



Arrowhead Regional  
Development Commission

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION**

COMMISSION MEETING - Thursday, January 18, 2024

Hermantown Public Safety Building (Training Center), Hermantown, MN

Minutes

<b>Present = X</b>	<b>Member's Name</b>	<b>Representing</b>
	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
X	Garry, Michael "Mike"	Communities Under 10,000
X	Grimm, Ashley	County Commissioners
	Harala, Annie	County Commissioner (St. Louis)
X	Hautala, Walter	School Boards
X	Hell, Destry	County Commissioner (Koochiching)
X	Holliday, Jason	NATC
X	Hoops, Mike	At Large
X	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioners
X	Johnson, John	County Commissioner (Itasca)
X	Kaupila, Clayton	Townships
X	Leiviska, Travis	County Commissioner (Aitkin)
X	Lucas, David	Communities Under 10,000
X	Maki, Roger	Communities Over 10,000
X	Medure, Pat	School Boards
X	Nevanen, Paul	At Large
	Niemi, Don	At Large
X	Rasmussen, Allen	At Large
X	Saari, Calvin	Communities Under 10,000
	Storlie, Ginny	County Commissioners
	Tomanek, Terese	Communities Over 10,000
X	Warwas, Cal	Townships
<b>Present = X</b>	<b>Member's Name</b>	<b>Representing</b>
X	Chicka, Ron	ARDC
X	Hubley, Andy	ARDC
X	Kane, Kristi	ARDC
X	Mattila, Krista	ARDC
X	Morrisroe, Sister Mary (VIRTUAL)	ARDC
X	Lane, Georgia	ARDC

X	Polomis, Carson	ARDC
X	Kearney, Michael	Aitkin County Commissioner (Ratified at meeting)

**1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW** – *John Johnson, Vice Chair*  
The meeting was called to order by Vice Chair Johnson at 10:06 a.m.

**2. ELECTION - Allen Rasmussen**

**Commission – Ratified**

- County Commissioners

Aitkin County: Commissioner Michael Kearney

Carlton County: Commissioner Susan Zmyslony

Cook County: Commissioner Virginia “Ginny” Storlie

**Motion by Allen Rasmussen for each candidate. Motion carried unanimously as no members opposed or recused upon requests.**

- Communities Under 10,000

Cook County: Michael Garry

Itasca County: Cal Saari

Koochiching County: Brian Briggs

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon request.**

- Native American Tribal Council

NATC (Fond du Lac): Jason Hollinday

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon request.**

- Advisory Committee

Area Agency on Aging: Steve Lyons

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon request.**

**Commission – Voted**

- School Board

Walter Hautala

**Motion by Allen Rasmussen. Pat Medure support. Motion carried unanimously as no members opposed or recused upon request.**

- At Large Members

Steve Sydow, Duluth/St. Louis County

**Motion by Allen Rasmussen. Mike Garry to support. Motion carried unanimously as no members opposed or recused upon request.**

**Board of Directors – Ratified**

- County Commissioners

Aitkin County: Commissioner Michael Kearney

Carlton County: Commissioner Susan Zmyslony

Cook County: Commissioner Virginia “Ginny” Storlie

**Motion by Allen Rasmussen for each candidate. Motion carried unanimously as no members opposed or recused upon requests.**

**Board of Directors –Voted**

- At Large

Paul Nevanen (incumbent)

**Motion by Allen Rasmussen/Destry Hell to support. Motion carried unanimously as no members opposed or recused upon request.**

### **Recognition of Outgoing Members**

Members were recognized and thanked for their service to the Arrowhead Regional Development Commission.

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

Commission Meeting Minutes, October 19, 2023

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

### **4. PRESENTATION: *Regional Age-Friendly Updates.*** Presented by Georgia Lane, ARDC Development Specialist III and Carson Polomis, ARDC GIS Specialist.

### **5. RESOLUTION:** Authorization of Loan Request totaling Thirty Thousand Dollars (\$30,000) from ARDC's CARES Regional Revolving Loan Fund for JMS Dirt Works, LLC. (*A.Hubley*) **Motion by Rasmussen/Warwas to support. Motion carried unanimously.**

### **6. REVOLVING LOAN FUND (RLF) REPORT.**

The Revolving Loan Fund report was reviewed by Executive Director Hubley and Finance Director.

### **7. FINANCIAL REPORT**

December 2023 financial statements were presented. Finance Director noted they are preliminary. Final numbers are expected at the end of February.

### **8. AGENCY-WIDE BUDGET.**

Finance Director presented the 2024 final agency-wide budget. Finance Director stated there was an increase of \$76,711 from the October proposed agency-wide budget due to Federal and Levy 2023 carry over funds for the Metropolitan Interstate Council for 2024.

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

**Motion by Allen Rasmussen/Destry Hell to approve. Motion carried unanimously as no members opposed or recused upon request.**

### **9. MANAGEMENT UPDATE**

#### Executive Director

A Fire Inspection was conducted at ARDC today resulting in one required correction to a fire door located on the 3<sup>rd</sup> floor.

Contractors are working on ARDC's HVAC system.

#### Human Resources/Board & Commission Coordinator:

Pay Equity Report was submitted last week. The State will analyze all of the reports submitted and respond w/in 30 days.

Performance Reviews for staff were conducted in December. Aging, MIC and Planning are all up to date. A few will be coming over the next month or two for those hired last year. Aging is doing some quarterly. The Executive Director's is scheduled for today after the meeting. The Management team and Human Resources Manager are yet to be determined. With new MN requirements, such as the Earned Sick and Safe Time law, HR and the Management Team are reviewing ARDCs current leave benefits (ESST, sick, vacation, etc) to make sure we are compliant and to assist with retention efforts.

ARDC's Employee Handbook needs several updates. HR Manager will be working with the Management Team and legal this Spring and will bring to the Commission for final approval.

Board and Commission (B&C) Coordinator thanked Allen for all of his help with the annual elections, the Nominating Committee for their time and participation, all of the members who have served, are continuing to serve or are new to ARDC's Commission. There are still vacancies. Anyone interested, especially in an At-Large capacity, should contact the B&C Coordinator.

A new Conflict of Interest form is being developed to include new Aging requirements. We will have it available for review and signatures in April.

MIC: Director Chicka highlighted a few key projects: 6<sup>th</sup> Avenue East in Duluth and the I-35 improvements.

Aging: Aging's Advisory Committee did not have a December meeting.

Director Kane stated they are launching an Adult Protection Pilot program that will launch in all 7 counties.

The ALS Funding project has begun. A caregiver training program will be starting soon.

ARPA funding for the region is expected to end in September. They are preparing grantees for spenddown opportunities as any remaining funds cannot be carried over.

They are participating in a Northland Diversity in Aging series. A public learning module to support grandparents raising grandchildren will be available soon.

The State is implementing process improvement plans. Aging is expecting several changes will be necessary to current processes and required reporting.

Planning: Executive Director Hubley stated more reporting on projects are now required. He highlighted new energy projects.

**10. APPRISE FROM BOARD/COMMISSION MEMBERS &/OR GUESTS.** Some members leaving the Commission thanked ARDC and the Commission and members leaving were thanked again for their service.

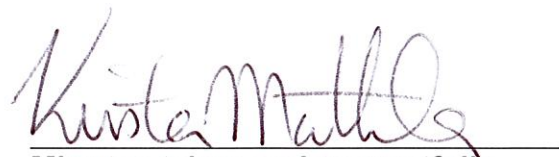
#### **11. UPCOMING MEETINGS**

- **Board Meeting** – February 15, 2024, ARDC
- **Board Meeting** – March 21, 2024, ARDC
- **Commission Meeting** – April 18, 2024, **Hermantown Public Safety Building (Training Center)** 5111 Maple Grove Rd, Hermantown, MN 55811

**12. ADJOURN** – Meeting was adjourned by Vice Chair Johnson at 11:40 p.m.

**Attest:**

  
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**Virginia Storlie, Chair**

  
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**Minutes taken and respectfully  
submitted by Krista Mattila**