

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

Virtual Meeting via Zoom
May 9, 2023, at 10:00 a.m.

CALL TO ORDER

The meeting was called to order by Chair Lacey Hinkle, May 9, 2023, at 10:00 a.m. via Zoom.

Members Present in Person: Lacey Hinkle, Jim Benjaminson, David Monson, Melissa Gapp, Nathan Green, Elton Heuchert, Darin Otto, Mary Houdek, Sherri Carattini, Julie Kemnitz, Casey Krieg, and Sonia Mlsialek.

Members Absent: Ashley Nordstrom, Kathy Stremick and Deanna Newell.

Others Present: Rachel Morrison, Cavalier Chamber and Tourism; Ryan Dusek, Bremer Bank; James O'Toole, A&J O'Toole Towing, LLC; Drew Olafson, United Valley Bank; Jerry Symington, Woodside Industries; Lori Estad, and Angelle French, Red River Regional Council/PCJDA.

MINUTES

Minutes from March 14, 2023, meeting were mailed to members prior to the meeting. Gapp moved to approve the minutes as mailed; seconded by Green; motion carried.

FINANCIAL REPORT

The financial report ending April 2023 was mailed to members prior to the meeting. Kemnitz moved to approve the report as presented, seconded by Monson; motion carried.

FLEX PACE REQUEST

A&J O'TOOLE TOWING, LLC

Ryan Dusek, Bremer Bank and James O'Toole, A&J O'Toole Towing, LLC requested \$6,775.31 (+/- 5%) for a Bank of North Dakota (BND) Flex PACE Interest Buydown loan. Funds will be used to purchase a wrecker truck, tools and supplies from a recently retired wrecker business owner who has been very profitable and successful covering much of northeastern North Dakota. The former business owner also has agreed to mentor James as he is starting out and to share his client list to help James fill the large void that he left as he retired.

Houdek mentioned the benefits of using the Small Business Development Center (SBDC) and SCORE programs.

Krieg moved to approve the request as presented, seconded Otto; motion carried.

Krieg amended her motion to include the terms of a deferred loan with a payback at 2% interest over two years after the 7-year note is paid to the BND Flex PACE Buydown, seconded by Otto; motion carried.

WOODSIDE INDUSTRIES, INC

Drew Olafson, United Valley Bank and Jerry Symington, Woodside Industries, Inc requested \$5,653.57 (+/- 5%) for a Bank of North Dakota (BND) Flex PACE Interest Buydown loan. Funds would be used to update the dust collection for more capacity and efficiency to only use the amount of power needed to

run the machinery.

Benjaminson moved to approve the request contingent upon the City of Cavalier approved a shared portion on the community portion, seconded by Monson; motion carried.

Benjaminson amended his motion to include the terms of a deferred loan with payback at 2% interest over two years after the 10-year note is paid to the BND Flex PACE Buydown, seconded by Monson; motion carried.

DESTINATION RED RIVER PLAN REQUEST

French requested \$20,000 contribution to the 2023 work plan associated with the implementation plan of the Destination Red River project with Roger Books that was completed late summer 2022.

The Implementation plan has two distinct phases:

1. Advertising and Public Relations (bring people to the region)
2. Product development (making easier to navigate in the region – signage)

The goal is to raise a \$500,000 annual budget to support two full-time staff and provide a marketing budget.

Houdek moved to approve the \$20,000 request as presented; seconded by Gapp; motion carried.

BOARD OF DIRECTORS MANAGMENT

French visited with Linda Schlittenhard, Pembina County Auditor, regarding the PCJDA financial management to be handled by the PCJDA. Schlittenhard stated she is fine with the change in the financials. The State Auditor stated it would be best to wait until the first part of 2024 to have a clean transition.

OTHER BUSINESS

Legislative Upate

French discussed SB Bill 2019, which is the Park and Rec Budget. In the budget, they approved \$6M to the Pembina Gorge and \$2M from Park and Rec for the Pembina Gorge campground.

Monson gave an update on other legislative bills. Some highlights include destination funding with up to \$5 million per project, higher education tuition freeze, money for township roads, and \$1 million for rural grocery coop projects.

Recreation Trails Program

The Pembina Gorge Foundation has applied for the Recreation Trails Program grant through the Parks and Rec Department for \$200,000 with a \$40,000 match to repair the damage to the downhill mountain bike trail, enhancements to prevent future damage, and to construct 1 to 2 all-weather trails. If approved the funds will be available in 2024.

Cavalier Community Garden

French has applied for a \$500 grant to start a community garden in Cavalier at the Old Liberty Bell Park through the Pembina Public Health District. It is to create raised garden beds, wheelchair accessibility, benches, etc. This will develop if someone is found to manage the garden. If successful more will be created in Pembina County.

Office Update

The Pembina County JDA office is located in KodaBank in Cavalier.

Announcements

Houdek stated Pat Bertagnoli, Executive Director of Job Service ND, will be in Grafton and Cavalier to speak to students and leaders on workforce issues.

Also, a Pembina County Job Fair is being planned for Walhalla.

Motor Coach Industries will be staying in Pembina for at least two years.

Cavalier Business After Hours will be held on Thursday, May 18, 2023 at 5 pm at the Cavalier Country Club.

ADJOURN

There being no more business the meeting was adjourned at 11:41 AM.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Chair