

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

November 20, 2025 – 10:00 a.m. – 12:00 p.m.

ARDC, 221 West First Street, Duluth, MN 55802

Minutes

Present	Member's Name	Representing
X	Briggs, Brian	At Large (ARDC Commissioner = Communities Under 10,000 (Int'l Falls))
	Goutermont, Rick	County Commissioner (Lake)
X	Harala, Annie	County Commissioner (St. Louis)
X	Hell, Destry	County Commissioner (Koochiching)
X	Hollinday, Jason	NATC, <i>Secretary</i>
X	Hoppe, Joel	At Large
X	Johnson, John	County Commissioner (Itasca), <i>Vice Chair</i>
X	Kearney, Mike	County Commissioner (Aitkin)
X	Lyons, Steve	Advisory Committee (Aging)
X	Medure, Pat	At Large
X	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)
OTHERS AT MEETING		
X	Chicka, Ron	ARDC
X	Kane, Kristi	ARDC
X	Winter, Nate	ARDC
X	Sash, Rebecca	ARDC
X	Teskey, Beth Ann	ARDC
X	Alexandra, Renee	ARDC
X	Binstock, Dee	ARDC
X	Shafer-Pellinen, Brenda	ARDC

- 1. CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:01 a.m. Round robin introductions.
- 2. CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, September 18th, 2025.
Motion by Medure/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.
- 3. RESOLUTION:** Ratification of Elected Members of the Advisory Committee on Aging (*Rebecca Sash*)
Motion by Rasmussen/Hoppe to support. Motion carried unanimously. No members opposed or recused upon request.

4. **RESOLUTION:** Ratification of Elected Members of the Advisory Committee on Aging (*R. Sash*)
Motion by Medure/Harala to support. Motion carried unanimously. No members opposed or recused upon request.
5. **RESOLUTION:** Authorizing ARDC to Amend a contract with Shyftoff on behalf of the Minnesota Board on Aging (MBA) in the amount of up to \$500,000. (*R. Sash*)
Motion by Rasmussen/Medure to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.
6. **RESOLUTION:** Authorizing the Awarding of 2026 Older Americans Act Title III-B Supportive Service Funds (*R. Sash*)
Motion by Hoppe/Kearney to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.
7. **RESOLUTION:** Authorizing the Awarding of 2026 Older Americans Act Title III-C Senior Nutrition Services. (*R. Sash*)
Motion by Johnson/Harala to support. Motion carried unanimously. No members opposed or recused upon request.
8. **RESOLUTION:** Authorizing the Awarding of 2026 Older Americans Act Title III-D Disease Prevention and Health Promotion Funds (*R. Sash*)
Motion by Harala/Medure to support. Motion carried unanimously. No members opposed or recused upon request.
9. **RESOLUTION:** Authorizing the Awarding of 2026 Older Americans Act Title III-E Caregiver Support Funds (*R. Sash*)
Motion by Zmyslony/Hell to support. Motion carried unanimously. No members opposed or recused upon request.
10. **RESOLUTION:** Authorizing ARDC to Accept the Arrowhead Area Agency on Aging (AAAA) Area Plan activities and funding, authorized under the Federal Older American Act and distributed through the Minnesota Board on Aging in the amount of up to \$5,000,000. (*R. Sash*)
Motion by Rasmussen/Briggs to support. Motion carried unanimously. No members opposed or recused upon request.
11. **RESOLUTION:** Authorizing ARDC to Accept the Arrowhead Area Agency on Aging (AAAA) Area Plan activities and funding, authorized under the Federal Older American Act and distributed through the Minnesota Board on Aging in the amount of up to \$5,500,000. (*R. Sash*)
Motion by Harala/Hoppe to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.
12. **RESOLUTION:** Authorizing ARDC's Arrowhead Area Agency on Aging (AAAA) to provide premium pay to Minnesota Aging Pathways Staff as related to Medicare Open Enrollment Workload (*R. Sash*)
Motion by Johnson/Medure to support. Discussion occurred. Motion carried unanimously.

No members opposed or recused upon request.

13. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation (MnDOT) to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership (NEMNATP) in 2026 (*B. Teskey*)

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

14. **RLF TAC Meeting Summary** (*K. Kane*)

Discussed loan for Divine Konnections. Resolution attached below. TAC will be revisiting CPACE loans. Statewide program.

15. **RESOLUTION:** Wells Fargo Bank Updated Bank Signers (*K. Kane*)

Motion by Medure/Nevanen to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.

16. **RESOLUTION:** Authorization of Loan Requests totaling Fifty Thousand (\$50,000.00) from ARDC's Cares Regional Revolving Loan Fund for Divine Konnections (Heather's HappyDays Daycare). (*K. Kane*)

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

17. **REVOLVING LOAN FUND (RLF) REPORT:** was referred to by Executive Director Kane. The Executive Director noted a payoff of an RLF loan.

18. **FINANCIAL REPORT:** October 2025's financial reports were reviewed by Executive Director, Kristi Kane. Narrative on financials provided by Nate Winter from Clifton Larson Allen, ARDC's temporary acting Finance Director. The Executive Director noted there is little to report. Asks if there is anything that is wanted to be included in the financial reports. Suggested to reconvene over this in December's Board Meeting.

19. **PRESENTATION: Next Generation Workforce Grant and SCRUBS Camp transition** by *Brenda Shafer-Pellinen*

20. **MANAGEMENT UPDATE**

- **Planning**

- **Age-Friendly Minnesota** – Staff attended Age-Friendly Regional event in Chisholm.
- **Gitchi-Gami Trail Association** – Staff met with GGTA Legislative Committee, presented at Cook County Chamber Legislative Luncheon November 6th. Board meeting was held on November 13th and prepared for Give to the Max Day and year-end newsletter. New website nearing launch.
- **Keystone Policy Center (DOE)** – ARDC and ARDC Planning Website Redesign and CEDS Public Engagement Requests for Proposals prepared. Website Redesign RFP sent to prospective consultants. Saint Louis County Climate Resiliency staff and fellow attended State Tribal Training and Midwest Climate Resilience Conference.
- **Regional Transportation Advisory Council and Waters of the Dancing Sky Corridor Management Plan (CMP) Update** – Await funding work order from MnDOT

for Waters of the Dancing Sky CMP update. Avenue of Pines Scenic Byway meeting was held in Deer River to update 2026 work goals and leadership, as well as discuss a letter of support for new signage. Several ARDC team members attended RDO Transportation Planners meeting regarding MnDOT contract values and other topics.

- **Economic Development Administration** – Submitted Year 2025 Financial and Progress Reports. Travis Houle attended Saint Louis County Community Development Block Grant (CDBG) Zoom Grants Training in preparation of application review; Principal Planners toured Goodwill Industries. Met with Itasca County and Duluth International Airport Authority, who are close to Disaster Supplemental Funding application submittals, as well as with Fond du Lac and Hibbing. Kristi Kane and Josh Bergstad attended Iron Range Economic Alliance meeting.
- **Coastal Erosion Hazard Mapping** – Planning met with U-Spatial, and subsequently Minnesota's Lake Superior Coastal Program and all together determined to follow U-Spatial's recommendation to hire an intern to assist with the DSAS mapping digitization process. Duplicate version of erosion hazard web map for Minnesota Department of Natural Resources' uses with landowners until North Shore Management Board approves use of DSAS in main public map.
- **North Shore Management Plan Minnesota's Lake Superior Coastal Program Phase 2 STAR Grant** - Plan chapter edits and reviews continue. Board members will have until December's working meeting to generate comments.
- **North Shore Management Board** – Board meeting facilitation going well with Board holding working meetings to focus on the Joint Powers Agreement and North Shore Management Plan chapters.
- **NOAA/Saint Louis County Climate Resiliency** – Staff connected with all counties and Tribal Nations about working groups recruitment, organizing facilitators, hosted staff for a Trust Training, held leadership team meeting in Duluth. Planning community engagement event in Grant Portage for early First Quarter 2026. Fellow worked on Green Step report with Boise Forte and redrafting Fond du Lac strategic energy plan; attended MPCA Adaptation Cost Study meeting and connected with Northspan to discuss MPCA TA Grant and overlapping resilience work with Tribal Nations.
- **Energy Efficiency and Conservation Block Grant** – Reviewing Proctor Schools application for subgrant.
- **McKnight Foundation** – Beth Ann Teskey attended MADO Bob Lloyd Finance Training on 2 CFR 200. Travis Houle and Gavin Bukovich are currently attending MADO Leadership Training. Gavin also met with Grand Rapids and Headwaters RDC about energy opportunities. Connected with Great Plains Institute (GPI) about Minnesota Pollution Control Agency (MPCA) climate resilience grant opportunities for which GPI can write grants for which communities are the applicant.
- **State Competitiveness Fund** – Josh Bergstad reviewing grant opportunities that are starting to come out of the Department of Energy and developed a process to formalize our funding engagement. USDA to open Rural Energy for America Program (REAP) grants cycle, farms, small businesses, to assist energy efficiency – goal to promote when released.
- **Northeast Minnesota Area Transportation Partnership (NEMNATP)** – Meeting invitations sent for CY2026 ATP meetings. Reviewed funding LOIs with MnDOT – solicitation to open December 1st and to close January 9th.
- **Regional Transportation Coordinating Council** – Staff attended AI in Shared Mobility event toured Goodwill.

- **Statewide Health Improvement Partnership** project concluded.
- **Safe Routes to School Duluth/Floodwood** – Duluth walk audits in progress, most hazard observations have been conducted, and current data collection being compiled. Second Floodwood data assessment and committee meeting held.

- **MIC**

- MIC Director Ron Chicka spoke to the budget
- Working on matching dollars with federal funding.
- Safe Streets for All plan to identify any roads that need attention. Doing program for entire MPO area.
- Working on Bylaws and review of Joint Powers agreement.
- Twin Ports interchange is fully open on the Minnesota side.
- One section of Thompson hill is getting worked on. 6-7 years on rework. 5-6 million seed dollars to start the design of the roadway.
- Central Entrance is being worked on, finished state study. In federal scoping process.
- Work nationally on transportation legislation and collaboration efforts on policy items that include those of NADO and AMPO – plus other national organizations.
- Locally, a few of the projects we're involved in – Duluth Central Entrance, our Safe Streets for All Plan and possibly gaining funds (via the DOT) for the Thompson Hill section of I-35.

- **Aging**

- Staffing Changes
 - 2 Development Staff have left in October and November, filling one role internally. Current Minnesota Aging Pathways staff will transition in December.
 - Gearing up to hire in January 2026.
- Age-Friendly exchange earlier this month in Chisholm. 80 people in attendance. This was an effort with the state of MN and TAP grantees as funding winds down.
- WRAPS work session at US Aging next year has also been submitted for an "Innovation in Aging" award. Awards will be in next July.
- Legal services site visit tomorrow 11/21 with MBA staff and Justice North, our Legal Aid OAA provider.

- **Operations**

- Executive Director Kane made note of working with Sam.gov to move permissions for accessing and receiving award dollars.
- She is working on bank permissions as well
- Getting bids on second floor plumbing and carpet cleaning. Have had repeated issues with upstairs restrooms. Expecting bids in December/January
- Air Conditioner has been worked on for the first floor.
- Ron is working on MIC Bylaws. Talked with attorney to write a policy on public meeting engagement. Looking to develop a wide spanning policy
- Director attending MADO meeting. Advocating for more funding from MNDOT for the regions transportation alternative program.
- Sending through MADO a number of employees to trainings. Seven employees recently have gone to trainings. Some additional staff attending leadership training.

- ARDC Media training coming in December's All-staff Meeting. Board is welcome to join the meeting.

21. APPRISE FROM BOARD MEMBERS &/OR GUESTS.

Minnesota Board on Aging has vacancies. Interest in getting representation on that Board. Shared about Roots and Wings Development Center, RLF recipient, being built. Nearly finished construction and welcomes tours.


22. UPCOMING MEETINGS

- **Staff Media Training** – December 16th, 2025 - ARDC
- **Board Meeting** – December 18th, 2025 - ARDC
- **Commission Meeting** – January 15th, 2026 - (**ANNUAL MEETING**) Hermantown Public Safety Building (Fire & Police) in the Training Center
- **Board Meeting** – February 19th, 2026 – ARDC

23. ADJOURN Meeting was adjourned at 12:01 a.m.

Attest:


ARDC Chair


Submitted by Renee Alexandra, Exec. Assistant, Board
& Commission Coordinator