

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

August 19, 2021 – 10:00 a.m. – 12:00 p.m.

HYBRID (VIRTUAL, TELEPHONE & *IN PERSON) MEETING (Pandemic)

***ARDC**

Minutes

Members Present

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

Representing

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

Others Present

**Kristi Kane
*Andy Hubley
*Krista Mattila
**Sr. Mary Matthew Morrisroe
*Richard Sarran
*Ashley Grimm

Representing

ARDC
ARDC
ARDC
ARDC
ARDC
St. Louis County Commissioner

**V = Virtual

Members Absent

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

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:02 a.m. Roll call was taken.
2. **CONSENT AGENDA** for approval of the following:
Board Meeting Minutes, June 17, 2021.
Motion by Allen Rasmussen/Wade Pavleck to support. Motion carried unanimously as no members opposed or recused upon request.
3. **RESOLUTION:** Authorization to Accept Funds from the Minnesota Board on Aging from the Administration for Community Living Federal Funding in the Amount of \$69,196. (*Kristi Kane*)
Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.
4. **RESOLUTION:** *Authorizing an Amendment to an Agreement between the Arrowhead Regional Development Commission, Fond du Lac Band of Lake Superior Chippewa, and a Qualified Consultant to Conduct an Engineering Study in Respect to the Fond du Lac Transportation Plan Update.* (Andy Hubley)
Motion by Jason Hollinday/Ginny Storlie to support. Motion carried unanimously as no members opposed or recused upon request.
5. **RESOLUTION:** Authorizing ARDC to enter into a Grant Agreement with the Minnesota's Lake Superior Coastal Program to Facilitate the Coastal Erosion Hazard Mapping Phase 3 Project. (Andy Hubley)
Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously as no members opposed or recused upon request.
6. **RESOLUTION:** Authorizing ARDC to enter into a Contract with the University of Minnesota Duluth's U-Spatial Office to Conduct Analysis for the Coastal Erosion Hazard Mapping Phase 3 Project. (Andy Hubley)

Motion by Wade Pavleck/Jason Hollinday 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 L&S Plumbing (Hibbing, MN). (*Andy Hubley*)

Motion by Paul Nevanen/Mary Somnis to support. Motion carried unanimously as no members opposed or recused upon request.

8. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Fifty Thousand Dollars (\$250,000) from ARDC's Original Regional Revolving Loan Fund for Grand Rapids Best Western (Grand Rapids, MN). (*Andy Hubley*)

Motion by Wade Pavleck/Ginny Storlie to support. Motion carried unanimously as no members opposed or recused upon request.

9. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Ten Thousand Dollars (\$210,000) from ARDC's CARES Regional Revolving Loan Fund for Zenith Biome Insights (Duluth, MN), Duluth Candy Co. (Duluth, MN), and Eye Clinic North (Hibbing, MN). (*Andy Hubley*)

Motion by Paul Nevanen/Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.

10. REVOLVING LOAN FUND (RLF) REPORT

Both the Original RLF Activity report with LEGACY Loans Receivable and the CARES Activity report with Loans Receivable were presented. Director Hubley stated RLF CARES Act principal payments are due as one year has now passed. He also stated collections are going well for repayments. Finance Director stated at both the Technical Advisory meetings and the RLF lending meetings they have been discussing strategies to lend out the remainder of CARES funding available. The administrative percentage fees are up due to legal fees associated with the original RLF funds. This month, ARDC will be recovering a good amount back.

11. FINANCIAL REPORT

Finance Director reviewed ARDC's July's financial reports. She noted that the amount of cash on hand is due to accounts payables and collections on accounts receivable grants.

12. MANAGEMENT UPDATE

Aging: Advisory Committee member Pam Franklin stated there was not an ACA Board Meeting this month.

Aging Director Kristi Kane stated Aging has turned in its 2022 Area Plan. Initial review has been positive, but they are waiting for board review and expect to make changes and clarifications through the normal process. The finalized plan will be presented to the POC committee of the Board on Aging in October via a presentation.

Aging has submitted and received a finalized contract for their ElderCare Development workplan and is in the process of carrying that out.

In lieu of recent MBA Board decisions to cancel all in person meetings for September, Aging decided to switch their in-person staff training to virtual, scheduled for this month.

AAAA has worked with their grantee networks to discuss use of the American Rescue Plan funds expected in 2022-2024.

The Aging Network has expressed lack of capacity and significant concerns around workforce. Aging is working with the network to bring up base rates of pay to address sustainability in specific services such as homecare, homemaker, respite, and nutrition.

American Rescue Plan Act funds will not be used for 'new or innovative' approaches in our region – but rather to sustain the scaled-up infrastructure that was created during the onset of the pandemic, over a 3-year period allotment.

ARDC Planning: Director Andy Hubley stated there is need for more volunteers to help with community projects. He stated more information will be sent to Board members soon, with the hope some of our members participate.

EDA Rescue Plan can now accept funds.

They are adding many MnDOT funds into Plans.

The team continues to be very busy which may lead to necessary additional staffing.

Operations/Admin:

HR Manager/Board Coordinator reported there are two position vacancies posted currently: one for Aging (Pre-Admission Screening Specialist) and one for Regional (Transportation Trainer). There have been a limited number of applicants, most likely due to the current workforce shortage.

ARDC's revised Return to Work Plan was presented to staff last month. With the new COVID-19 variant, most employees are choosing to continue to work remotely for now, but they have the option to work in the office.

The Board was asked about September's Board meeting, whether it should be hybrid or virtual. The consensus from the attendees was hybrid. However, there is another conflicting meeting in September that might hinder a quorum. Therefore, it may need to be cancelled with a possible emergency Executive Committee meeting held if there is business that needs immediate approval.

ARDC management will discuss and communicate with Board members as soon as possible.

Director Hubley stated he is still waiting on legal clarification on a few things regarding ARDC's Bylaws revisions. He is hopeful to present them at the next Board meeting.

ARDC held it's annual Public Meeting on Tuesday, August 17, 2021, to discuss the preliminary 2022 budget and tax levy. There were no attendees outside of ARDC staff. The minutes of the meeting, Certification of Apportioned Levies – Payable 2022, and approved preliminary 2022 budget were sent via certified mail to the County Auditors.

Discussion occurred regarding ARDC's cash on hand and sustainability. Director Hubley and Finance Director will review this for further discussion and input at the Commission meeting in October.

13. There was nothing additional discussed or mentioned by Board members or guests.

1. UPCOMING MEETINGS

- **Board Meeting** – September 16, 2021 – Virtual/Hybrid/ARDC? (Possibly cancelled due to another meeting.)
- **Commission Meeting** – October 21, 2021 – Virtual
- **Board Meeting** – November 18, 2021 – Virtual/Hybrid/ARDC?

14. ADJOURN Meeting was adjourned at 10:51 a.m. Wade Pavleck/Jason Hollinday to support.

Attest:


ARDC Chair


Krista Mattila, HR Mgr/Commission Coordinator