



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
& BOARD OF DIRECTORS**
Thursday, October 15, 2020
VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)

Minutes

Members Present	Representing	Others Present	Representing
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Richard Sarran	ARDC
Don Niemi	Commissioner - Aitkin County (V. Chair)	Sr. Mary Matthew Morrisroe	ARDC
Wade Pavleck	Commissioner - Koochiching County	Kristi Kane	ARDC
Ginny Storlie	Commissioner - Cook County	Ida Rukavina	US Senator Amy Klobachar’s Office
David Lucas	Communities Under 10,000		
Calvin Saari	Communities Under 10,000 - Itasca County		
Bobby Deschampe	NATC		
Dirk Davis	At Large		
Michael Hoops	At Large		
Larry Salmela	Township Official - Itasca County		
Frank Jewell	Commissioner - St. Louis County		
Gordon Salisbury	At Large		
Joel Hoppe	At Large		
Paul Nevanen	At Large		
Earl Elde	Advisory Committee - MIC		
Steve Johnson	Communities Under 10,000		
Warren Tinker	Townships		
Pat Medure	School Boards		
Members Absent	Representing		
David Lucas	Communities Under 10,000		
Jason Paulson	Township Official – Carlton County		
Roger Maki	Communities Over 10,000 - Cloquet		
Jeremy Hurd	Commissioner - Lake County		
Beth Olson	Commissioner - St. Louis County		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Anton Moody	Communities Under 10,000 – Cook County		
Gary Anderson	Communities Over 10,000 - Duluth		
Sidra (Sid) Starkovich	NATC		
Jim Berg	At Large		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Terry Snyder	Commissioner - Itasca County		
Mary Somnis	At Large		
Walter Hautala	School Boards		
Brian Briggs	Communities Under 10,000		
Pamela Franklin	Advisory Committee - AAAA		
Kevin Adee	Township Official – Koochiching County		
Terry Snyder	Commissioner - Itasca County		

1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW - Dick Brenner, Chair

The meeting was called to order by Chair, Dick Brenner, at 10:02 a.m. Roll-call attendance was taken.

2. CONSENT AGENDA for approval of the following:

A. Commission Meeting Minutes, July 16, 2020.

B. **RESOLUTION:** Authorization to Accept Funds for MIPPA in the Amount of \$38,918.

(Kristi Kane)

C. **RESOLUTION:** Approval of Changes to the Bylaws of the Advisory Committee on Aging.

(Kristi Kane)

D. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership in 2021. *(Andy Hubley)*

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

3. **RESOLUTION:** Authorization of a One Hundred Thousand (\$100,000) Loan Request from ARDC's Regional Revolving Loan Fund to Back Country Resort LLC (Sand Lake, MN).

(Andy Hubley)

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

4. REVOLVING LOAN FUND (RLF) REPORT

Loans Receivable Listing provided. No discussion occurred.

RESOLUTION: Approving a Streamlined Process for ARDC's original Revolving Loan Fund (RLF).

Motion, with an amendment made to the Resolution that this process sunsets in July 2022, by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously as no members opposed or recused upon request.

5. APPROVAL OF ARDC'S 2020 BENEFITS PLAN.

Human Resources Manager reviewed ARDC's proposed 2021 employee benefits plan.

Discussion occurred.

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

6. FINANCIAL REPORT

Finance Director referred to August's financial summary and noted ARDC received the first part of Levy funds in July. On the Operating Statement, Finance Director noted the actual percentage compared to the budget is within what was expected. It was also noted other income and interest is expected to go down based on the Magic Fund interest rates.

Administrative costs are lower because more time is being charged to specific projects.

2021 Proposed Agency Wide Budget

Finance Director presented the 2021 proposed agency wide budget. Finance Director stated there were few changes from the preliminary budget. She noted the MIC Federal Government draft work plan changed requiring additional match, minimal changes to AAAA, and indirect costs are now at 9.8%, which the target is to be below 10%.

RESOLUTION: Adoption of Proposed Agency Wide 2021 Budget.

Motion by Allen Rasmussen/Earl Elde to approve the 2021 proposed agency-wide budget. Motion carried unanimously as no members opposed or recused upon request.

7. MANAGEMENT UPDATE

Human Resources Manager highlighted vacancies and expiring Board and Commission terms for 2021. Members were asked to help share these opportunities with their networks. Planning Director stated employees are still working remotely unless essential. As stated before, ARDC does have a COVID-19 Return to Work Plan for when employees return to work. ARDC has hired a few new staff. Onboarding efforts have been going well despite being remote. Planning Director also stated there is a new RLF program for businesses and non-profits affected by the pandemic. A request was made for the news release regarding this new program to be sent to ARDC Commission members.

Aging Director reported the International Falls office moved to another location. The new space offers greater efficiency and parking. Although there is one employee working consistently, in-person client meetings are not accepted at this time. In ARDC's downtown Duluth office, one essential staff person is working at a time on a revolving schedule. Aging Director also stated the onboarding of new Aging staff has been successful, especially with scheduled daily check-ins. At the last ACA Board meeting, it was noted the amount of grant funding expected for 2020 was surpassed by over \$2 million, creating busy and exciting opportunities for sustainability.

Finance Director stated ARDC was apprised recently by legal counsel, about a recommendation to include a COVID-19 hold-harmless disclaimer on contracts. Finance Director reported that due to the increased urgency of RLF fund disbursements, ARDC is changing their banking to include wires to be sent both in and out; accounts payables are also moving in that direction; and ARDC is also streamlining accounts by moving operating accounts and the RLF to US Bank.

It was mentioned MIC consultants have been working on two Plans, including the Proctor Plan, which are almost complete. There was a great deal of outdoor planning involved.

8. UPCOMING MEETINGS

- **Board Meeting** – November 19, 2020, TBD - Virtual/ARDC
- **Board Meeting** - December 17, 2020, TBD – Virtual/ARDC
- **Commission Meeting (ANNUAL MEETING)** – January 21, 2021, TBD/Virtual

9. **ADJOURN – Motion by Allen Rasmussen to adjourn/Don Niemi to support.** Meeting was adjourned at 10:50 a.m.

Attest:



Dick Brenner, Chair



Krista Mattila, HR Manager