

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

North Valley Career and Technical Center

March 14, 2023, at 10:00 a.m.

**CALL TO ORDER**

The meeting was called to order by Chair Lacey Hinkle, March 14, 2023, at 10:00 a.m. at North Valley Career and Technical Center.

Members Present in Person: Melissa Gapp, Nathan Green, Darin Otto, Mary Houdek, Julie Kemnitz, and Sonia Misialek.

Members Present via Zoom: Lacey Hinkle, Ashley Nordstrom and Casey Krieg.

Members Absent: Kathy Stremick, Jim Benjaminson, David Monson, Elton Heuchert, Sherri Carattini and Deanna Newell.

Others Present: Pat Chaput, Choice Bank; LaRae Horgan, S&L Village, LLC; Dawn Mandt and Lori Estad, and Angelle French, Red River Regional Council/PCJDA.

**MINUTES**

Minutes from January 11, 2023, meeting were mailed to members prior to the meeting. Green moved to approve the minutes as mailed; seconded by Otto; motion carried.

**FINANCIAL REPORT**

Mandt reviewed the financial report. Gapp moved to approve the report as presented, seconded by Kemnitz; motion carried.

**INTRODUCTION**

Mandt introduced Angelle French the new Pembina County JDA director. French gave a brief background of herself. She is currently in the RRRC office but will be relocated to KodaBank in Cavalier during the next few weeks. The office is furnished and the rent is \$450 monthly plus internet. PCJDA signage will be on the glass next to the office door and on the exterior back door.

**STOREFRONT IMPROVEMENT APPLICATION**

A Storefront Improvement application was received from Soeby Moto Company in Walhalla. The project consists of replacing the windows, door and siding. The City of Walhalla is not participating in the program.

Houdek moved to approve the grant funds, seconded by Krieg; motion carried.

The committee urged cities with sales tax to participate with the PCJDA on the Storefront Improvement applications. French will visit with cities regarding the program and their participation.

**FLEX PACE REQUEST**

S&L VILLAGE, LLC

Pat Chaput, Choice Bank, and LaRae Horgan, S&L Village LLC requested \$44,640 (+/- 5%) for a Bank of North Dakota (BND) Flex PACE Interest Buydown loan. Funds will be used for the purchase of an existing

15 building, 38-unit apartment complex in Walhalla, ND. The City of Walhalla will be meeting to consider a shared community partnership with the PCJDA.

Nordstrom moved to approve the request contingent upon the City of Walhalla approve a shared position on the community portion, a deferred loan with payback at 2% interest over three years after the 10-year note is paid to the BND Flex PACE Buydown, seconded by Krieg; motion carried.

#### **BOARD OF DIRECTORS MANAGEMENT**

##### Bylaw Requirements and Updates

French reviewed the revised Bylaws which consisted of a few minor changes.

Page 2, section 3. Absenteeism of Members remove the word consecutive.

Page 3, section 2, number 5, Meeting schedule added executive director.

Page 4, section 2, number 6, Quorum, added "half plus one" for clarity.

The biggest concern is the Secretary/Treasurer position. Being French is the director she is held responsible for the financials of the PCJDA. Pembina County currently handles the bank account, statements, checks, and signs all checks. French would like to change this so the Pembina County JDA will manage their own financials.

French will visit with the Pembina County Commission to change control of the bank account and bring the Bylaws back for approval afterwards.

##### Resolution Signatory Authority

Mandt currently has the authority to sign documents on behalf of the Pembina County JDA. This will change to French.

Houdek moved to approve the Resolution with changes, seconded by Otto, motion carried.

##### Meeting Preferences for 2023

Meeting preference of the board for 2023 was discussed and decided to review each meeting prior to the date if the meeting will be held in person or hybrid. Some meeting places can be hard to find with internet access.

#### **OTHER BUSINESS**

Mandt handed out and reviewed the Legislative update.

French will define excused meetings and prepare Board of Directors guidelines for a future meeting.

Houdek stated MCI is still in production and has not sent out a Workers Adjustment and Retention Notification (WARN) notice which is required 60 days before shut down. She was told the company will be done in June.

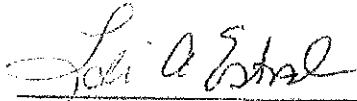
Mandt stated Lisa Rotvold has been hired at the RRRC as a Housing Developer. She is setting up the CHDO and will work on the housing plan that was set up for Pembina County. She will attend the next meeting.

#### **ADJOURN**

There being no more business the meeting was adjourned at 11:40 AM.

A tour of North Valley Career and Technical Center followed.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Chair