

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY

MEETING MINUTES

St. Thomas Fire Hall

September 12, 2023, at 10:00 a.m.

CALL TO ORDER

The meeting was called to order by Treasurer, Kathy Stremick, September 12, 2023, at 10:00 a.m. via hybrid.

Members Present in Person: Kathy Stremick, Jim Benjaminson, Dave Monson, Melissa Gapp, Nathan Green, Elton Heuchert, Darin Otto, Mary Houdek, and Sonia Misialek.

Members Present by Zoom: Casey Krieg.

Members Absent: Lacey Hinkle, Ashley Nordstrom, Julie Kemnitz, Sherri Carattini, and Deanna Newell.

Others Present: Ian Symington, Bordertown Retail Systems, Zoom; Ryan Dusek, Bremer Bank, Zoom; Lisa Rotvold, Red River Community Housing Development Organization (CHDO), Zoom; Lori Estad, Red River Regional Council (RRRC); and Angelle French, Pembina County JDA.

MINUTES

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

FINANCIAL REPORT

Stremick reviewed the financial report as presented. Gapp moved to approve the budget; seconded by Monson; motion carried.

French stated the Pembina County Commissioners cut the PCJDA by two mills in the preliminary budget. The PCJDA budget will need to be revised.

BANK OF NORTH DAKOTA PACE REQUEST

Ian Symington, Bordertown Retail Systems and Ryan Dusek, Bremer Bank requested \$10,942.02 (+/- 5%) for a Bank of North Dakota (BND) PACE Interest Buydown loan. Funds will be used to expand the office space, at the headquarter location in Neche, ND. This will allow them to hire two employees and provide space to expand further in the future.

Houdek moved to approve a deferred loan with payback at 2% interest over four years after the 10-year note is paid to the BND Flex PACE Buydown, seconded by Monson; motion carried.

STOREFRONT IMPROVEMENT APPLICATIONS

Birchwood

Al Berry, Birchwood Chevrolet, is requesting a Storefront Improvement Grant for an ultramodern, highly visible, energy efficient LED custom sign from Indigo Signs. Total project cost is \$17,045 and he is requesting \$5,000.

The project was completed on July 15, 2023, and the grant application states that "work shall not commence prior to application approval." The availability of the grant was not brought to his attention

until after the project was started.

Benjaminson moved to approve a \$5,000 storefront improvement grant to Birchwood Chevrolet, seconded by Krieg.

Roll Call Vote:

Yes – Benjaminson, Gapp, Houdek, Krieg, Stremick.

No – Monson, Green, Heuchert, and Misialek

Motion carried.

French will review the current Storefront Guidelines and bring recommended changes to the board.

CAVALIER HOUSING – 8-PLEX

RRRC has reactivated its non-profit, Red River Community Housing Development Organization (CHDO) and hired Lisa Rotvold to focus on housing development in Region 4.

Rotvold stated a group of motivated citizens in Cavalier are ready to invest in the community and have identified a need for new rental housing in Cavalier. The proposed development would be a two-story building with four two-bedroom, two-bath apartments on each floor. Each unit will feature a kitchen with an island, dishwasher, stove, microwave, refrigerator, walk in closets, laundry room, and patio door with a deck. The proposed rent would be just over \$1,000 with an additional fee for a garage. Heat would be included in the rent. Tenants would pay their own electric bill.

The 2023 North Dakota Housing Incentive Funding (HIF) guidelines present an opportunity for small projects in small towns to be more competitive. The HIF program would be 45% cost of the total project.

Rotvold is requesting \$25,000 towards funding for the Cavalier Housing 8 Plex. The City of Cavalier has committed \$50,000 towards the project. The total estimated development cost is \$3,115,000.

Monson moved to support the Cavalier Housing Project of \$25,000 for project cost contingent upon HIF funds being approved and all other funds raised, seconded by Houdek; motion carried.

RURAL FOOD ACCESS SUSTAINABILITY GRANT PROGRAM

The rural food access sustainability grant program is to support the expansion of sustainable grocery service, access to food and/or development of expansion of food coops in rural areas.

The program will be broken into two components:

Component one will be soliciting letters of intent (LOI) from eligible entities. Awards will be made to conduct feasibility studies to assess the viability of potential projects or initiatives aimed at increasing food accessibility and sustainability in rural areas. Application deadline is October 13.

Component two will award grant dollars to support the creation or expansion projects or initiatives that aim to increase food accessibility and sustainability for entities that have developed project loss statements and backup materials to show the expansion of the project will be sustainable. Application deadline is February 9.

Krieg moved to apply for the Rural Food Sustainability Grant Program, seconded by Green; motion carried.

OTHER BUSINESS

Volunteers are needed for manufacturing day in Pembina and Walsh Counties to be held on October 4. Seventh graders from nine area schools will the opportunity to visit two of the manufacturing businesses:

- Bordertown Retail Systems (Neché)
- Food First (Walhalla)
- CVR Industries USA (Neché)
- Marvin (Grafton)
- Harriston Industries (Minto)
- Woodside Industries (Cavalier)
- American Crystal Sugar (Drayton)
- Motorcoach Industries (Pembina)

Manufacturing is one of the leading employers in both Pembina and Walsh Counties with more than 1,000 jobs. MFG DAY is a way to promote manufacturing as an innovative field that uses advanced technology to effectively create products for today and the future.

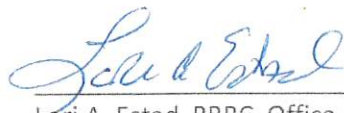
Houdek shared the information on Real.Good. Please tag and share in hopes to bring people/tourists to the area.

The November meeting will be a half day planning session. More information to come.

ADJOURN

There being no more business the meeting was adjourned at 12:07 PM.

Submitted by:



Lori A. Estad, RRRRC, Office Manager

Signed by:



Kathy Stremick, Treasurer