



ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
COMMISSION MEETING - Thursday, October 17, 2024
Hermantown Public Safety Building (Training Center), Hermantown, MN

Minutes

Present = X	Member's Name	Representing
	Adams, Dale	Communities Over 10,000
X	Adee, Kevin	Townships
X	Baltus, Mike	Townships
	Berg, Jim	Townships
X	Briggs, Brian	Communities Under 10,000
X	Carling, Sarah	At Large
	Cuffee, Jr., Laurence	Communities Under 10,000
	Davis, Dirk	At Large
	Deschampe, Bobby	NATC
	Franklin, Pam	Advisory Committee - AAAA
X	Garry, Michael "Mike"	Communities Under 10,000
X	Grimm, Ashley	County Commissioners
X	Harala, Annie	County Commissioner (St. Louis)
	Hautala, Walter	School Boards
X	Hell, Destry	County Commissioner (Koochiching)
	Holliday, Jason	NATC
	Hoops, Mike	At Large
X	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioners
X	Johnson, John	County Commissioner (Itasca)
	Kauppila, Clayton	Townships
X	Kearney, Mike	County Commissioner (Aitkin)
	Lucas, David	Communities Under 10,000
	Lyons, Steve	Advisory Committee on Aging
	Maki, Roger	Communities Over 10,000
X	Medure, Pat	School Boards
	Nevanen, Paul	At Large
	Rasmussen, Allen	At Large
X	Saari, Calvin	Communities Under 10,000
X	Storlie, Ginny	County Commissioners
X	Sydow, Steve	At Large
X	Tomanek, Terese	Communities Over 10,000
	Warwas, Cal	Townships
	Zmyslony, Susan	County Commissioner (Carlton)
Present = X	Name	Representing
X	Chicka, Ron	ARDC
X	Sash, Rebecca	ARDC
X	Kane, Kristi	ARDC
X	Morrisroe, Sr Mary Matthew (VIRTUAL)	ARDC
X	Binstock, Dee	ARDC
X	Hanson, Lynelle	ARDC

1. **CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW** - *Ginny Storlie, Chair*
The meeting was called to order by Chair Storlie at 10:04 AM.
Motion by Johnson/Adee to support. Motion carried unanimously as no members opposed or recused upon request.

2. **CONSENT AGENDA for approval of the following**
Commission Meeting Minutes, July 18, 2024.
Motion by Kearney/Briggs to support. Motion carried unanimously as no members opposed or recused upon request.

3. **PRESENTATION:** "Population and Workforce Trends in the Arrowhead Region", presented by Susan Brower, Minnesota State Demographer.

4. **RESOLUTION:** Authorization to Enter into Agreements with the Minnesota Department of Transportation and the Northwest Regional Planning Commission for Federal and State Planning Funds for Support of Work Program Activities by the Metropolitan Interstate Council for Calendar Year 2025-2026. (R. Chicka)
Chicka provided background information for the Resolution. Grimm asked for clarification on the new rapid bus lines and Chicka gave a detailed explanation. Sydow commented that in other countries this transportation approach works very well.
Motion by Harala /Johnson to support. Motion carried unanimously.

5. **Executive Director Discussion. (Ginny Storlie)**
At ARDC's September Board meeting there was a motion to split the Executive Director and Planning Division Director into two positions and start the process for hiring a Planning Division Director immediately. The motion was carried unanimously. Recruitment for a Planning Division Director is in progress. One internal applicant applied and is scheduled to be interviewed.

In addition, the appointment of ARDC's current Interim Executive Director, Kristi Kane, to ARDC Executive Director was submitted for approval.
Motion by Hoppe/Johnson to support. Motion carried unanimously.

6. **REVOLVING LOAN FUND (RLF) REPORT** - *Sister Mary Matthew Morrisroe*
The Revolving Loan Fund Activity Report was reviewed by Finance Director with details regarding Loans Receivable. There are 4 borrowers with loans in default. Finance Director mentioned that defaulting was a rare occurrence and that there are not many options available to ARDC to address those in default when they are Participation Loans. Finance Director noted the legacy funds available to lend at 09/30/24 is \$1,473,653 less \$250,000 for a previously approved loan whose closing is still pending. Finance Director brought attention to several CARES delinquent loans and their collection statuses. Subsequently, floor discussion turned to options ARDC has related collection efforts and possible language updates in the application and/or contracts to minimize ARDC's losses.

7. **RESOLUTION:** Adoption of Proposed Agency Wide 2025 Budget and 2025 Tax Levy Apportionment (K. Kane). It was noted there was very little change from the Preliminary budget.

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

8. **APPROVAL OF ARDC'S 2024/2025 BENEFITS PLAN** – *Sr. Mary Matthew Morrisroe*
There is an 11% increase in benefits expense. ARDC staff investigated three companies and again choose Medica as most cost effective. The benefits package will have a change for ARDC HSA contributions from \$100 to \$80 per pay period. Morrisroe introduced Dee Binstock, ARDC Financial Analyst.

Motion by Sydow/Briggs to approve ARDC's 2024/2025 benefits plan. Motion carried unanimously.

9. **FINANCIAL REPORT** – *Sr. Mary Matthew Morrisroe, Finance Director*
September 2024 financial statements were presented. Finance Director noted although we are 75% into year 2024, only 64% of benefits' budget has been utilized.

10. **ARDC CASH MANAGEMENT POLICY DRAFT DISCUSSION.** (*Sr. Mary Matthew Morrisroe*)

11. **MANAGEMENT UPDATE**

Operations/Agency-Wide Director Report:

Kane plans to appoint Rebecca Sash to Aging Director.

Morrisroe stated the building is being maintained very well, the server is good, and snow removal contract is set. She noted they are updating the procurement policy and will present the policy to the ARDC Board. The audit is scheduled to begin on December 2 by RSM.

ARDC Planning Director Report:

Kane had handouts on ARDC MNTAC and Safe Routes to School State funding opportunities and made these available. ARDC can offer technical assistance to communities to pursue funding opportunities. The Climate Resilience Planner interviews are complete, and a verbal offer has been accepted. Interviews for Planning Director are underway. Kane mentioned social media policy being developed and the implementation of quarterly reporting document to share with ARDC Commission. Kane informed the ARDC Commission that ARDC did not receive the "New Americans" grant. She has asked for a debrief from the funder. Discussions are in progress with the DNR regarding a contract on Coastal Erosion.

MIC Director Report:

Chicka reported that their workplan was recently approved. The MPO policy plan was approved. Chicka gave an enthusiastic description of potential upgrades to Central Entrance in Duluth. The City of Duluth would have to approve any changes with this MN Department of Transportation roadway. Harala interjected that St. Louis County is also a stakeholder in Central Entrance and would like to be kept informed.

Aging Director Report:

Sash reported about new Resource Coordinator and Eldercare Development Program hires, an upcoming MBA Policy and Operations Committee presentation, and approval of the Area Plan is expected in the next 36 hours. Additionally, the Review Task Force is meeting to make decision for next grant cycle with limited funds available now that CARES and ARPA funds have expired. Medicare Open Enrollment is underway with Senior LinkAge Line informing individuals of the new drug price cap.

12. APPRISE FROM COMMISSION MEMBERS &/OR GUESTS

None

13. UPCOMING MEETINGS

- **Board Meeting** – November 21, 2024 – ARDC
- **Board Meeting** – December 19, 2024 – ARDC
- **Commission Meeting** – January 16, 2025 – (ANNUAL MEETING) Hermantown Public Safety Building (Fire & Police) in the Training Center

14. ADJOURN

Motion by Adee/Briggs to adjourn. Motion carried unanimously. The meeting was adjourned by Chair Storlie at 11:55 a.m.

Attest:


Virginia Storlie, Chair


Minutes taken and respectfully
Submitted by Lynelle Hanson