

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

Nodak Mutual Insurance Office, Cavalier, ND
November 9, 2022, at 10:00 a.m.

CALL TO ORDER

The meeting was called to order by Lacey Hinkle, November 9, 2022, at 10:00 a.m. at the Nodak Mutual Insurance office, Cavalier, ND.

Members Present: Jim Benjaminson, Charles Damschen, Melissa Gapp (by phone), Nathan Green, Elton Heuchert, Lacey Hinkle, David Moquist, Ashley Nordstrom, and Deb Stainbrook (by phone).

Members Absent: Charlie Wellman, Kathy Stremick and Mary Houdek.

Others Present: Steve Rehovsky, First United Bank; Neil Bernhoft, Agworx, LLC; Dawn Mandt and Lori Estad, Red River Regional Council/PCJDA.

MINUTES

Minutes from September 14, 2022, meeting were mailed to members prior to the meeting. Green moved to approve the minutes as mailed; seconded by Heuchert; motion carried.

FINANCIAL REPORT

Mandt reviewed the financial report.

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

AG WORX FLEX PACE REQUEST

Steve Rehovsky, First United Bank, and Neil Bernhoft, Agworx, LLC requested \$29,813.28 (+/- 5%) for a Bank of North Dakota (BND) Flex PACE Interest Buydown loan. Funds will be used for a business expansion at the seed plant near Mountain, ND. The BND has approved its portion of the financing.

Nordstrom moved to approve the request as presented, a deferred loan with payback at 2% interest over three years after the 12-year note is paid to the BND Flex PACE Buydown, seconded by Heuchert; motion carried.

STOREFRONT IMPROVEMENT PROGRAM REPORT

Mandt reviewed the Storefront Improvement Program, which as a remaining balance of \$43,027.45.

WALHALLA GRAIN – FINAL FLEX PACE

On September 11, 2013, PCJDA approved a \$16,666.50 Flex PACE loan to Walhalla Farmers Grain, LLC for an expansion of fertilizer sales, located in Walhalla. This original amount was based on the Bank of North Dakota portion of the buydown of \$133,333. The community portion of the loan was split between the City of Walhalla and the PCJDA.

The original community portion was \$25,000, with an equal split between the City of Walhalla \$12,500 and PCJDA \$12,500. After the community portion was paid in full to the BND the total PCJDA portion came to \$12,789.56 – an increase of \$289.06.

With this the final amount will need approval and complete an addendum to the PCJDA loan

documents and amortization schedule.

Green moved to approve the request as presented; community portion of \$12,789.56 – an increase of \$289.06 and complete an addendum to the loan agreement; seconded by Moquist; motion carried.

FLEX PACE HANDOUT

Mandt reviewed the “5 Steps” to business financing with PACE in northeastern North Dakota. This handout explained each step of the Bank of North Dakota PACE Interest Buydown a business needs to take. This will also be distributed to cities, banks and counties as a reference document.

UPDATES

Frost Fire Park and Walhalla, Cavalier, Langdon – a \$100,000 Statewide Public Space Initiative Planning Grant has been approved to help with the Master Development Plan. The grant was written by the JDA staff and one of the six awards statewide.

532 Hill/Rural Food Innovation Network – Mandt gave an update on the business/food incubator located in Grafton. The RRRC staff, Walsh County JDA and City of Grafton Community Development Director will be in the building.

Green stated the café in St. Thomas has closed and they are looking to launch a community kitchen in the building along with someone to manage the café.

Manufacturing Day Report – Pembina-Walsh Manufacturing Day 2022 was held with 165 7th grade students attending. Participating companies were: Food First, Walhalla; Bordertown Retail Systems, Neche; CVR Industries, Neche; Marvin, Grafton; Harriston Industries, Minto; and Woodside Industries, Cavalier.

Marketplace for Kids Report – Marketplace for Kids was held in Cavalier with 362 students attending, 40 presenters and 28 student projects. This was its 10th year to be participating in the region.

Talent Attraction/Regional Marketing Initiative – a request for proposals for professional marketing consulting services and development has been sent out to 15 agencies. The total contract budget is \$120,000 which includes funding from the Nelson, Pembina, and Walsh County JDA’s and a state grant. This is to help market the area to find a workforce to relocate in the region.

Red River Development Group – Mandt stated she is working on the direction of the RRRC for the future. She is developing a model to follow such as Lake Agassiz in Fargo and Lewis & Clark in Mandan. The “Red River Development Group” would have three model projects: Regional Council, Development Foundation a 501c3 and Destination Development a 501c6.

2023 to 2025 CONTRACT FOR PROFESSIONAL SERVICES RECOMMENDATION

A committee of Charlie Wellman, Kathy Stremick, Ashley Nordstrom and Dawn Mandt is recommending:

- \$160,000 annual contract for three years (2023-2025) between the PCJDA and RRRC for staff and operations management. The JDA has contracted with the RRRC since it was established 30+ years ago.
- Preference toward hiring a director who resides in Pembina County – part-time or full-time based on the applicant pool.
- The RRRC team would onboard, mentor, guide and train the new director with part-time office

hours at the RRRC office.

If approved the RRRC would begin advertising the position, interview and select candidate(s) with a goal of starting by January 1, 2023. An interview committee could be established to assist with the selection process.

Mandt and Estad left the meeting for the board to discuss.

Nordstrom moved to approve a three-year contract with the RRRC and to hire a full-time director in Pembina County with the following budget:

- \$55,000 PCJDA Director
- \$20,000 RRRC Director
- \$10,000 Financial Management

With a 3% increase each year; seconded by Green; motion carried.

BOARD MEMBER TERMS

There are three-year terms expiring December 31, 2022.

- Lacey Hinkle – has agreed to another three-year term
- Deb Stainbrook, Pembina, completed term held by Lisa Hall
- Rep Charles Damschen – impacted by redistricting
- David Moquist – Pembina County Commission, not re-elected.
- City of Cavalier seat is vacant

ADJOURN

There being no more business the meeting was adjourned at 12:10 PM. Motion by Moquist seconded by Damschen; motion carried.

Submitted by:

Signed by:

Lori A. Estad, RRRC, Office Manager

Lacey Hinkle, Board Member