

# ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

September 19, 2024 – 10:00 a.m. – 12:00 p.m.

ARDC, 221 West First Street, Duluth, MN 55802

## Minutes

Present	Member's Name	Representing
X	Harala, Annie	County Commissioner (St. Louis)
X	Hell, Destry	County Commissioner (Koochiching)
	Hollinday, Jason	NATC, <i>Secretary</i>
X	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioner (Lake)
X	Johnson, John	County Commissioner (Itasca), <i>Vice Chair</i>
X	Kearney, Mike	County Commissioner (Aitkin)
X	Lyons, Steve	Advisory Committees
	Nevanen, Paul	At Large
X	Rasmussen, Allen	At Large, <i>Treasurer</i>
X	Storlie, Ginny	County Commissioners (Cook), <i>Chair</i>
X	Zmyslony, Susan	County Commissioners (Carlton)
<b>OTHERS AT MEETING</b>		
X	Ron Chicka	ARDC
X	Kristi Kane	ARDC
X	Krista Mattila	ARDC
X-MS Teams	Sr. Mary Matthew Morrisroe	ARDC
X	Rebecca Sash	ARDC
X	Josh Bergstad	ARDC
X	Dee Binstock	ARDC
X	Marjori Bottila	ARDC
X	Laura Hoden	ARDC
X	Elizabeth Mattson	ARDC
X	Travis Houle	ARDC

- 1. CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:00 a.m. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**  
Board Meeting Minutes, June 20, 2024.  
**Motion by Rasmussen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**
- 3. ARDC Staff Introductions.** Laura Hoden and Elizabeth Mattson, SLL Contact Center Supervisors for ARDC Aging Division, and Travis Houle, Senior Planner, for ARDC Planning Division.
- 4. PRESENTATION:** Centering Communities in Canopy Solutions Grants. *Presented by: Travis Houle, ARDC Senior Planner.*
- 5. RESOLUTION:** Authorizing ARDC to enter into an Agreement for up to \$250,000 under the Fiscal Year 2023 Safe Streets and Roads for All ("SS4A") Grant Program with the U.S. Department of Transportation, Federal Highway Administration, Office of Safety to produce a

comprehensive Safety Action Plan for the Duluth, MN-Superior, WI Metropolitan Planning Area. (*R. Chicka*)

**Motion by Harala/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**

6. **RESOLUTION:** Authorizing ARDC to enter into an agreement with MnDOT for a \$62,500 IJA Discretionary Match Grant to provide the total amount of the local cost share to a Safe Streets and Roads for All ("SS4A") planning grant to produce a comprehensive Safety Action Plan for the Duluth, MN-Superior, WI Metropolitan Planning Area. (*R. Chicka*)

**Motion by Harala/Kearney to support. Motion carried unanimously. No members opposed or recused upon request.**

7. **RESOLUTION:** ARDC Board expresses support for St. Louis Counties participation in the Railroad Crossing elimination grant program application for the SCAH100 (Main Street) railroad grade separation project in the city of Aurora. (*K. Kane*)

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

8. **RESOLUTION:** Authorizing ARDC to Accept a Subaward from St. Louis County Funded by a National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Regional Challenge Award for Regional Climate Resilience Efforts in Minnesota's Lake Superior Coastal Region. (*K. Kane*)

**Motion by Zmyslony/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.**

9. **RESOLUTION:** Authorization of Loan Request for Serendipity Endeavors Inc. for Eighty Thousand (\$80,000) from ARDC's CARES Revolving Loan Fund. (*K. Kane*)

**Motion by Rasmussen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**

10. **RESOLUTION:** Authorization of Loan Request for Baudeck's Daycare LLC for Seventy-Five Thousand (\$75,000) from ARDC's CARES Revolving Loan Fund. (*K. Kane*)

**Motion by Harala/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**

11. **RESOLUTION:** Authorization of Loan Request for CCREF HWY 61 LLC for Two Hundred and Fifty Thousand (\$250,000) from ARDC's LEGACY regional Revolving Loan Fund. (*K. Kane*)

**Motion by Rasmussen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**

12. **RESOLUTION:** Authorization of Loan Request for TAMARACK LEARNING CENTER CHILD CARE INC for Seventy-Five Thousand (\$75,000) from ARDC's CARES Revolving Loan Fund. (*K. Kane*)

**Motion by Zmyslony/Hoppe to support. Motion carried unanimously. No members opposed or recused upon request.**

13. **RESOLUTION:** Authorization for Disbursement of Legacy Revolving Loan Fund (RLF) Loans and CARES Act Revolving Fund Plan Loans by Executive Director and Finance Director. (*K. Kane*)

**Motion by Johnson/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**



**14.RESOLUTION:** Authorization of Loan Request for JEND Property Investments, LLC, North County Directional Drilling, LLC for Two Hundred Thousand (\$200,000) from ARDC's LEGACY regional Revolving Loan Fund. (*K. Kane*)

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

**15.RESOLUTION:** Authorization of Bank Authorized Signers. (*K. Kane*)

**Motion by Hoppe/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**

**16.REVOLVING LOAN FUND (RLF) REPORT** was referred to by Finance Director Morrisroe. Finance Director noted the administration fees for defederalized loans is under the 50 percent goal. Finance Director noted there are other ways Legacy funds could be distributed. Chad continues to work very hard on finding resolutions for non-activity loans. It was noted CARES loans cannot be forgiven.

**17.FINANCIAL REPORT.** August's financial reports were received. The Finance Director recommended ARDC have a formalized cash management plan. The Board agreed with the recommendation. Therefore, a subcommittee will be established to create a formalized policy to present for approval at October's Commission meeting. Subcommittee participants will include Ginny Storlie, Allen Rasmussen, John Johnson, Kristi Kane, Sister Mary Morrisroe and Dee Binstock. Allen volunteered to set up the meeting date and time.

**18.ARDC Leadership Discussion** (internal surveys results and external stakeholder responses). (*Ginny Storlie*)

ARDC's staff surveys, Planning surveys and external stakeholder surveys were distributed and reviewed. There were significant responses noting the need for immediate leadership changes for improved response time, re-establish and ensure ongoing awareness of ARDC's resources in the Region, along with the need to support staff for better recruitment and retention.

**19. ARDC Executive Director and Planning Division Director Next Steps.** (*Ginny Storlie*)

ARDC Interim Executive Director made a recommendation to separate the current Executive Director position into two positions, an Executive Director and a Planning Division Director. Both job descriptions were handed out at the meeting. Board members reflected upon the Interim Executive Director, Kristi Kane's, demonstrated performance and leadership over the last few months. Based on the survey responses, drafted descriptions and much discussion, the Board unanimously agreed immediate Leadership changes are necessary.

**Motion to split the Executive Director and Planning Division Director into two positions and start the process for hiring a Planning Division Director immediately by Rasmussen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**

**Motion to recommend the appointment of ARDC's current Interim Executive Director, Kristi Kane, to ARDC Executive Director for approval at the next scheduled Commission Meeting in October, by Harala/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**

**20. Juneteenth Alternate Board Meeting Date Discussion.** An alternate date for ARDC's Board meeting scheduled for June 2025's (Juneteenth) was discussed. The Board unanimously agreed to move it to Wednesday, June 18, from 10:00am-noon.

## 21. MANAGEMENT UPDATE

- Operations/Agency-Wide:

Six members from ARDC will be attending a MADDO conference in October.

ARDC's lactation room was moved for better public access. Upon completion of necessary construction updates, HR Manager will move into the old lactation room, the current HR office will become the Executive Director's office and the Planning Division Director's office will be restored.

A quote was received to fix broken concrete on the garage floor.

A credit will be received from MN Power for recent energy improvements.

A phone subscription service will be available via MS Teams by the end of 2024.

ARDC's audit is scheduled for December 3, 2024.

ARDC's employee benefits renewal is under review. Recommendations will be brought to the October Commission meeting for approval.

- ARDC Planning:

A CFI application was submitted for electric charging infrastructure.

A National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Planner position was posted.

Some ARDC staff are participating in a Harbor tour next week.

Beverly Sidlo-Tolliver, Principal Planner is presenting in Washington about working with tribes on grant applications, referencing the Grand Portage Bus garage.

An Energizing Communities grant release for communities under 15,000 will be available in October

- MIC: Director Chicka highlighted a few key projects:

- a. Finalizing MIC's 2025 budget.

- b. Staff are attending several Blatnik Bridge meetings around necessary traffic diversions during construction.

- Arrowhead Area Agency on Aging: AAAA Interim Director, Sash stated there are a two employees retiring. As a result, they will be hiring to backfill the upcoming vacancies.

Staff is working with the State on an Adult Protection WRAPS Program.

AAAA Committee chair and interim director will be attending MBA outstate meeting next month regarding 2025 legislative priorities such as nutrition and supportive services.

## 22. APPRISE FROM BOARD MEMBERS &/OR GUESTS. There were no comments made.

## 23. UPCOMING MEETINGS

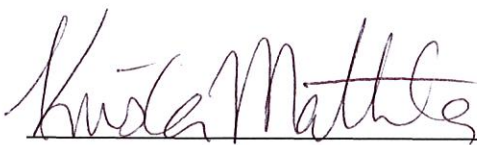
- **Commission Meeting** – October 17, 2024 - Hermantown Public Safety Building (Fire & Police) in the Training Center
- **Board Meeting** – November 21, 2024 – ARDC
- **Board Meeting** – December 19, 2024 – ARDC

## 24. ADJOURN Meeting was adjourned at 12:23 p.m.

Attest:



ARDC Chair



Submitted by Krista Mattila, HR Mgr/Board & Commission Coordinator