

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

May 20, 2021 – 10:00 a.m. – 12:00 p.m.

VIRTUAL & TELEPHONE MEETING (Pandemic)

Minutes

Members Present

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

Representing

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

Others Present

Kristi Kane
Ron Chicka
Krista Mattila
Sr. Mary Matthew Morrisroe
Andy Hubley
Richard Sarran

Representing

ARDC
ARDC
ARDC
ARDC
ARDC
ARDC

Members Absent

Terry Snyder
Duane Hill
Tom Szukis
Itasca County
NEMNATP Advisory Committee
MIC Advisory Comm

- 1. CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:00 a.m.
- 2. CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, March 18, 2021.
Motion by Pam Franklin to approve with correction to changing “prove” to “provided”.
Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.
- 3. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Planning Funds Under Agreement Number 1046143. *(Andy Hubley)*
Motion by Mary Somnis/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.
- 4. RESOLUTION:** Authorizing ARDC to Contract with the North Shore Management Board (NSMB) to Provide Staffing Assistance in Fiscal Year 2022. *(Andy Hubley)*
Motion by Paul Nevanen/Jason Hollinday to support. Motion carried unanimously as no members opposed or recused upon request.
- 5. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation to Assist in the Completion of a Local Human Services Transit Coordination Plan. *(Andy Hubley)*
Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.
- 6. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation to Assist in the Completion of Corridor Management Plans for Edge of the Wilderness and Skyline Parkway Scenic Byways. *(Andy Hubley)*
Motion by Frank Jewell/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.

7. **RESOLUTION:** Authorization of Loan Requests totaling Seventy-Five Thousand Dollars (\$75,000) from ARDC's CARES Regional Revolving Loan Fund for My Store (Hibbing, MN). *(Andy Hubley)*
Motion by Frank Jewell/Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.

8. **RESOLUTION:** Authorization of Loan Requests totaling Three Hundred and Ten Thousand Dollars (\$310,000) from ARDC's CARES Regional Revolving Loan Fund for Oldenburg House (Carlton, MN), Mark's Well and Pump (Hibbing, MN), FWG LLC (Gary-New Duluth, MN), Lees Rental Company (Hibbing, MN), and Grand Marais Art Colony (Grand Marais, MN). *(Andy Hubley)*
Motion by Mary Somnis/Paul Nevanen to support. Discussion occurred regarding Oldenburg house as a potential Conflict of Interest because of ownership by an Advisory Committee member for the Aging Division. The Board Chair found no Conflict of Interest. Motion carried unanimously as no members opposed or recused upon request.

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

The Finance Director reviewed the RLF Loans receivable and activity report. As of today, ARDC CARES Fund is at 47 loans. There is only \$1,163,000 of RLF CARES remaining to be lent out of the grant award. What an amazing feat! According to ARDC's RLF Plan, delinquent loans are defined as 60 days beyond due date. Of the four outstanding loans, one was paid off this week, two are approved for deferral until July due to the pandemic, and one is being actively worked on for repayment. The current administrative percentage is at 35 percent in the original Revolving Loan Fund, which is expected to go lower. The RLF CARES administrative funds are for two years. "Interest only" approval rates are for one year after closing with repayment of loan amortized over remaining loan life.

10. **FINANCIAL REPORT**

Finance Director reviewed ARDC's April's financial reports. She noted these reports covered two months, March and April, due to new administrative efficiencies. AR is high due to quarterly invoicing timelines. Cash flow is doing very well. Administrative costs are down due to more time being spent on grants and projects. ARDC is well within the 33 percent with a 1/3 of the year complete.

11. **MANAGEMENT UPDATE**

As a result of increased financial obligations, ARDC is hiring a part-time, 12 hours/week, finance assistant.

ARDC's roof access window located on the third floor needs replacement for increased safety and security. A quote was received.

With an increase of COVID vaccine distributions, along with CDC guideline changes, employees are getting closer to returning. Management is discussing Return to Work plans with staff and identifying office needs. More discussion occurred regarding potentially resuming in-person Board and Commission meetings during the "APPRISE FROM BOARD MEMBERS &/OR GUESTS" section.

ARDC Planning: Director Andy Hubley stated there are a ton of projects going on.

MIC: MIC Director, Ron Chicka, gave insight on two long-scale projects. The first was the City of Superior's Comprehensive Plan. He stated it is going well and expected to wrap up the end of 2021. The second project is a change of services study with the MN DTA to maintain longer-term viability.

Other projects highlighted included the Blatnik Bridge, a very large, long-term project for his team. Over the next two years, the committee will be going through several processes to figure out building plans.

Federal legislative bills continue to move along. The Administration Jobs plan is ambitious, but undecided until September. A potential Transportation earmark could include two local projects.

Aging: Advisory Committee member Pam Franklin provided the following report from their last ACA Board Meeting. At the meeting, AAAA Staff, Rebecca Sash and Kirsten Cruikshank updated the ACA on Title III funding as well as Carryover funding.

June 7th is when Renewal Application will be sent out in the region for Title III funding and will be due to AAAA in August for the 3rd year of 3-year cycle.

A motion was passed to support Quick Call grants again in 2021 for carryover and emergency supplemental funds.

A motion was also passed that supported waiver recommendations to the MN Board on Aging for the Area Plan around: Consumer Directions for Profits, Cost Share waiver for legal services, Senior LinkAge Line direct services, use of Title IIIB Senior Linkage Line, AEOA and For Profit IIIB, D, E.

The Area Plan funding timeline was reviewed.

In the Director's Report, Director Kristi Kane reported on "Aging with Gusto" - a Vital Aging network, Positive Age friendly video, with 8 sessions offered.

Also at the ACA Board meeting, Director Kristi Kane stated ARDC is in the process of a compensation study and review for staff.

Director Kristi Kane shared some outcomes from Olivia Mastery Strategic Planning.

She also reviewed a letter from the Minnesota Board on Aging asking the AAAA to consider looking into becoming a 501C3 to better align with other AAA's in MN and in anticipation of changes to the funding formula.

During ARDC's Board meeting, Director Kristi Kane provided more background on the request made for the AAAA to explore options to become a 501C3. If members would like a copy of the letter, please contact Krista Mattila or Kristi Kane.

12. APPRISE FROM BOARD MEMBERS &/OR GUESTS

Much discussion from members occurred on current return to work and meetings plans around the region.

Carlton County:

- All masks in buildings until June 1st.
- Boards are meeting hybrid (in person and virtual) for now.

St. Louis County:

- Building expected to open to public on June 1st.
- Masks required by visitors.
- Many employees are voicing concerns over non-vaccinated employees and safety protocols.

Aitkin County:

- Optional if people want to wear a mask, not required.
- License center now open for walk-ins.
- County Board meetings are in person.

Cook County:

- Court house opens on June 1st.
- Some employees are working at home; some in the office.
- No hurry to hold meetings again in person.

Koochiching County:

- Board meetings are in-person but visitors must be virtual.
- Making plans to move to all in-person.

Fond du Lac

- Masks in common areas; can remove in personal work area.
- Government administrative center open but not to public.
- Community Centers are still closed to public for now.
- Resource centers are now open, but people are required to wear masks.

Thoughts on resuming to in person ARDC Board Meetings, virtual or hybrid?

Most members were comfortable coming back in person but wanted answers to the following questions:

- Will masks be required?
- Is there room to social distance?
- Is the HVAC system and air quality/flow safe?
- How is ARDC going to ensure social distancing?
- What other efforts for safety will ARDC provide to ensure it is safe?
- Would it be possible to make members reserve an in-person spot and once the maximum limit is reached, the rest must be virtual?
- Could the 2nd floor conference room be a back-up if there are too many in-person people to socially distance?
- What are the new Open Meeting laws around hybrid?
 - a. When will it be required to go back to in person meetings or will there be hybrid options approved?
- With so many precautions necessary, and individual concerns, it is worth it to have in-person meetings yet?
- Can ARDC get plans in place to make it safe for members to meet by the next meeting?
- If ARDC's building can't accommodate safety protocols and considerations, would there be other venues considered?
- How would this work for ARDC Commission meetings with such large membership?

Although the specifics of these questions have not been solidified, ARDC Director Andy Hubley stated plans could be made by the next meeting, June 17, to meet in-person.

The majority felt ARDC Commission meetings should be held virtually at this time.

13. UPCOMING MEETINGS

- **Board Meeting** - June 17, 2021, TBD – Virtual/ARDC
- **Commission Meeting** – July 15, 2021 – Virtual
- **Board Meeting** – August 19, 2021 – Virtual/ARDC?

14. ADJOURN Meeting was adjourned at 11:30 a.m. **Wade Pavleck/Frank Jewell to support.**

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator