

# ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

## Board of Directors

Thursday, March 19, 2020

### TELEPHONE MEETING (Pandemic)

Duluth, MN

#### Minutes

##### Members Present

Dick Brenner, Chair  
Don Niemi, V Chair  
Allen Rasmussen  
Paul Nevanen  
Frank Jewell  
Mary Somnis  
Wade Pavleck  
Pam Franklin  
Earl Elde  
Jason Hollinday, Sec.

##### Representing

Carlton County (In person)  
Aitkin County  
At Large, Treasurer  
At Large  
St. Louis County  
At Large  
Koochiching County  
AAAA Advisory Comm  
MIC Advisory Comm  
NATC & NEMNATP Advisory Committee

##### Others Present

Kristi Kane  
Krista Mattila  
Sr. Mary Matthew Morrisroe  
Andy Hubley  
Amanda Vuichich  
Elisa Hansen

##### Representing

ARDC (In person)  
ARDC (In person)  
ARDC  
ARDC  
Northspan  
Northspan

##### Members Absent

Terry Snyder  
Jeremy Hurd  
Ginny Storlie

Itasca County  
Lake County  
Cook County

- 1. CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:01 a.m.
- 2. CONSENT AGENDA for approval of the following:**  
**Board Meeting Minutes, February 20, 2020**  
**Motion by Allen Rasmussen/Earl Elde to approve. Motion carried unanimously by \*roll-call vote.**  
  
**\*Roll-Call Vote:**  
  
**In person: Brenner (yes)**  
**On conference call: Elde (yes), Franklin (yes), Hollinday (yes), Jewell (yes), Nevanen (yes), Pavleck (yes), Rasmussen (yes), Somnis (yes)**
- 3. RESOLUTION:** Authorizing a Forty Thousand Eight Hundred Thirty-Three Dollars and Thirty-Three Cents (\$40,833.33) Loan Request from ARDC's Regional Revolving Loan Fund to Dirty Dog Manufacturing, LLC dba Hand Done Ts (Ely, MN). (*Amanda Vuichich*). Discussion occurred regarding potential thoughts around funding continuance during the pandemic. No decisions made at this time for changes.  
**Motion by Frank Jewell/Allen Rasmussen to approve. Motion carried unanimously by \*roll-call vote.**  
  
**\*Roll-Call Vote:**  
  
**In person: Brenner (yes)**  
**On conference call: Elde (yes), Franklin (yes), Hollinday (yes), Jewell (yes), Nevanen (yes), Pavleck (yes), Rasmussen (yes), Somnis (yes)**

4. **RESOLUTION:** Authorization to Enter into Agreements with AECOM to provide continuing development of the MIC's Travel Demand Model for use in its short-term and long-range transportation planning activities, as part of the Metropolitan Interstate Council's Work Program Activities for Calendar Years 2020, 2021 and 2022. *(Ron Chicka)*  
**Motion by Allen Rasmussen/Earl Elde to approve. Motion carried unanimously by \*roll-call vote.**

**\*Roll-Call Vote:**

**In person:** Brenner (yes)

**On conference call:** Elde (yes), Franklin (yes), Holliday (yes), Jewell (yes), Nevanen (yes), Pavleck (yes), Rasmussen (yes), Somnis (yes)

5. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Safe Routes to School Planning Assistance Funds. *(Andy Hubley)*  
**Motion by Mary Somnis/Earl Elde to approve. Motion carried unanimously by \*roll-call vote.**

**\*Roll-Call Vote:**

**In person:** Brenner (yes)

**On conference call:** Elde (yes), Franklin (yes), Holliday (yes), Jewell (yes), Nevanen (yes), Pavleck (yes), Rasmussen (yes), Somnis (yes)

6. **RESOLUTION:** Authorizing an Application for Regional Transportation Coordinating Council Phase III Implementation Grant Funding and Acceptance of Funds Awarded. *(Andy Hubley)*  
**Motion by Allen Rasmussen/Mary Somnis to approve. Motion carried unanimously by \*roll-call vote.**

**\*Roll-Call Vote:**

**In person:** Brenner (yes)

**On conference call:** Elde (yes), Franklin (yes), Holliday (yes), Jewell (yes), Nevanen (yes), Pavleck (yes), Rasmussen (yes), Somnis (yes)

7. **BYLAWS REVISION UPDATES & DISCUSSION.** Allen Rasmussen reported the Bylaws Committee consists of Dick Brenner, Allen Rasmussen, Mary Somnis, Dirk Davis, Steve Johnson and Krista Mattila (Secretary designee). The Committee, minus Steve Johnson, met on March 17, 2020 to review and discuss possible changes. The Committee realized more time is needed for research, clarification and discussion before presenting recommendations to the Board. The Committee will apprise the Board of updates and recommendations hopefully by the next scheduled Board Meeting in May.

8. **FINANCIAL REPORT** – Finance Director reported as of March 18, 2020, there is approximately \$491,000 available for Revolving Loan Fund (RLF) lending. There is no restricted fund balance. However, there is approximately \$1,000,000 that is available to sustain ARDC through this pandemic (approximately 3-month sustainability).

9. Andy Hubley provided a Revolving Loan Fund (RLF) administration update. Only one proposal was received through the procurement process. It was requested to look at in-house options. The Technical Advisory Committee reviewed proposal and options. Their recommendation was to bring the RLF administration in-house. However, due to the current pandemic, the transition is

unable to happen at this time. Therefore, staff is working with Northspan to continue administration for at least the next two months. Other discussion occurred regarding deferred payment considerations. No decisions were made.

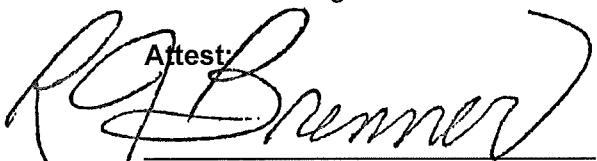
10. The management group is working hard and meeting frequently on continuity and contingency planning due to the current pandemic. These efforts include implementing remote work options, reduction of mailing frequency, increased technology enhancements, website announcements, restructuring community services and meetings, to name a few. Staff has expressed their gratitude for the opportunities that have been provided to them. These transitional efforts occurred quickly with little impact financially and on work disruption.

**11. UPCOMING MEETINGS**

- **Commission Meeting** – April 16, 2020, St. Louis Co. Public Safety Bldg, (It was announced at the meeting this is subject to change based on the pandemic situation, technology and legislative recommendations.) 2030 North Arlington Avenue, Duluth, MN 55811
- **Board Meeting** – May 21, 2020, ARDC Conference Room
- **Board Meeting** – June 18, 2020, ARDC Conference Room

12. **ADJOURN.** Motion by Allen Rasmussen/Pamela Franklin to adjourn. Dick Brenner adjourned the meeting at 10:45 a.m.

Attest:



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ARDC Chair



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Krista Mattila, HR Mgr/Commission Coordinator