

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
COMMISSION MEETING - Thursday, April 18, 2024
Hermantown Public Safety Building (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
	Briggs, Brian	Communities Under 10,000
	Cuffee, Jr., Laurence	Communities Under 10,000
X	Davis, Dirk	At Large
X	Deschampe, Bobby	NATC
	DeWitt, Sharon	Communities Under 10,000
X	Franklin, Pam	At Large
X	Garry, Michael "Mike"	Communities Under 10,000
	Grimm, Ashley	County Commissioners (St. Louis)
	Harala, Annie	County Commissioner (St. Louis)
	Hautala, Walter	School Boards
X	Hell, Destry	County Commissioner (Koochiching)
	Hollinday, Jason	NATC
X	Hoops, Mike	At Large
X	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioners (Lake)
	Johnson, John	County Commissioner (Itasca)
X	Kaupilla, Clayton	Townships
X	Kearney, Mike	County Commissioner (Aitkin)
X	Lucas, David	Communities Under 10,000
	Lyons, Steve	Advisory (AAAA)
	Maki, Roger	Communities Over 10,000
X	Medure, Pat	School Boards
	Nevanen, Paul	At Large
X	Rasmussen, Allen	At Large
X	Saari, Calvin	Communities Under 10,000
X	Storlie, Ginny	County Commissioners (Cook)
X	Sydow, Steve	At Large
	Tomanek, Terese	Communities Over 10,000
X	Warwas, Cal	Townships
X	Zmyslony, Susan	County Commissioners (Carlton)
Present = X	Member's Name	Representing
	Chicka, Ron	ARDC
	Hubley, Andy	ARDC
X	Kane, Kristi	ARDC
X	Mattila, Krista	ARDC
X	Morrisroe, Sister Mary	ARDC

X	Watson, Rondi	ARDC
X	Bovee, Kevin	Lake Superior Steelhead Association
X	Chavers, Cathy	Bois Forte Tribal Government, Chairwoman

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. ELECTION - Allen Rasmussen

Commission – Voted

- At-Large (Pam Franklin)

Motion by Allen Rasmussen for each candidate. Motion carried unanimously.

- At-Large (Sarah Carling)

Motion by Allen Rasmussen for each candidate. Motion carried unanimously.

3. DISCUSSION: ARDC Fiscal Agency (Virginia Storlie, Sr. Mary Matthew Morrisroe and Steve Overom, Overom Law).

An inquiry from Lake Superior Steelhead Association (LSSA) was sent to ARDC requesting ARDC act as a fiscal agency for LSSA. Since 2007, it has been ARDC's policy "ARDC will not act as a "Fiscal Agent" and will consider, with Board/Commission authorization, becoming a "Fiscal Sponsor" for those entities and projects that meet our policies. ARDC may contract with other entities to become a Financial Services Contractor consistent with existing policies and the support of the ARDC Finance Director."

At the meeting, a request was made, and agreed to, that a subcommittee be formed with both ARDC leadership and Commission members to discuss, review, and make recommendations to ARDC's Board at their next meeting. An answer will be provided to Steve Bovee at LSSA soon thereafter.

4. CONSENT AGENDA for approval of the following

Commission Meeting Minutes, January 18, 2024

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

5. RESOLUTION: Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Safe Routes to School Planning Assistance Funds. (A.Hubley)

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

6. RESOLUTION: Authorization of a Loan Request totaling Two Hundred and Fifty Thousand Dollars (\$250,000) from ARDC's Defederalized Legacy Revolving Loan Fund for Zenith Base Camp, LLC. (A.Hubley)

Motion by Medure/Zmyslony to support. Motion carried unanimously.

7. RESOLUTION: : Authorization of Loan Request totaling Seventy-Five Thousand Dollars (\$75,000) from ARDC's CARES Regional Revolving Loan Fund for Canadian Boarder Outpost. (A.Hubley)

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

8. REVOLVING LOAN FUND (RLF) REPORT.

The Revolving Loan Fund report was reviewed by Finance Director.

9. FINANCIAL REPORT

March 2024 financial statements were presented. Finance Director stated ARDC's audit is scheduled for August.

10. ARDC EMPLOYEE HANDBOOK

Human Resources Management presented the revised ARDC Employee Handbook.

RESOLUTION: Approval of the Revised Employee Handbook. (*Krista Mattila*)

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

11. Conflict of Interest Forms were handed out to members present. Forms will be mailed to Commissioners not at the meeting.

12. MANAGEMENT UPDATE

Finance Director: There have been several upgrades to ARDC's building.

Planning: Finance Director reported ARDC's Planning staff have been extremely busy with current projects. There are several additional grants expected.

MIC: ARDC's Principal Planner, Rondi Watson, highlighted a significant award MIC recently received: a \$250,000 Federal Grant (the largest in Minnesota) for a "Safe Streets for All" Program. This program will bring added benefits for the entire Arrowhead Region. A match request will be made to ARDC's Commission for 2025.

Aging: Director Kane stated they have been asked to be a partner on an application with DEED and other partners for the New American Workforce program. The program focuses on the workforce for Long Term Care. Director Kane spoke regarding the increase in compliance and strain on staff capacity. As of November, Aging has requested reconciliations on 51 grant awards from 2022. In May-July the division plan to request reconciliations for 2023 and first quarter of 2024. This project requires a lot of staff time both for the grant management and ARDC finance team.

The Older Americans Act final rule (from the 2020 updates) has been posted. As a result, necessary updates to several documents including the AAAA Title III Grant Policy Manual, assurance and contracts as well as our ARDC procurement policy will need to happen this fall. We are moving forward while waiting for MBA to update their Operations Manual. All contract templates, software, assurances, RFP language and procurement policies will need to be reviewed and updated.

The Interstate Funding Formula was solidified, waiting for final release. We are expecting decreases in funding. MBA has put a 'hold harmless' rule into effect so no AAA can be cut by more than 5% of the prior years funding. We anticipate a 5% cut for the next 4-5 years. They are looking for other funding and revenue options for grantees. As there have been more expectations for SLL programs, there were three AAAA staff promotions.

SLL Call Center Supervisor has submitted his resignation for the end of April. Recruitment efforts for a replacement will be starting soon.

13. UPCOMING MEETINGS

- **Board Meeting** – May 16, 2024 – ARDC
- **Board Meeting** – June 20, 2024 – ARDC
- **Commission Meeting** – July 18, 2024, Hermantown Public Safety Building (Training Center) 5111 Maple Grove Rd, Hermantown, MN 55811

14. **ADJOURN** – Meeting was adjourned by Chair Storlie at 11:58 a.m.

Attest:



Virginia Storlie, Chair



Minutes taken and respectfully
submitted by Krista Mattila