSION MEMBERS &/OR GUESTS. Some discussion occurred.

16. UPCOMING MEETINGS

- **Board Meeting** – August 17, 2023 – ARDC
- **Board Meeting** – September 21, 2023 – ARDC
- **Commission Meeting** – October 19, 2023 – Hermantown City Hall

17. ADJOURN – Meeting was adjourned by Chair Storlie at 11:44 p.m.

Attest:


Virginia Storlie, Chair


Minutes taken and respectfully
submitted by Krista Mattila