

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

March 17, 2022 – 10:00 a.m. – 12:00 p.m.

VIRTUAL & TELEPHONE MEETING (Pandemic) ARDC

Minutes

Members Present

Don Niemi, V Chair
Jason Hollinday, Sec.
Frank Jewell
Wade Pavleck
Allen Rasmussen
Leo Trunt
Ginny Storlie
Pam Franklin
Paul Nevanen
Pete Walsh

Representing

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

Others Present

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

Representing

ARDC
ARDC
ARDC
ARDC
ARDC
ARDC

Members Absent

Dick Brenner, Chair
Joel Hoppe

Carlton County
At Large

- 1. CALL TO ORDER:** The meeting was called to order by Vice Chair Niemi at 10:05. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, February 17, 2022.
Motion by Rasmussen/Franklin to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 3. RESOLUTION:** Authorization to Enter into an Agreement with a Qualified Consultant to Produce a Duluth Area I-35 Corridor Plan as part of the Duluth-Superior Metropolitan Interstate Council's Work Program Activities for Calendar Years 2022 and 2023. *(Ron Chicka)*
Motion by Rasmussen/Nevanen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 4. RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation to Produce a Duluth Area I-35 Corridor Plan as part of the Duluth-Superior Metropolitan Interstate Council's Work Program Activities for Calendar Years 2022 and 2023. *(Ron Chicka)*
Motion by Rasmussen/Hollinday to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 5. RESOLUTION:** Authorizing an Application for Year 2 of Regional Transportation Coordinating Council Phase IV Grant Funding and Acceptance of Funds Awarded. *(Andy Hubley)*
Motion by Hollinday/Rasmussen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 6. REVOLVING LOAN FUND (RLF) REPORT – Andy Hubley, Executive Director**
The Revolving Loan Fund Reports were received. Hubley noted many of the recipients are coming up to the one-year point so principal and interest payments are now due. Sister Mary Morrisroe, Finance Director, reported last year, Congress approved defederalization of RLF funds. ARDC is eligible for this in June 2022.

7. FINANCIAL REPORT

February's financial reports were received. Finance Director noted the computer and furniture listing adjustments are due to obsolete items being removed. Finance Director stated ARDC is on target for the 2022 agency-wide budget. Finance Director also stated ARDC's annual initial audit efforts started this week. The audit field work is expected mid-April.

8. PRESENTATION: *Communication, Five-Year Assessment (Communications Plan)*,

presented by Andy Hubley, ARDC Executive Director. Hubley reviewed the requirements of the Assessment, results from last Assessment and highlighted on areas to be included in this year's Assessment. Hubley stated ARDC will most likely be submitting a RFP to hire a consultant and a subcommittee will be formed to assist. Interested members should contact Hubley.

9. MANAGEMENT UPDATE

- Operations/Agency-Wide: Executive Director reported ARDC is revising its COVID Return to Work policy as restrictions are lifting. More staff are returning to work at the ARDC office building. May's Board meeting will most likely be held in person. The Management team, along with HR Manager, are making good progress on revising ARDC's Salary Range Structure. HR Manager stated management performance reviews will be held on April 4, 2022 (HR Manager shortly thereafter). Management is still reviewing ARDC's Travel policy. ARDC is starting to work on the 2021 Annual Report; due in September.
- ARDC Planning: Planning hired a new Sr. Planner, Paige Melius. Much of the focus area in this role has been on transportation plans in areas such as Fond du Lac, Cloquet and the Iron Range. Hubley also reported there has been a lot of successes in EDA funding.
- MIC: Division Director reported the MIC Board approved some large 2025-2026 multi-modal initiatives; Canosia Road and London Road projects were highlighted. Director Chicka also expanded upon the I-35 Corridor Plan during the Resolution approvals. A Lake Superior Warehousing webinar was held this week; the port movement is being looked at for potential containment options related to maritime planning. MIC will be participating in funding dissemination meetings for the recently approved Federal Transportation Bill.
- Aging: Advisory member, Pam Franklin, gave a report from their last Advisory Committee Meeting. Two presentations were held. The first was on Juniper. Franklin said to visit www.yourjuniper.org for exciting information regarding Juniper focus areas. The second presentation was on Aging Impact Awards which honors businesses and communities that have taken steps to positively impact elders. At their meeting, the Chair mentioned several subcommittees with vacancies available. Division Director reported that ARDC's International Fall's office is reducing its size in August but will still be available for small meetings and volunteer services. Long-time ARDC employee, Karen Tveit, IA&C Spec, is retiring in June. There are current openings in IA&C and for a Preadmission Screen Specialist. Aging is working on the applications for Title III B, C, & E for funding opportunities.

10. UPCOMING MEETINGS

- **Commission Meeting** – April 21, 2022, Virtual
- **Board Meeting** – May 19, 2022, (TBD – Virtual/ARDC?)
- **Board Meeting** – June 16, 2022, (TBD – Virtual/ARDC?)

11. ADJOURN Meeting was adjourned at 11:05 a.m. **Motion by Rasmussen/Storlie to support.**

Attest:

 

ARDC Chair

Submitted by Krista Mattila, HR Mgr/Board &
Commission Coordinator