

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

Via TEAMS and in person  
Tuesday, December 17, 2024

**CALL TO ORDER**

The meeting was called to order by Lacey Hinkle, Chairperson, Tuesday, December 17, 2024, at the Pembina City Office, Pembina, ND, at 10:00 A.M.

Members Present- Virtual: Lacey Hinkle, Dave Monson, Nathan Green, Casey Krieg, and Sonia Misialek.

Members present – In person: Mary Houdek, and Teri Stoiber.

Members Absent: Julie Kemnitz, Kathy Stremick, Jim Benjaminson, Darin Otto, and Michael Cook.

Others Present: Lori Estad, Red River Regional Council (RRRC); and Angelle French, Pembina County JDA.

**MINUTES**

Minutes from September 9, 2024, meetings were mailed to members prior to the meeting. Monson moved to approve the minutes as mailed; seconded by Green, motion carried.

**FINANCIAL REPORT**

French reviewed the financial report.

Krieg moved to approve the financial report, seconded by Green; motion carried.

**BYLAWS REVISION APPROVAL**

French reviewed the changes in the bylaw. The changes included changing language and to follow Century Code.

Monson moved to approve the changes to the bylaws, seconded by Misialek; motion carried.

**DIRECTORS REPORT**

French reviewed the Directors Report.

- 3 mills were approved by the county commissioners
- Dakota Apartments – reworking the structure to help find a working solution, have until December to find remaining funds or HIF funds will be returned.

**2025 BUDGET UPDATE**

French revised the 2025 budget to adjust to the 3 mills approved by the county commissioners.

Green approved the 2025 budget as presented, seconded by Stoiber; motion carried.

**NEW BUSINESS**

Flex PACE Loan – NK Plumbing

Nik and Julie Kemnitz, NK Plumbing, is requesting a Bank of North Dakota flex PACE Interest Buydown for \$2,612. This is a start-up business right outside of Cavalier. The funds would be used to purchase a van, shelving for the van, decals for the van and tools.

Krieg moved to approve the request for a Bank of North Dakota Interest Buydown; repayments to begin after Bank of North Dakota loan has matured, or seven years, whichever comes first. Repayment at 2% interest over two years; seconded by Houdek; motion carried.

#### Board Appointments and Terms

The Pembina County Commissioners appointed the following to the JDA Board

- Mary Houdek – renew
- Nathan Green – renew
- Pat Hardy to replace Jim Benjaminson
- Norman Hurst to replace Kathy Stremick

There are two vacant positions for Township Officers.

#### Election of Officers

Current officers are:

- Hinkle as Chair
- Kemnitz as V. Chair
- Stremick as Secretary/Treasurer

Hinkle does not want to renew her position as Chair.

Krieg moved to nominate Kemnitz as Chair; Misialek as V. Chair and Krieg as Secretary/Treasurer; seconded by Green. Misialek did not accept the position of Vice Chair.

Krieg amended her motion to nominate Kemnitz as Chair; Hinkle as V. Chair; and Krieg as Secretary/Treasurer; seconded by Green; motion carried.

The Chair, Treasurer, and Director have signing authority, and French will get the signature cards change. Lacey Hinkle, Kathy Stremick will be removed from the bank account and Julie Kemnitz and Casey Krieg will be added on to the PCJDA bank account.

#### Letter of Support

Lizzie Crowston is seeking a letter of support for a \$3.5 million federal grant STEAM (Science, Technology, Engineering, Arts and Math) TEAM. The RRRC will be the fiscal manager.

**Mission:** To foster innovation, curiosity, and collaboration by offering engaging STEAM (Science, Technology, Engineering, Arts, and Math) learning experiences for K-12 students and the broader community. We aim to bridge the rural technology divide through strategic partnerships, build a future-ready workforce, and strengthen opportunities for rural residents by exploring new economic development opportunities.

**Vision:** To create a thriving ecosystem where STEAM education empowers future generations, drives regional economic development, and ensures rural communities remain competitive and resilient in a global digital landscape.

Krieg approved a letter of support, seconded by Stoiber; motion carried. French will write the letter and send to Crowston.

2025 PCJDA Goals

French reviewed the 2025 goals for the PCJDA.

- Business and Entrepreneurs
- Community Outreach and Development
- Support Improving Community Essential & Quality of Life
- Support People Attraction

All members supported the goals.

**OLD BUSINESS**PCJDA CD Account

The PCJDA have a CD at United Valley Bank which is earning 3.25% interest. Signing rights in the bylaws are the Chair, Treasurer, and Executive Director. It was suggested to contact local banks to check on current interest rates. If there is a better rate at another bank the CD can be moved.

Monson moved to give authority to Chair (Kemnitz), Treasurer (Krieg), and Executive Director (French) to have signing rights and to renew the CD at the current bank or another bank, seconded by Stoiber; motion carried.

**OTHER BUSINESS**

Monson has drafted a bill to change the name of the Job Development Authority to Economic Development. He now needs a co-sponsor. The Cavalier County JDA is leery of the name change.

**ADJOURN**

There being no more business, the meeting was adjourned at 11:04 A.M.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Chair