ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)
August 20th, 2026 – 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))
X	Goutermont, Rick	County Commissioner (Lake)
	Harala, Annie	County Commissioner (St. Louis)
	Hell, Destry	County Commissioner (Koochiching)
X	Hollinday, Jason	NATC, *Secretary*
X	Hoppe, Joel	At Large
	Johnson, John	County Commissioner (Itasca), *Vice Chair*
	Kearney, Mike	County Commissioner (Aitkin)
	Lyons, Steve	Advisory Committee (Aging)
X	Medure, Pat	At Large
X	Nevanen, Paul	At Large
X	Rasmussen, Allen	At Large, *Treasurer*
X	Storlie, Ginny	County Commissioners (Cook), *Chair*
X	Zmyslony, Susan	County Commissioners (Carlton)
OTHERS AT MEETING		
X	Chicka, Ron	ARDC
X	Olivanti, Betsy	ARDC
X	Mattila, Krista	ARDC
X	Sash, Rebecca	ARDC
X	Teskey, Beth Ann	ARDC
X	Alexandra, Renee	ARDC
X	Brunfelt, Leslie	ARDC
X	Yunk, tony	ARDC

1. **CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:00 a.m. Round robin introductions.

2. **CONSENT AGENDA for approval of the following:**
   Board Meeting Minutes, June 18th, 2026.
   Motion by Medure/Hoppe to support. Motion carried unanimously. No members opposed or recused upon request.

3. **RESOLUTION:** Authorizing an Amendment to a Work Agreement with the Minnesota Department of Transportation to Provide Facilitation Services for the Waters of the Dancing Sky Corridor Management Plan Update
   Motion by Rasmussen/Yunk to support. Motion carried unanimously. No members opposed or recused upon request.

4. **RESOLUTION:** Authorizing ARDC to enter into Contract with Minnesota Gerontological Society *(R. Sash)*
   Motion by Rasmussen/Hollinday to support. Motion carried unanimously. No members opposed or recused upon request.

5. **RESOLUTION:** Authorizing ARDC to enter into Contract with Minnesota Elder Justice Center *(R. Sash)*
   Motion by Zmyslony/Medure to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.

6. **RESOLUTION:** Authorization of Loan Forgiveness for Points Unknown LLC. *(L. Brunfelt)*
   Motion by Nevanen/Rasmussen to support. Discussion occurred. Motion carried unanimously. No members opposed or recused upon request.

7. **RESOLUTION:** Authorization of Loan Request totaling Eighty-seven Thousand five hundred ($87,500.00) from ARDC Legacy Revolving Loan Fund for Range Wrench, LLC *(L. Brunfelt)*
   Motion by Goutermont/Briggs to support. Motion carried unanimously. No members opposed or recused upon request.

8. **RESOLUTION:** Authorization of Loan Request totaling Two hundred and Fifty Thousand ($250,000.00) from ARDC Legacy Revolving Loan Fund for Block 46 Holdings, LLC *(L. Brunfelt)*
   Motion by Medure/Nevanen to support. Motion carried unanimously. No members opposed or recused upon request.

9. **REVOLVING LOAN FUND C-PACE PLAN**
   - **RESOLUTION:** Authorizing ARDC to approve the Commercial Property Assessed Clean Energy (C-PACE) Loan Plan and to submit the final plan to the MN State Energy Office for approval. ARDC will establish the Arrowhead C-PACE RLF Program in partnership with the MN Department of Commerce and will update this plan as requested. *(L. Brunfelt)*

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

10. **FINANCIAL REPORT:** July 2026's financial reports were reviewed by Leslie Brunfelt, ARDC's Finance Director.
    - **BALANCE SHEET:** Total Assets of $12.45 million; Total Liabilities of $911 thousand.
    - **OPERATING RESULTS:** As of June 30, 2026; Total Revenue of $4.2 million representing 53.7% of the annual budget and total Expenditures of $3.56 million representing 43.6% of the annual budget. The only area to note over budget is Legal expenses tied to issues surrounding the MIC board.
    - **REVOLVING LOAN FUND (RLF) REPORT:** was referred to by Finance Director Leslie Brunfelt. Brunfelt noted there have been no new loans so far this year aside from those approved today - actively looking for opportunities to provide. One loan payoff. Submitted report for the first portion of the year. Cash balance is higher than recommended and will be corrected. Brunfelt also gauged interest in the formation of a finance committee.

11. EXECUTIVE DIRECTOR REPORT

Executive Director Olivanti noted:

- **5-Year Report Data Gathering**
  The Management Team has begun the five-year report data gathering process. They are pulling together economic impact by county, program metrics, departmental work plan summaries, historical trends, and other required information across all teams. This work is on track for the December 31, 2026 deadline.

  In the past, a survey has been sent to the communities to add to this report. With the current community engagement around the CEDS over the past year, survey fatigue is a concern to influence the results. Potential to survey the Commission members and key stakeholders; however, this is open to input.

- **Notification on Policy Revisions**
  Policy revisions related to Data Practices, the Open Meeting Law, and the Invoicing/Micro-Purchasing Policy have been completed and provided to department heads for dissemination to staff. The Data Practices and Open Meeting Law received legal review, as well, to ensure compliance with state statute.

- **Policy Updates**
  - ARDC Continuity of Operations Policy (COOP) Review – The Aging Division is taking doing the initial review and working with the other directors to ensure it works across the organization. The recent air quality situation brought to light a necessity to refine ARDC's operations communication plan for when it might not be a good idea for folks to work in the Duluth office.
  - Micro-purchasing policies have been revised by Leslie Brunfelt.
  - Combined AI/Claude Update – Staff discussions continue regarding development of the AI policy, in consultation with Thriveon. Kristi Kane has been asked to review potential applications and bring recommendations to the Management Team.

- **County Board Presentations & One-on-One Meetings**
  - Scheduled county board presentations:
    - St. Louis County on August 4
    - Aitkin County on August 25
    - Lake County on September 1
    - Itasca County on September 8
    - Koochiching County on September 22
    - Carlton County on October 13
    - Cook County on October 27
  - Executive Director Olivanti is scheduling one-on-one meetings with board members to talk about direction and vision as the CEDS rolls out and begins strategic planning.

- **All Staff Day – December 15, 2026 –** the current plans for the next all-staff meeting training are looking to cover the following topics:
    - COOP activities for **all staff**
    - IT training on phishing, cybersecurity, and personal device use
    - CEDS Rollout by Planning
    - Policy Updates will also be discussed and reviewed

12. DIRECTOR'S REPORTS

- Please see Director's Report sheet for updates

13. DISCUSSION: Proposed September Board Meeting Date – September 24th, 2026

Due to conflicting scheduling with the AMC meeting, a new proposed date of the following Thursday was made. Based on the majority's availability, the Board agreed to move the meeting to the 10th of September.

14. DISCUSSION: Alternative Commission Meeting Locations

Due to a number of concerns from Commission members over poor acoustics and accommodations of the commission's current regular meeting location, a search was conducted to find a suitable alternative. Based on costs, capacity, accommodations, and accessibility, and ease of collaboration, it's been determined that the Lake Superior College is worth signing with to conduct further meetings.

15. APPRISE FROM BOARD MEMBERS &/OR GUESTS

Bylaws revisions are still being discussed. Bylaws committee meeting coming soon to be ready for review for October's Commission Meeting.

Board proposed and approved a letter to be drafted and sent to the governor regarding upholding the nature of processes.

Board member mentioned Carlton County has five new single-family homes being built.

16. UPCOMING MEETINGS

- **Board Meeting** – September 10th, 2026 – ARDC
- **Commission Meeting** – October 15th, 2026 - Hermantown Public Safety Building (Fire & Police) in the Training Center
- **Board Meeting** – November 19th, 2026 – ARDC

17. ADJOURN Meeting was adjourned at 11:23 a.m.

Attest:

Jenny Stolee

ARDC Chair

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