

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION  
& BOARD OF DIRECTORS**  
Thursday, October 21, 2021  
**VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)**

**Minutes**

<b>Members Present</b>	<b>Representing</b>	<b>Others Present</b>	<b>Representing</b>
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila (In person)	ARDC
Don Niemi	Commissioner - Aitkin County (V. Chair)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Ron Chicka	ARDC
Pamela Franklin	Advisory Committee - AAAA	Sr. Mary Matthew Morrisroe	ARDC
Ginny Storlie	Commissioner - Cook County	Richard Sarra	ARDC
Ashley Grimm	Commissioner - St. Louis County	Michelle Pierson	ARDC
Gordon Salisbury	At Large		
Bobby Deschampe	NATC		
Jason Paulson	Township Official – Carlton County		
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		
Terese Tomanek	Communities Over 10,000 - Duluth		
Mike Garry	Communities Under 10,000 – Cook County		
Kevin Ade	Township Official – Koochiching County		
Wade Pavleck	Commissioner - Koochiching County		
<b>Members Absent</b>	<b>Representing</b>		
Gary Anderson	Communities Over 10,000 - Duluth		
Calvin Saari	Communities Under 10,000 - Itasca County		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
David Lucas	Communities Under 10,000		
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		
Jim Berg	At Large		
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)		
Dirk Davis	At Large		
Michael Hoops	At Large		
Sharon DeWitt	Communities Under 10,000 – Aitkin County		
Steve Johnson	Communities Under 10,000		
Pete Walsh	Commissioner – Lake County		

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

The meeting was called to order by Chair, Dick Brenner, at 10:01 a.m. Roll-call attendance was taken.

**2. CONSENT AGENDA for approval of the following**

Commission Meeting Minutes, July 15, 2021

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

**3. PRESENTATION:** Gitchi-Gami State Trail Planning: ARDC's Role in Connecting the People, Places, and Agencies with a Great Trail on the Greatest of Lakes. (*Michelle Pierson, ARDC Planning Assistant*)

**4. RESOLUTION:** Authorization to Enter into Agreements with the Minnesota Department of Transportation and the Northwest Regional Planning Commission for Federal and State Planning Funds for Support of Work Program Activities by the Metropolitan Interstate Council for Calendar Year 2022-2023. (*Ron Chicka*). A 2022/2023 Final Work Plan was also presented.

**Motion by Allen Rasmussen/Ginny Storlie to support. Motion carried unanimously as no members opposed or recused upon request.**

**5. RESOLUTION:** Authorization to Accept Funds for MIPPA in the Amount of \$46,438. (*Kristi Kane*)

**Motion by Pat Medure/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.**

**6. RESOLUTION:** Authorizing ARDC to Accept Funding from Saint Louis County Public Health COVID-19 Response and Recovery Funding for Community Engagement. (*Kristi Kane*)

**Motion by Frank Jewell/Pam Franklin to support. Motion carried unanimously as no members opposed or recused upon request.**

**7. RESOLUTION:** Authorizing ARDC to Accept Funding from Innovations for Aging LLC, dba Trellis for Services Agreement for Juniper. (*Kristi Kane*)

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

**8. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and a Qualified Landscape Architect to Conduct a Design Process in Respect to the Cloquet Area Transportation Plan. (*Andy Hubley*)

**Motion by Pat Medure/Mary Somnis to support. Motion carried unanimously as no members opposed or recused upon request.**

**9. RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Facilitation Services for the Cloquet Area Transportation Plan. (*Andy Hubley*)

**Motion by Pat Medure/Mary Somnis to support. Motion carried unanimously as no members opposed or recused upon request.**

**10. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and Itasca County, Kay-Linn, and Aune-Fernandez Landscape Architects to Facilitate Public Input and Develop Designs in Respect to the Nashwauk Community Mountain Bike Recreation Area Planning Process. (*Andy Hubley*)



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

- 11. RESOLUTION:** Authorization of Loan Requests totaling Sixty Thousand Dollars (\$60,000) from ARDC's CARES Revolving Loan Fund for Loonies (Virginia, MN). (*Andy Hubley*)

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

- 12. RESOLUTION:** Authorization of Loan Requests totaling Seventy-Five Thousand Dollars (\$75,000) from ARDC's CARES Regional Revolving Loan Fund for Reimagined by T. Underwood (Duluth, MN). (*Andy Hubley*)

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

- 13.** The RLF Activity Report with Loans Receivable Detail Listing was included in the materials and received. ARDC Director and Finance Director provided an additional brief **Revolving Loan Fund update**. Currently, in the Legacy (original) Fund, there is approximately \$1,090,000 still available to lend out. There have been quite a few pay offs. In the CARES Fund, there is approximately, \$480,000 remaining to lend out by July 29, 2022. The administration percentage is at 25.93 on the Legacy Fund. The CARES Fund administration is included in the RLF award. Requests are starting to slow down. It was reported the team has been more efficient than ever.

**14. APPROVAL OF ARDC'S 2021-2022 BENEFITS PLAN.**

Human Resources Manager reviewed ARDC's proposed 2021/2022 employee benefits plan. Discussion occurred.

**Motion by Allen Rasmussen/Joel Hoppe to approve. Motion carried unanimously as no members opposed or recused upon request.**

**15. FINANCIAL REPORT**

Finance Director referred to September's financial summary. It was noted last year's fringe estimation was a little higher than the actual.

**2022 Proposed Agency Wide Budget**

Finance Director presented the 2022 proposed agency-wide budget. Finance Director stated there were substantial changes from the preliminary budget due to increased contracts, funding streams, CARES, carry-overs and grants. She noted RLF defederalization will be considered by the Commission in July 2022. Discussion occurred.

**RESOLUTION:** Adoption of Proposed Agency Wide 2021 Budget.

**Motion by Allen Rasmussen/Frank Jewell to approve the 2022 proposed agency-wide budget. Motion carried unanimously as no members opposed or recused upon request.**

**16. ARDC BYLAWS REVISIONS – *Dick Brenner***

**ARDC Director Hubley reviewed a MEMO regarding a proposed altered ARDC Management structure, with Hubley now to become ARDC's Executive Director, overseeing Human Resources, creating stronger efficiency for organization-wide decision-making. Drafted Bylaws revisions were reviewed and discussed. The Bylaws Revision Committee were thanked for their hard work, flexibility and dedication. The Committee members were Richard Brenner, Allen Rasmussen, Bobby Deschampe, Dirk Davis, David Lucas, Andy Hubley and Krista Mattila.**



**RESOLUTION:** Adopting Revised Bylaws, Including an Altered Management Structure, and a Code of Business Conduct for the Arrowhead Regional Development Commission (ARDC). (*Andy Hubley*).

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon request.**

## **17. MANAGEMENT UPDATE**

### **HUMAN RESOURCES MANAGER/BOARD AND COMMISSION COORDINATOR:**

ARDC Bylaw Revisions: Committee members were thanked again. The revised packet will be distributed by the Annual Meeting in January.

Board and Commission elections for 2022: To begin soon. Commissioners were asked to review term materials included with the packet of information provided for the meeting.

Staffing: Hired: 2 interns for Regional Planning; 1 rehire for SLL Open Enrollment. Open positions: 2 positions for Aging.

Employee Benefits 2021/2022 Open Enrollment: To begin next week.

Affirmative Action Plan: Started. One underutilization found so far - female. Not too concerned; low staffing category; caused by one female termination with the position unfilled.

New Compensation & Reclassification Structure. Still under review. Goal = Q1 2022.

COVID-19 Staffing Updates: Most employees still working remotely.

Vaccinations Status/Requirements (State and Fed): Ongoing review of current laws and contract requirements. Have had numerous discussions with legal. Policies have been proactively drafted but nothing implemented yet.

### **REGIONAL:**

**NEW:** Working with Aitkin County on EDA projects. There are several new MnDOT contracts.

### **AGING:**

Advisory Committee member, Pamela Franklin, provided an Arrowhead Area Agency on Aging report from their September 14<sup>th</sup> Council meeting. She stated, Director Kristi Kane shared that in November, Advisory Committee elections will be by email vote as in-person meetings are currently postponed. There were 2 Council resignations: Deanna Frinifrock and Kathleen Gates; 3 applications of potential Board Members were shared with Council and will be voted on in November; 3 current members will have completed their terms: Cheryl Blue, Sue Swendson and Ann Varda; Pat Eliason has completed his 1<sup>st</sup> Term; and elections for officers will take place at the November meeting. Sr Linkeage Line has a new staff member: Kyle Mitchell, MSW. In August, Vac5 Funding Strategy was passed for the use of vaccinations for those with health disparities during COVID. Kristi also gave a presentation on Future Planning for the AAAA. The presentation addressed a letter sent from the MBA asking the AAAA to explore other structures and to consider. The Review Task force met prior to their meeting: a committee will review Title III A, B, C and another that will review Title III D & E and meet back to report Oct 26<sup>th</sup>.

During the Commission meeting, Director Kane stated AAAA is in the process of quarterly reporting. They have also been doing a financial analysis of carryover and funding available in 2023 – and anticipate that unless something changes in the Federal Funding realm, they will have roughly 20% less funds across all Title's to grant out in the region. AAAA presents to the Minnesota Board on Aging Policy Committee next week to present their 2022 area plan for MBA board approval. They recently hired a new staff member, Carlie Mies, in our Preadmission Screening Program. AAAA is in the process of staff reviews and currently hiring for two new positions. One will support the ElderCare Development Partnership program and the other will support the St. Louis County COVID relief grant award. As reported earlier, Kane stated she presented options to the ACA on Future Planning for AAAA and discussed potential gains and consequences. In November, Olivia Mastery from Collective Action Lab will facilitate a discussion around those options.

**MIC:**

Director Chicka stated on top of the work he discussed during his Resolution presentation earlier in the meeting, many of their projects are continuing including the Comp Plan, the Blatnik Bridge project (ongoing/long-term) and the Central Entrance multi-modal project (coming to conclusion by the end of this year). He stated they are watching the Transportation Federal Bill closely; if passes this month, they will receive more federal funds.

**18. UPCOMING MEETINGS**

- **Board Meeting** – November 18, 2021 – Virtual?
- **Board Meeting** – December 16, 2021 – Virtual?
- **Commission Meeting (ANNUAL MEETING)** - January 20, 2022 – Virtual?

**19. ADJOURN – Motion by Allen Rasmussen to adjourn/Don Niemi to support.** Meeting was adjourned at 11:51 a.m.

**Attest:**

  
Dick Brenner, Chair

  
Krista Mattila, HR Manager