

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY

MEETING MINUTES

Walhalla City Office and Virtual

Tuesday, September 9, 2025

CALL TO ORDER

The meeting was called to order by Julie Kemnitz, Chairperson, Tuesday, September 9, 2025, at Walhalla City Office, Walhalla, ND at 10:05 A.M.

Members Present- In-Person: Julie Kemnitz, Lacey Hinkle, Danielle Blair, Michael Cook, and Nathan Green.

Members Present – Virtually: Mary Houdek and Sonia Misialek.

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

MINUTES

Minutes from June 24, 2025, meetings were mailed to members prior to the meeting. Houdek stated to remove absent from other member present. Hinkle moved to approve the minutes with change; seconded by Green, motion carried.

FINANCIAL REPORT

French reviewed the financial report. It was requested to change the Pace Loan Disbursement list to reflect the repayment start date other than alphabetical. The Frost Fire Theater funds have not been disbursed yet and will be held until requested.

Blair moved to approve the financial report, seconded by Cook; motion carried.

DIRECTORS REPORT

French has returned from maternity leave and will be back full time. While she was out Brenda Braumann provided temporary support to the RRRC, ensuring service for the PCJDA clients during French's leave. The main tasks were consulting, assessing qualifications, and gathering information needed for potential applications to the ND Department of Commerce's Rural Grocery Grant or Destination Development grant. An updated report enclosed with the meeting packet.

NEW BUSINESS

Bordertown Retail

Ian Symington, Bordertown Retail, is requesting \$10,345.13 for the community share of a Bank of North Dakota PACE Interest Buydown. This is to purchase a laser cutting machine for metal tubing. This will give their ND-based manufacturing business a competitive advantage when bidding for projects and would allow them to capitalize on the current trend to re-shore manufacturing from overseas. It will also allow Bordertown to produce parts that they currently bring in from suppliers in South Dakota and Minnesota.

Hinkle moved to approve \$10,345.13 community share Bank of North Dakota Flex PACE interest buydown, repayment begins after Bank of North Dakota loan matures or 10 years whichever is sooner at 3% interest over five (5) years, seconded by Blair; motion carried.

Associated Potato Growers, Inc.

Associated Potato Growers, Inc. is requesting \$24,899 for the community share of a Bank of North Dakota PACE Interest Buydown for the Drayton plant. The same request is being made to Grand Forks for the Grand Forks plant. This is to purchase an Oculus 2000 – Optical Sorting System for both locations. This technology will provide advanced imaging to better sort based on various sizes, shape, color and texture. Having these advanced features will allow APCI to significantly reduce their condition costs and attract new buyers. French will reach out to the city of Drayton as to their possibility to participate in the community share.

Green moved to approve \$24,899 community share Bank of North Dakota Flex PACE interest buydown, repayment begins after Bank of North Dakota loan matures or seven (7) years whichever is sooner at 3% interest over five (5) years, seconded by Hinkle, motion carried.

Kyle Gagner

Gagner is requesting \$14,393.93 community share Bank of North Dakota Flex PACE interest buydown for Goneyay, LLC holding company to construct a building on land owned by Goneyay, LLC. The building will be used to house a retail store. The project is designed to help revitalize a long dead corner of town which used to house an old gas station. The retail store owned by Kyle and Melissa Gagner (Market Society) will be in the building, which currently is located on Main Street in Cavalier, ND. The business will relocate to this larger, newer building and expand its operations.

Hinkle moved to approve \$14,393.93 community share Bank of North Dakota Flex PACE interest buydown, repayment begins after Bank of North Dakota loan matures or 10 years whichever is sooner at 3% interest over five (5) years, seconded by Blair; motion carried.

In-Shape Fitness

In-Shape Fitness is requesting a Storefront Improvement grant to replace signage, scraping/painting storefront, and installing new door entrance. They have also applied with the city of Cavalier for grant funds. Total receipts added up to \$5,256.27.

Blair moved to approve \$1,576.88 for a Storefront Improvement Grant; seconded by Hinkle; motion carried.

CONTRACT

Prior to the meeting Kemnitz, Hinkle, French, Estad and Dawn Mandt met to review a copy of the draft contract. It was discussed the contract would be a 3% increase from previous year since the county has a 3% cap. It was discussed to have a two-year contract because the 3% is based off the legislative biennium.

The draft contract was reviewed by the board. They feel each year the RRRC should show the actual costs billed to the PCJDA. One question was the overhead amount being so high and feel it was duplicative in the itemized table.

Estad and French were asked to leave the meeting at 11:29 am and returned at 11:59 am.

Blair moved to approve a contract amount of \$164,000 with a 3% increase for two years, 2026 and 2027 and to change the wording "Past Chair" to "Vice Chair" in the contract, seconded by Cook; motion carried. Will be sent to Red River Regional Council (RRRC) board for approval.

BUDGET

French reviewed the budget as presented. She reviewed the My Town project that was tabled from the last meeting. The funding isn't due immediately, but they do need a commitment. The funding set aside for Career Buildings and Childcare could be used since those projects have not moved forward. The Rendezvous Region will not commit to lead the project without adequate funding, which is why the PCJDA is being approached to lead. The City of Walhalla has been requested for funding but has not approved it. The City of Cavalier will be requested for support next week. There was a lot of discussion on the project. The board didn't feel this was the right time since the funding wasn't secured and would like to move this to next season if possible to allow for more time to gain funding.

The CD is listed in the budget, and the board feels that it should be removed. Also, the miscellaneous line should be removed.

The county commission is finalizing their budget today and the board will know the exact mills levied for the PCJDA.

These changes will be made, and the board will approve the budget at the next meeting.

ADJOURN

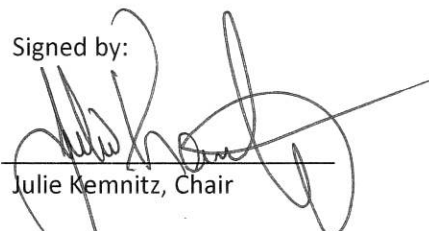
There being no more business, the meeting was adjourned at 12:32 p.m.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Julie Kemnitz, Chair