



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION  
& BOARD OF DIRECTORS**  
Thursday, April 21, 2022  
**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 (In person)	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Kristi Kane	ARDC
Jason Holliday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Sr. Mary Matthew Morrisroe	ARDC
Ginny Storlie	Commissioner - Cook County	Ron Chicka	ARDC
Jim Berg	Township Official – Aitkin County	Josh Bergstad	ARDC
Tim Harkonen	Communities Over 10,000 - Hibbing	Charlie Moore	ARDC
Bobby Deschampe	NATC	Richard Sarran	ARDC
Calvin Saari	Communities Under 10,000 - Itasca County	Anthony Landgren	ARDC
Mary Somnis	At Large		
Frank Jewell	Commissioner - St. Louis County		
Joel Hoppe	At Large		
Pete Walsh	Commissioner – Lake County		
Cal Warwas	Township Official – St. Louis County		
Pat Medure	School Boards		
Kevin Adee	Township Official – Koochiching County		
Wade Pavleck	Commissioner - Koochiching County		
Michael Hoops	At Large		
Leo Trunt	Commissioner – Itasca County		
<b>Members Absent</b>	<b>Representing</b>		
Dirk Davis	At Large		
Brian Briggs	Communities under 10,000 - Koochiching County		
Paul Nevanen	At Large		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Roger Maki	Communities Over 10,000 - Cloquet		
Larry Salmela	Township Official - Itasca County		
Terese Tomanek	Communities Over 10,000 - Duluth		
Walter Hautala	School Boards		
Brian Briggs	Communities Under 10,000		
Jason Paulson	Township Official – Carlton County		
Ashley Grimm	Commissioner - St. Louis County		
Pamela Franklin	Advisory Committee - AAAA		
Gordon Salisbury	At Large		
Sharon DeWitt	Communities Under 10,000 – Aitkin County		
Steve Johnson	Communities Under 10,000		
David Lucas	Communities Under 10,000		
Michael Garry	Communities Under 10,000 – Cook County		

**1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW – Don Niemi, Vice Chair**  
The meeting was called to order by Vice Chair, Don Niemi, at 10:00 a.m. Roll-call attendance was taken.

**2. CONSENT AGENDA for approval of the following:**  
Commission Meeting Minutes, January 20, 2022

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

3. **PRESENTATION: *North Country National Scenic Trail; Arrowhead Re-route Corridor Selection Planning***, presented by Josh Bergstad, ARDC Principal Planner, and Charlie Moore, ARDC GIS Senior Specialist. For more information, visit [www.northcountrytrail.org](http://www.northcountrytrail.org)
4. **RESOLUTION:** Authorization to modify the 2022 Senior Nutrition contract with Arrowhead Economic Opportunity Agency for 2022 American Rescue Plan Act (ARPA) Nutrition Services. (*K. Kane*)  
**Motion by Tim Harkonen/Cal Warwas to support. Motion carried unanimously as no members opposed or recused upon request.**
5. **RESOLUTION:** Authorizing ARDC to enter into a Joint Powers Agreement with Cook County Soil and Water Conservation District to Accept Funds for the Coastal Erosion Hazard Mapping Phase 3 Project. (*A. Hubley*)  
**Motion by Don Niemi/Mary Somnis to support. Motion carried unanimously as no members opposed or recused upon request.**
6. **RESOLUTION:** Authorizing Adoption of the 2022-2027 Northeast Minnesota Comprehensive Economic Development Strategy. (*A. Hubley*)  
**Motion by Frank Jewell/Calvin Saari to support. Motion carried unanimously as no members opposed or recused upon request.**
7. **PRESENTATION: *CARES RLF Impact: At a Glance***, presented by Anthony Landgren, ARDC Associate Planner. For more information, contact [alandgren@ardc.org](mailto:alandgren@ardc.org)
8. **RESOLUTION:** Authorization of Defederalization of the Arrowhead Regional Development Commission (ARDC) Original Revolving Loan Fund Award. (*A. Hubley*)  
**Motion by Pat Medure/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.**
9. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Eighty Thousand Dollars (\$280,000) from ARDC's CARES Regional Revolving Loan Fund for Kirsten Aune Textiles (Duluth, MN), NorthShore Laundry (Lutsen, MN), Smokey Jake's BBQ (Aitkin, MN), Keewatin Auto (Keewatin, MN), Fika Coffee (Lutsen, MN). (*A. Hubley*)  
**Motion by Frank Jewell/Mary Somnis to support. Motion carried unanimously as no members opposed or recused upon request.**
10. The RLF Activity Report with Loans Receivable Detail Listing was included in the materials and received. ARDC Executive Director and Finance Director provided an additional brief Revolving Loan Fund update. Hubley noted many of the loans are at the one-year point so principal and interest payments are now due. The team is contacting borrowers as concerns arise. Plans are in place for outstanding loans.
11. ARDC Salary Range Structure 2022-2026  
Executive Director, Andy Hubley, and Human Resources Manager, Krista Mattila, presented ARDC's proposed Salary Range Structure for 2022-2026.  
**RESOLUTION:** To Adopt A Classification and Compensation Plan 2022-2026 For the Employees of the Arrowhead Regional Development Commission.  
**Motion by Dick Brenner/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.**



## 12. ARDC TRAVEL POLICY

Human Resources Manager, Krista Mattila, presented a revised ARDC Travel Policy.

**RESOLUTION:** To Adopt An Updated Travel Policy for Arrowhead Regional Development Commission.

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

## 13. 2021 ANNUAL REPORT – *Andy Hubley*

Executive Director, Andy Hubley, presented the ARDC 2021 Annual Report.

**RESOLUTION:** To Approve ARDC's 2021 Annual Report

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

## 14. FINANCIAL REPORT

Finance Director referred to March's financial summary. It was noted the prepaid expenses balance was due to a discount for an early balance payment for insurance. 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 field work began this week. ARDC's issued audited financial statements are not expected to be received until late summer.

## 15. MANAGEMENT UPDATE

### **Agency-Wide:**

Executive Director attended a MN Development Association meeting. Hubley stated there was much discussion at the meeting regarding potential federal funding opportunities. The management team and HR spent a significant amount of time over the past two years revising ARDC's Salary Range Structure which was presented to the Commission for adoption today.

ARDC's Travel policy was reviewed and revised based on new travel protocols, expense reimbursements, state mandates, best practices obtained and recommendations from ARDC's insurance agency.

ARDC's annual audit is occurring.

Executive Director will be meeting with Itasca Township in May.

Planning will be attending other Counties board meetings.

A "Communications Plan" Request for Proposals (RFP) was sent out seeking a firm to assist ARDC with developing a communications plan.

**PLANNING:** Executive Director Hubley reported they have been working on transportation planning in several areas including Cloquet, Aitkin and Fond du Lac which includes bicycle and pedestrian friendly trail planning. In addition, planning is occurring for the Nashwauk State Trail. The RTCC is beginning its Phase 4 on July 1<sup>st</sup>. The RLF team will be starting loan recipient site visits soon. Commissioners were encouraged to reach out to Josh Bergstad at [jberstad@ardc.org](mailto:jberstad@ardc.org) for EDA program information.

**AGING:** Director, Kristi Kane, was happy to report there was an increase in the American Rescue Plan funding distribution allotment, so they were able to meet all requests. Aging recently hired an Information, Assistance and Counseling Specialist who will be starting on May 2<sup>nd</sup>; there was one internal transfer.

Aging staff is focusing on continued training with current data tools due to identified gaps in services. More regional training will be occurring.

Aging Director noted there seems to be an unbalance in Homecare service wages; accuracy of this is being reviewed in each Region.

Aging is providing more advocacy in nutrition services and cost awareness recently.

Aging is monitoring the newly passed ALS legislature.

**MIC:** MIC Director, Ron Chicka, shared the MIC Division is now fully staffed. Chicka stated they continue to watch for funding opportunities from the Federal Transportation Bill.

Chicka highlighted a few current projects:

1. The London Road Corridor. A number of changes are being reviewed; expected to be finished by 2026.
2. The Can of Worms. Chicka reported it is going well. They are looking at federal funding for two additional proponents leading to possible necessary amendments.
3. I-35 Study. They are participating in an I-35 study for the Duluth metro area.
4. Northern Lights Express. MIC recently wrote a letter of support. This project is under discussion with the legislature.

#### 16. UPCOMING MEETINGS

- **Board Meeting** – May 19, 2022 - ARDC
- **Board Meeting** – June 16, 2022 – ARDC
- **Commission Meeting** – July 21, 2022 – Hermantown Training Center

12. **ADJOURN** – Meeting was adjourned at 12:00 p.m.

Attest:

  
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Dick Brenner, Chair

  
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Krista Mattila, HR Manager