

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES

Virtual meeting
July 13, 2022, at 10:00 a.m.

CALL TO ORDER

The meeting was called to order by Kathy Stremick, Treasurer, July 13, 2022, at 10:00 a.m. via Zoom conference call.

Members Present: Kathy Stremick, Charles Damschen, Melissa Gapp, Nathan Green, Elton Heuchert, Lacey Hinkle, David Moquist, Ashely Nordstrom, Mary Houdek, Kelli Truver and Deb Stainbrook.

Members Absent: Charlie Wellman and Jim Benjaminson.

Others Present: Rachel Morrison, Cavalier Chamber and Tourism; Dawn Mandt and Lori Estad, Red River Regional Council/PCJDA

MINUTES

Minutes from May 11, 2022, meeting was mailed to members prior to the meeting. Green moved to approve the minutes as mailed; seconded by Nordstrom; motion carried.

FINANCIAL REPORT

Mandt reviewed the financial report.

Gapp approved the financial report as presented, seconded by Moquist; motion carried.

STOREFRONT IMPROVEMENT GRANT PROGRAM

The sub-committee to review the Storefront Improvement Grant Program guidelines has not met since the May meeting. It was requested that the sub-committee meet before approving the three projects before the board today. The revision will be better for the business owner for better benefits. It was further discussed that the businesses can start with their project and it will still count as part of the project.

Truver moved the table the Storefront Improvement Grant Program request until the sub-committee can meet but the business can move forward with their projects and any expenses will qualify for the program, seconded by Gapp; motion carried.

LORRICH INDUSTRIES – FLEX PACE REQUEST

At the July 2021 meeting the PCJDA approved a \$3,003.46 Flex PACE to Andrew Stegman for the acquisition of Lorrich Industries. The original amount was based on a bank loan of \$100,00 originated at 4.95% for seven years. The project has evolved and is now closing on the acquisition. Then new bank rate is 5.09% and the term has been extended to 15 years. These changes have resulted in an increase in Flex PACE match required from the PCJDA to a total of \$6,126.87, an increase of \$3,123.41.

Moquist moved to approve the additional funds to Lorrich Industries for the Flex PACE match requirements, seconded by Truver; motion carried.

BORDERTOWN RETAIL SYSTEMS INC.

At the April 13, 2022 meeting the PCJDA approved a \$28,045.14 Flex PACE to Bordertown Retail Systems, Inc. The original amount was based on a bank loan of \$375,00 originated at 5% for 15 years. The bank rate was adjusted from 5 to 6%. These changes have resulted in an increase in Flex PACE match required from the PCJDA to a total of \$35,668.80, an increase of \$7,623.65.

Houdek moved to approve the additional funds to Bordertown Retail Systems for the Flex PACE match requirements, seconded by Green; motion carried.

REGIONAL WORKFORCE IMPACT PROGRAM UPDATE (RWIP)

Region IV has been allocated \$1.7 M with an application deadline of August 31.

Childcare Expansion

Angelle French, Walsh County JDA is the overseeing this committee. A providers and parents survey were sent in the Region. Eight applications were received for a total of \$2M in project costs. There is \$1M allocated for childcare. The committee is still working on scoring the application.

Talent Attraction

This committee is working to market the rural area, Pembina, Walsh and Nelson Counties. The project seeks to develop, find, and implement a sustainable recruitment and retention toolkit for NE North Dakota employers and stakeholder organizations that will ultimately support their efforts to attract and retain skilled workforce to fill in demands jobs. The toolkit would center on a well-developed website and related 3-5 years marketing strategy. Targeted audience is regional students nearing graduation, remote workers, new people to region, tourists, Boomerangs, alumni returning home, entrepreneurs, job seekers, veterans, etc. The proposed budget is \$187,500 with 25% match of \$62,500 provided by public/private partnership model to include Nelson, Pembina, and Walsh County JDA's. It would take approximately 2-5 year to implement to include paid marketing, hiring coordinator position, development and implementation of annual workplan.

Mandt is requesting \$21,000 towards this marketing program which would include website and brand development focused on talent attraction and retention. The PCJDA has allocated \$20,000 towards a marketing campaign and relocation guide. Those funds could be used for the talent attraction project.

Houdek moved to allocate \$21,000 toward the RWIP program for workforce attraction, seconded by Damschen; motion carried.

Workforce Training

North Valley Career Tech and the Grand Forks Career and Technology Education will be funded \$500,000 from the RWIP for equipment in their centers.

2023 BUDGET

Tabled. A special meeting will be held with the special committee to review and make the mill request.

DESTINATION RED RIVER PLAN UPDATE

A draft plan of The Destination Red River Plan by Roger Brooks has been receiving comments. The draft plan can be viewed on the RRRC YouTube channel and website. The Rendezvous Region Tourism committee will review the plan at their next meeting.

ND RURAL HOUSING DEVELOPMENT TASK FORCE REPORT

A task force group has been formed which consists of ND Department of Commerce, ND Housing Finance Agency, Bank of North Dakota, Community Works of ND, Beyond Shelter and RRRC. The task force was established to:

- Establish a small task force that would review existing programs and identify gaps
- Identify specific policies that are currently impediments in small communities and rural locations
- Identify the role nonprofit real estate developers could play as a catalyst for additional private sector development
- Develop programmatic and policy recommendations

Programs being reviewed are Housing Incentive Fund (HIF), Homestead Program, Renaissance Zone, and Housing Developers.

PEMBINA COUNTY HOUSING PLAN UPDATE

The housing committee needs to reconvene and discuss how to proceed. This would be an in-person meeting. Will need an update from Mark Schill as to where he is at in the study.

OTHER BUSINESS

PCJDA – Future meeting format preferences

Mandt stated it is difficult to have hybrid meetings in remote locations due to the technology needs and few board members attend in-person when there is a hybrid option. The Nelson County JDA meets in the evening and the Walsh County JDA meets in Park River in the evening. If virtual meetings are held, perhaps protocols need to be set.

The Bylaws also need to be updated. The Storefront Committee can review and update the Bylaws. An Executive Committee should also be formed for the PCJDA.

Motor Coach Industries

ND Department of Commerce and Governor's office has reached out to MCI with little feedback from MCI. Houdek has reached out for Job Service ND to help with job fairs and benefits but no reply from MCI.

Mandt is meeting with the District 10 Representatives on Monday, July 18 in Cavalier to brief them on the RWIP program and ND Rural Housing Task Force report.

ADJOURN

There being no more business the meeting was adjourned at 12 PM. Motion by Truver seconded by Gapp; motion carried.

Submitted by:

Signed by:

Lori A. Estad, RRRC, Office Manager

Kathy Stremick, Treasurer