

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES
Virtual Meeting
January 9, 2024

CALL TO ORDER

The meeting was called to order by Kathy Stremick, Treasurer, January 9, 2024 via Zoom Meeting.

Members Present by Zoom: Kathy Stremick, Dave Monson, Nathan Green, Elton Heuchert, Darin Otto, Mary Houdek, Sherri Carattini, Julie Kemnitz, Casey Krieg, and Sonia Misialek.

Members Absent: Lacey Hinkle, Jim Benjaminson, Melissa Gapp, and Deanna Newell.

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

MINUTES

Minutes from November 14, 2023 and November 30, 2023 meetings were mailed to members prior to the meeting. Monson moved to approve the minutes as mailed; seconded by Krieg; motion carried.

FINANCIAL REPORT

Stremick presented the financial report.

Monson moved to approve the financial report, seconded by Otto.

Discussion:

Stremick inquired on the D&R Holdings loan. French stated a letter was sent to them regarding the amount due on their loan which has been paid off to the Bank of North Dakota. The total paid to the BND by the PCJDA was \$1,445.90. Technically their loan with the PCJDA is not due until May 1, 2029. She will reach out to them again.

The Red River CHDO received Housing Incentive Funds (HIF) to build an 8-plex. A LLC investment group has been formed and construction is to start in the summer of 2024.

Estad and French will work with the county auditor to move the bank account to the PCJDA.

Motion carried.

BOARD OF DIRECTOR TERMS

Seeking another term are:

Sonia Misialek

Melissa Gapp

Julie Kemnitz

Names of other potential board members were given to French to contact.

ELECTION OF OFFICERS

Ashley Nordstrom is a member at large and the Vice President. Her term expired in 2023 and will not seek another term.

President – Green nominated Hinkle, seconded by Otto; motion carried.
Vice -President – Otto nominated Kernnitz, seconded by Green; motion carried.
Secretary/Treasurer – Otto nominated Stremick, seconded by Krieg; motion carried.

BANK ACCOUNT

Signing authority on the new Pembina County Job Development Authority (JDA) checking account will be the Chair, Vice Chair and Executive Director. There will be two signatures on all checks. French will update the Bylaws to reflect this change.

Estad will also have access to the accounts for financial management but will not be a signer.

Krieg made a motion to approve bank account signers to be the Chair, Vice Chair, and Executive Director with two signatures on all checks; Estad having full access to the account but not be a signer; seconded by Monson; motion carried.

STOREFRONT IMPROVEMENT GUIDELINES

French reviewed the Storefront Improvement Guidelines with changes made. The implementing enhanced "best practices" was removed; awardees being required to watch a webinar on storefront improvement was removed and added work cannot not be started for than three months prior to requesting funds.

Monson approved changes to the Storefront Improvements Guidelines, seconded by Heuchert; motion carried.

OTHER BUSINESS

Valley News and Views reached out to French for reasons why ND is the best place to start a new business. French asked the members for their views. Reasons given where fiber optic updates, utilities, grant available, job resources such as Small Business Development Center, SCORE, etc.

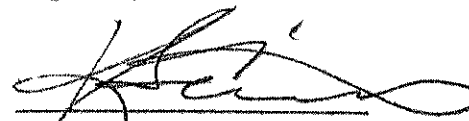
ADJOURN

There being no more business the meeting was adjourned at 10:56 PM.

Submitted by:


Lori A. Estad, RRRC, Office Manager

Signed by:


Kathy Stremick, Secretary/Treasurer