

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
& BOARD OF DIRECTORS**
Thursday, July 15, 2021
VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)

Minutes

Members Present	Representing	Others Present	Representing
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila (In person)	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Ron Chicka	ARDC
Don Niemi	Commissioner - Aitkin County (V. Chair)	Sr. Mary Matthew Morrisroe	ARDC
Sharon DeWitt	Communities Under 10,000 – Aitkin County	Richard Sarra	ARDC
David Lucas	Communities Under 10,000		
Gordon Salisbury	At Large		
Calvin Saari	Communities Under 10,000 - Itasca County		
Bobby Deschampe	NATC		
Dirk Davis	At Large		
Michael Hoops	At Large		
Mary Somnis	At Large		
Frank Jewell	Commissioner - St. Louis County		
Joel Hoppe	At Large		
Paul Nevanen	At Large		
Roger Maki	Communities Over 10,000 - Cloquet		
Warren Tinker	Townships		
Pat Medure	School Boards		
Pete Walsh	Commissioner – Lake County		
Mike Garry	Communities Under 10,000 – Cook County		
Kevin Ade	Township Official – Koochiching County		
Wade Pavleck	Commissioner - Koochiching County		
Terese Tomanek	Communities Over 10,000 - Duluth		
Ashley Grimm	Commissioner - St. Louis County		
Ginny Storlie	Commissioner - Cook County		
Members Absent	Representing		
Gary Anderson	Communities Over 10,000 - Duluth		
Jason Paulson	Township Official – Carlton County		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Pamela Franklin	Advisory Committee - AAAA		
Sidra (Sid) Starkovich	NATC		
Larry Salmela	Township Official - Itasca County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Terry Snyder	Commissioner - Itasca County		
Walter Hautala	School Boards		
Tom Szukis	Advisory Committee - MIC		
Brian Briggs	Communities Under 10,000		
Duane Hill	Advisory Committee – NEMNATP		
Jim Berg	At Large		
Steve Johnson	Communities Under 10,000		

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

The meeting was called to order by Chair, Dick Brenner, at 10:06 a.m. Roll-call attendance was taken.

2. ELECTION - *Allen Rasmussen*

Commission –Ratified

- Communities Over 10,000 (Duluth) – Terese Tomanek (To replace Gary Anderson; 1-year term)

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

3. CONSENT AGENDA for approval of the following

Commission Meeting Minutes, April 15, 2021

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

4. RESOLUTION: Authorizing an Amendment to a Work Agreement with the Minnesota Department of Transportation to Facilitate the Cross Range Expressway Project. (*Andy Hubley*)

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

5. RESOLUTION: Authorization of Loan Requests totaling One Hundred and Eighty Thousand Dollars (\$180,000) from ARDC's CARES Regional Revolving Loan Fund for Swanky Gifts on Rainy (International Falls, MN), Spirit of the Lake (Duluth, MN), and The Pharm Juice Bar and Kitchen (Duluth, MN). (*Andy Hubley*)

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

6. ARDC Finance Director provided a brief Regional **Revolving Loan Fund Update.**

Currently, there are 51 CARES Revolving loans disbursed for a total of \$2,972,000; \$912,000 is still available. The deadline to lend out CARES funds is July 28, 2022. The interest for each loan is 2.44 percent.

7. 2020 ANNUAL REPORT - *Dick Brenner*

RESOLUTION: To Approve 2020 Annual Report

Motion by Frank Jewell/Don Niemi to approve. Motion carried unanimously as no members opposed or recused upon request.

8. PRELIMINARY 2022 BUDGET AND PROPOSED TAX LEVY – *Dick Brenner*

RESOLUTION: Adoption of Preliminary 2022 Budget and Proposed Tax Levy.

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

9. CONFLICT OF INTEREST FORMS: HR Manager/Board Coordinator stated Conflict of Interest forms were e-mailed out to each Commission member to sign and return; required annually by Statute. Members were told if unable to sign the form electronically to please contact kmattila@ardc.org for a mailed copy.

10. FINANCIAL REPORT

Because of the short turnaround time between June's closeout and the meeting, there was not a financial statement provided. Finance Director referred to June's cash receipts and disbursements noting there is sufficient cash flow. Also noted, during the month of June, several ElderCare contracts were completed.

11. ARDC Director Hubley provided an overview on several regional 2022 fiscal year planning projects with a renewal start date of July 1st, 2021.

12. MANAGEMENT UPDATE

OPERATIONS/AGENCY-WIDE:

Return to Work Plan: An updated ARDC COVID-19 Return-to-Work Plan has been developed with anticipation for employees to start returning to ARDC offices on August 1st, 2021. The Plan allows for hybrid options and continued safety guidelines.

ARDC Bylaw Revisions: Proposed revisions have been sent to ARDC legal for further review. Initial findings indicate several necessary changes and/or recommendations. It is the hope to have the Bylaws revisions available for further review and approval at ARDC's October Commission meeting.

AGING: Finance Director provided a brief update in the absence of Aging representation. Aging is in the process of renewing the ElderCare Development contract.

The Area Plan is coming along well which is due August 3, 2021.

Aging recently received an update on the American Recovery Plan funding and will be conducting a survey of network partners to get an idea of necessary focus areas for the next few years. The funding will be distributed, most likely, starting in August.

MIC: Director Ron Chicka highlighted one of the largest projects they are continued to work on is the Duluth Central Entrance multi-modal project.

13. UPCOMING MEETINGS

- **Board Meeting** – August 19, 2021 – Virtual/ARDC?
- **Board Meeting** – September 16, 2021 – Virtual/ARDC?
- **Commission Meeting** – October 21, 2021 – Virtual?

15. ADJOURN – Motion by Allen Rasmussen to adjourn/Terese Tomanek to support.

Meeting was adjourned at 11:06 a.m.

Attest:


Dick Brenner, Chair


Krista Mattila, HR Manager