

# **ARROWHEAD REGIONAL DEVELOPMENT COMMISSION**

Thursday, February `18, 2021 – 10:00 a.m. – 12:00 p.m.

## **VIRTUAL & TELEPHONE MEETING (Pandemic)**

### **Minutes**

#### **Members Present**

Dick Brenner, Chair  
Wade Pavleck  
Allen Rasmussen  
Don Niemi, V Chair  
Ginny Storlie  
Mary Somnis  
Pam Franklin  
Tom Szukis  
Jason Hollinday, Sec.  
Paul Nevanen  
Frank Jewell

#### **Representing**

Carlton County  
Koochiching County  
At Large, Treasurer  
Aitkin County  
Cook County  
At Large  
AAAA Advisory Comm  
MIC Advisory Comm  
NATC  
At Large  
St. Louis County

#### **Others Present**

Kristi Kane  
Krista Mattila  
Sr. Mary Matthew Morrisroe  
Andy Hubley  
Kristi Kane  
Richard Sarraan  
Michael Wenholz  
Anthony Landgren

#### **Representing**

ARDC  
ARDC  
ARDC  
ARDC  
ARDC  
ARDC  
ARDC

#### **Members Absent**

Pete Walsh  
Terry Snyder  
Duane Hill  
Lake County  
Itasca County  
NEMNATP Advisory Committee

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:02 a.m.
2. **CONSENT AGENDA for approval of the following:**  
Board Meeting Minutes, December 17, 2020.  
**Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**
3. **RESOLUTION:** *Authorization to Enter into an Agreement with a Qualified Consultant to Produce a Central Entrance Transportation Plan as part of the Metropolitan Interstate Council's Work Program Activities for Calendar Year 2021. (Ron Chicka)*  
**Motion by Frank Jewell/Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.**
4. **RESOLUTION:** *Authorization to Contract with MindSailing for Minnesota Board on Aging Development of Age Friendly Toolkit. (Kristi Kane)*  
**Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**
5. **RESOLUTION:** *Authorization to Contract with Lydia Morken for Minnesota Board on Aging Age Friendly Architect Services. (Kristi Kane)*  
**Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**
6. **RESOLUTION:** *Authorization to Contract with Minnesota Analysis Division (MAD) of the Minnesota Department of Administration for Minnesota Board on Aging; Age Friendly Data Collection and a Statewide Needs Assessment. (Kristi Kane)*  
**Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**

7. **RESOLUTION:** *Authorization to Contract Trualta for Minnesota Board on Aging Caregiver Support Statewide Software. (Kristi Kane)*  
**Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**
8. **RESOLUTION:** *Authorization to Contract with Arrowhead Economic Opportunity Agency for 2021 Senior Nutrition Services. (Kristi Kane)*  
**Motion by Don Niemi/Jason Hollinday to support. Motion carried unanimously as no members opposed or recused upon request.**
9. **RESOLUTION:** *Authorizing the Awarding of 2021 Older Americans Act Title III-B Supportive Service Funds. (Kristi Kane)*  
**Motion by Paul Nevanen/Frank Jewell to support. Motion carried unanimously as no members opposed or recused upon request.**
10. **RESOLUTION:** *Authorizing the Awarding of 2021 Older Americans Act Title III-D Disease Prevention and Health Promotion Funds. (Kristi Kane)*  
**Motion by Don Niemi/Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.**
11. **RESOLUTION:** *Authorizing the Awarding of 2021 Older Americans Act Title III-E Caregiver Support Funds. (Kristi Kane)*  
**Motion by Frank Jewell/Ginny Storlie to support. Motion carried unanimously as no members opposed or recused upon request.**
12. **RESOLUTION:** *Authorization of a Seventy-Five Thousand Dollar (\$75,000) Loan Request from ARDC's Regional Revolving Loan Fund to Side Lake Store (Hibbing, MN). (Andy Hubley)*  
**Motion by Mary Somnis/Paul Nevanen to support. Motion carried unanimously as no members opposed or recused upon request.**
13. **RESOLUTION:** *Authorization of Loan Requests totaling Twenty-Five Thousand Dollars (\$25,000) from ARDC's Regional CARES Revolving Loan Fund for CodaVision LLC (Duluth, MN). (Andy Hubley)*  
**Motion by Frank Jewell/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.**
14. **RESOLUTION:** *Authorization of Loan Request totaling Five Hundred and Thirty-Five Thousand Dollars (\$535,000) from ARDC's CARES Regional Revolving Loan Fund for Losa Lodge LLC (International Falls, MN), Points Unknown LLC (Hovland, MN) 13 Main LLC (Deer River, MN), International Falls Farm and Garden (International Falls, MN), Idea Warehouse LLC (Tower, MN), Kristi's Creative Cuts (Cohasset, MN), Battalion Distribution LLC (International Falls, MN), Northern Skin Rejuvenation (International Falls, MN), and New Trendz Tanning and Body Wellness (Virginia, MN). (Andy Hubley)*  
**Motion by Allen Rasmussen/Paul Nevanen to support. Motion carried unanimously as no members opposed or recused upon request.**

**15. REVOLVING LOAN FUND (RLF) REPORT.**

The Finance Director reviewed the RLF Loans receivable and activity report. It was noted as of today, all funds have been disbursed and the program is running successfully. Finance Director also noted there were more loans distributed over the past 6 months than the past 6 years combined. The RLF staff are working closely on delinquent loans.



**16. PRESENTATION:** COVID Funding/Loans, Anthony Landgren, ARDC Associate Planner

**17. FINANCIAL REPORT**

Finance Director reviewed ARDC's December's financial reports. She noted administration costs were down on the operating statements due to more time spent on, and charged to, specific projects. In addition, costs were lower than predicted because of a significant reduction in travel and trainings due to COVID-19 restrictions and priority changes. She stated finance is working on the 2020 audit, a slower process than usual, due to staff changes. Finance Director said December's financial report will be further reviewed and discussed with the Board and Commission over the next few months as the audit continues.

**18. MANAGEMENT UPDATE**

With the exception of a few essential staff, the majority of ARDC employees are still working remotely. Special recognition of appreciation was mentioned for Dee Binstock, Finance Assistant, for "holding down the fort" at the ARDC office daily and her diligence ensuring necessary tasks are completed, including check signing. Management's performance evaluations were completed in January. Executive Committee members were thanked for their participation in the process.

**ARDC Planning:** Director Andy Hubley referred to the earlier RLF presentation and reiterated significant work is still being spent on Revolving Loan Funds. He reported the CEDS project for NE Minnesota is going very well. It is a robust process with programming and participative forums. They continue to work on trail planning and transportation projects.

**Aging:** Advisory Committee member Pam Franklin reported at their last Board Meeting, the new Board members were mentioned. Information provided at their last meeting included updates from Senior LinkAge Line staff and programming updates.

Aging Director Kristi Kane stated in addition to all of the work being spent on the Resolutions approved today, the team has been heavily involved with the COVID-19 vaccination administration and education process.

**MIC:** MIC Senior Planner, Michael Wenholz, provided a few key project updates. He stated both the Harbor Plan and pedestrian plans are nearing completion and the Central Entrance multi-model project is ramping up. He noted the Blatnik Bridge project is starting for MNDOT and WISDOT. This will be a large, ongoing project for multiple years. He was pleased to note MIC's access and involvement with this project is greater than ever before.


**HR:** HR Manager/Board Coordinator Krista Mattila has been working with the compensation consultant to finalize their compensation and benefits benchmark survey project for ARDC. HR Manager/Board Coordinator also mentioned she met with Allen Rasmussen to determine next steps for ARDC's Bylaws revisions. A follow-up meeting is scheduled for the end of February, with the hope to restart the Bylaw committee meetings soon thereafter.

**19. UPCOMING MEETINGS**

- **Board Meeting** - March 18, 2021, TBD – Virtual/ARDC
- **Commission Meeting** – April 15, 2021 – Virtual
- **Board Meeting** – May 20, 2021 – Virtual/ARDC

**20. ADJOURN** Meeting was adjourned at 11:15 a.m. **Frank Jewell/Ginny to support.**

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator