

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**

Meeting Held at Park River City Office and via Zoom
October 4, 2022 – 6:00 p.m.

DIRECTORS PRESENT: Julie Gemmill, Jeane Flaten, Diana Hahn, Lawrence Burianek, Mary Dvorak, Greg Young, Kyle Halvorson, and Jeff Moen.

DIRECTORS ABSENT: Matt Beneda, Wanda Lee, Terri Gorder, Ernie Barta, and Lucas Kelley.

OTHERS PRESENT: Matt Marshall & Lance Johnson (Grafton Housing Project), Amy Suda (Studio 17), and Andrew Peterson (Choice Bank, present for Studio 17 and Safe-T-Pull).

ADMINISTRATIVE DETAILS

CALL TO ORDER: Gemmill called the Board of Directors meeting to order at 6:10 p.m.

MINUTES: Minutes from the July 7th, 2022 meeting were presented for approval. Young made a motion to approve the minutes. Hahn seconded the motion. Motion carried.

ADDITIONS TO THE AGENDA: No additions.

BILLS: Expenses incurred since the last meeting were not presented and will be presented and approved at the next meeting.

REQUESTS FOR FUNDS

GRAFTON APARTMENT COMPLEX: Matt Marshall from Minnkota Power and Lance Johnson from Epic Companies came to ask for preliminary approval for the sub debt financing for the Grafton Apartment Complex they had presented previously. They need to know what JDA can contribute as a loan to complete the next steps. They will present the finalized budget and finalized plan once that is completed to get the finalized approval. Currently, Grafton city is working to finalize their TIF (Tax Increment Financing) district and Epic is still working on getting more local investors. Discussed different options of financing, including a loan of 2% interest for 8 years or 3% interest for 10 years. Epic Companies prefers the 3% at 10 years. Discussed the project in more details and talked about similar community centers to what is planned for the apartment complex.

The ask is for a loan of \$250,000 for 10 years at 3% interest. Motioned by Dvorak to give preliminary approval of a \$250,000 loan for 10 years at 3% contingent on the JDA getting approval for the 4 mills request that is with the county commissioners currently to provide part of the sub debt for the construction of the apartment complex. Seconded by Hahn. Upon roll call vote, motion carried unanimously.

STUDIO 17: Amy Suda presented a Flex PACE interest buydown loan. She owns Skin Rehab and bought the space attached to it to create Studio 17. Wants to create a space for other entrepreneurs in the service industry. There are four spaces, one that Skin Rehab will rent as a tanning spray booth, another space for a mental health professional which has been committed to, and there are two other rooms that are currently not filled. Suda

has talked to potential renters but waiting until renovation is closer to complete before filling the space. Describe the space in detail with a layout provided from Aggie from Prairie Centre Architecture & Consulting. The ask is for \$5,200.28 loan for the community portion of the Flex PACE interest buydown.

Motioned by Flaten to approve a 3% loan of \$5,200.28 which starts 7 years after the loan initial loan from Bank of North Dakota and Choice Bank. Seconded by Halverson. Upon roll call vote, motion carried unanimously.

SAFE-T-PULL INC: Andrew Peterson from Choice Bank was present on behalf of Safe-T-Pull presented a request for a Flex PACE interest buydown loan to purchase a new Vectis automated welder along with a new press break. This will help increase efficiency and speed. They are also working with North Valley Career and Technical Center to help train students on the new machine.

The ask is \$2,686.41 loan for the community portion of the Flex PACE interest buydown loan. Motioned by Dvorak to approve the \$2,686.41 loan at 3% after 5 years. Seconded by Flaten. Upon roll call vote, motion carried unanimously.

MARKETPLACE FOR KIDS: Marketplace for Kids is an annual event (this year is October 18th) for grades three through eight to expose children to different careers that they might not get exposure to otherwise. The ask is for \$3,000 grant, normally it is \$2,000 but costs have gone up. Pembina County JDA is also giving a \$3,000 grant (also up from \$2,000). Flaten motioned to approve the \$3,000 grant to Marketplace for Kids. Seconded by Young. Upon roll call vote, motion carried unanimously.

MANUFACTURING DAY: Manufacturing Day will be held at October 27th at six manufactures throughout Walsh and Pembina Counties. Six schools have already committed to the event. They receive a \$1,500 grant from Impact North Dakota. The ask is for a \$500 grant, if needed, to cover the costs of sling backpacks that are given out to the students. Motioned by Flaten to approve the \$500 grant if needed for Manufacturing Day. Seconded by Hahn. Motion carried.

OLD BUSINESS

COMMISSIONERS OPEN FORUM UPDATE: The forum was held on September 21st and there were approximately 25-30 people in attendance and it was live streamed. There was an issue with sound for the livestream. Since then a microphone has been purchased for the next forum. Discussed logistic issues that occurred and see what can be done to improve the next event. The next one will be on October 5th (the day following the meeting) starting at 5:30 pm.

WALSH COUNTY CAREER BUILDERS: Have 17 people enrolled in the program and one person is already completed. Mostly teachers, but also have a massage therapist and a vet technician.

NEW BUSINESS

ESTABLISH MONTHLY MEETING DATE/TIME: French discussed that it is hard to plan meetings, scheduling with the board members and those who want to attend the meeting. Would like to set a set monthly meeting date and time that will be canceled if it is not needed. A poll was done before the meeting and the best date seems to be the first Wednesday of the month from 6 to 8 pm in Park River. The board agreed and the next meeting will be November 2nd at 6 pm at the Park River City Office building.

SUBCOMMITTEE: French asked for a subcommittee to be formed to discuss multiple issues, including the bylaws, board member expectations and guidelines, financial policy, and a compensation review. There was a study done for economic developers in North Dakota and there was a community developer hired for Grafton and there is a salary difference noticed. There was much discussion on the compensation issue. Flaten, Gemmill, Young, and Halverson volunteered for the subcommittee and will report at the next meeting on compensation.

ANNOUNCEMENTS/COMMENTS:

- Legislative Open Forum will be on October 5th, 2022 from 5:30-9 pm
- Marketplace for Kids is happening on October 18th, 2022
- Manufacturing Day is on October 27th, 2022

ADJOURNMENT: Young made a motion to adjourn. Dvorak seconded. The meeting adjourned at 8:00 p.m.

Reported by,

Signed,

Angelle French
Director

Julie Gemmill
Chair