



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
& BOARD OF DIRECTORS**
Thursday, January 20, 2022
VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)

Minutes

Members Present	Representing	Others Present	Representing
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)	Kristi Kane	ARDC
Pamela Franklin	Advisory Committee - AAAA	Sr. Mary Matthew Morrisroe	ARDC
Ginny Storlie	Commissioner - Cook County	Richard Sarran	ARDC
Jim Berg	At Large	Josh Bergstad	ARDC
Gordon Salisbury	At Large	Leo Trunt	Commissioner – Itasca Co.
Bobby Deschampe	NATC		
Calvin Saari	Communities Under 10,000 - Itasca County		
Mary Somnis	At Large		
Frank Jewell	Commissioner - St. Louis County		
Joel Hoppe	At Large		
Paul Nevanen	At Large		
Warren Tinker	Townships		
Pat Medure	School Boards		
Terese Tomanek	Communities Over 10,000 - Duluth		
Jason Holliday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)		
Kevin Adee	Township Official – Koochiching County		
Wade Pavleck	Commissioner - Koochiching County		
Dirk Davis	At Large		
Sharon DeWitt	Communities Under 10,000 – Aitkin County		
Michael Hoops	At Large		
Steve Johnson	Communities Under 10,000		
David Lucas	Communities Under 10,000		
Michael Garry	Communities Under 10,000 – Cook County		
Members Absent	Representing		
Gary Anderson	Communities Over 10,000 - Duluth		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Roger Maki	Communities Over 10,000 - Cloquet		
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		
Jason Paulson	Township Official – Carlton County		
Ashley Grimm	Commissioner - St. Louis County		
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 10:00 a.m. Roll-call attendance was taken.

2. **PRESENTATION: *Comprehensive Economic Development Strategy (CEDS)***, presented by Josh Bergstad, ARDC Principal Planner. For more information, visit www.ardc.org/CEDS

3. **ANNUAL ELECTIONS** - *Allen Rasmussen* (Refer to 2022 Nominating Committee Report)

A. Commission – TO BE RATIFIED

- County Commissioners

Approved unanimously with revision to new Itasca County Commissioner appointee (Leo Trunt) as no members opposed or recused upon request.

- Township Officials

Approved unanimously as no members opposed or recused upon request.

- Communities Under 10,000

Approved unanimously as no members opposed or recused upon request.

- Communities Over 10,000

Approved unanimously as no members opposed or recused upon request.

- School Board

Approved unanimously as no members opposed or recused upon request.

- Advisory Committee

Approved unanimously as no members opposed or recused upon request.

B. Commission – TO BE VOTED

- At-Large

Approved unanimously as no members opposed or recused upon request.

C. Board of Directors– TO BE VOTED

- NATC

Approved unanimously as no members opposed or recused upon request.

- At-Large

Approved unanimously as no members opposed or recused upon request.

- County Commissioners

Approved unanimously with revision to new Itasca County Commissioner appointee (Leo Trunt) as no members opposed or recused upon request.

D. Recognition of Outgoing Members

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

Commission Meeting Minutes, October 21, 2021

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

5. **RESOLUTION:** Authorizing a Contract with Chad Ricord for Assistance with the Arrowhead Regional Development Commission Revolving Loan Fund for 2022. (*A. Hubley*)

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

6. 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, CARES Act funding application requests have slowed down. A considerable amount of Legacy Loan funds and EDA funds are available. Discussion occurred.

7. FINANCIAL REPORT

Finance Director referred to December's financial summary. It was noted the Balance Sheet was preliminary as request for payments for the Area Agency on Aging did not occur until January and needed for 2021 close out. It was also noted last year's indirect and fringe estimation were a little lower than actual due to employee census changes.

8. 2022 Final Agency Wide Budget

Finance Director presented the 2022 Final agency-wide budget. Finance Director stated the one change from the preliminary budget was due to EDA RLF distributions.

RESOLUTION: Adoption of Final Agency Wide 2022 Budget.

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

9. RESOLUTION: Adoption of the Area Agency on Aging 2022 Plan for the Arrowhead Region. (K. Kane)

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

10. MANAGEMENT UPDATE

AGING: Director, Kristi Kane, shared with members about the passing of ARDCs Community Living Specialist, Michael Kruchten. She stated how much Mike will be missed and remembered by staff. She reported that her division staff's Performance reviews for 2021 are complete. Aging is currently busy focusing on year-end reporting. There was no Advisory Committee Board meeting held in December.

MIC: Executive Director, Andy Hubley, shared a few highlights in Ron Chicka's absence. He stated due to a significant amount of employee turnover (one Principal Planner and one Senior Planner), a large majority of time is being spent on multiple areas to try to balance and maintain workload. Chicka is working with HR to fill these vacancies. The Transportation Improvement Program continues to be a priority.

PLANNING: Executive Director Hubley stated due to a recent Senior Planner resignation, the Planning Division is also working on balancing workload while working with HR on filling the vacancy. They continue to work on several projects. He highlighted Grand Rapids library and historical spots projects, the Edge of the Wilderness scenic highway project and working with the City of Nashwauk (Itasca County) on trail options.

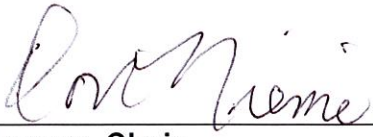
HUMAN RESOURCES: HR Manager/Board and Commission Coordinator, Krista Mattila, stated most staff are continuing to work remotely at this time. HR is working with Aging, MIC and Regional on hiring for multiple positions. HR has been very busy due to high turnover, end of the year reporting (including new reporting requirements), staffing changes and Board and Commission elections. ARDC recently hired a Development Administrative Coordinator for the Aging Division and offered a Senior Planner position to a candidate who will start in the MIC division in February. All staff Performance Evaluations have been conducted with the exception of the Management team and HR Manager. It is the hope to have those completed over the next couple of weeks. ARDC's Travel Policy is under review for potential changes.

11. UPCOMING MEETINGS

- **Board Meeting** – February 17, 2022, TBD - Virtual/ARDC
- **Board Meeting** – March 17, 2022, TBD – Virtual/ARDC
- **Commission Meeting** - April 21, 2022, Virtual

12. ADJOURN – Motion by Allen Rasmussen to adjourn/Terese Tomanek to support. Meeting was adjourned at 11:16 a.m.

Attest:

A handwritten signature in blue ink, appearing to read "Dick Brenner", written over a horizontal line.

Dick Brenner, Chair

A handwritten signature in blue ink, appearing to read "Krista Mattila", written over a horizontal line.

Krista Mattila, HR Manager