

A WCJDA Board meeting was held on 6/07/23 in Park River at City office building. Board members present were: Greg Young, Jeff Moen, Jeane Flaten, Terri Gorder, Julie Gemmill, Mary Houdek, Karen Anderson, Kyle Halvorson, Julie Byron, and Amy Suda. Unavailable: Lucas Kelley, Diana Hahn, and Wanda Lee. Julie Gemmill, Board Chair declared a quorum was established.

**APPROVAL OF MINUTES:** Motion by Karen Anderson, second Greg Young to approve zoom meeting minutes 5/08/23. Unanimous. Motion carries.

**APPROVAL OF BILLS:** Gemmill presented the bill from Hurtt, Mortenson & Rygh for initial work done to reconcile the accounting from October 2022 through April 2023. Motion by Jeane Flaten, second by Amy Suda to pay bill in amount of \$1250.00. Unanimous. Motion carries.

**REQUEST FOR FUNDS:** Gemmill presented information regarding a situation that has happened regarding Wild Magnolias in Park River. Britta Gravelin has been working to secure funds since January 2023 and has run into problems with securing funding as a result of not having an executive director in our office. Gemmill proposed using the \$10,000 line item set aside for grants in the JDA budget to assist Wild Magnolias with funding as a result of being denied the Polar Grant. A motion was made by Amy Suda with second by Terri Gorder to offer a Wild Magnolias \$10,000 now contingent on Polar Grant approval. The money will be offered as a loan and can be paid back upon approval of the Polar Grant or if denied it becomes a loan with term of 5 years at 2% interest. Roll call vote taken: Jeane Flaten: Abstain Julie Byron-Yes, Terri Gorder-Yes, Amy Suda-Yes, Kyle Halvorson-Yes, Jeff Moen-Yes, Karen Anderson-Yes, Mary Houdek-Yes, Greg Young-Yes, Julie Gemmill-Yes Unanimous. Motion carries.

#### **OLD BUSINESS:**

Hiring Committee Update: Gemmill gave an update regarding the hiring process to date. Committee has interviewed 5 candidates with one potential hire. Candidate was unable to commit to the salary and benefit package offered.

Financial Update: Question and discussion regarding the budget for the WCJDA. Income is approved at county commission level with mills awarded. One mill is valued at approximately \$61,000. Our current budget is set at 4 mills or approximately \$244,000. Hurtt, Mortenson, & Rygh will provide updates for each board meeting. A preliminary budget was presented for year 2024. Budget will be finalized at county commission level in October.

Daycare Update: Greg Young presented an update regarding purchase of a building for the daycare. JDA funds were used to purchase the building with reimbursement expected through the RWIP grant. Closing for the purchase was on May 28, 2023. Discussion held regarding next steps and whether or not the building is insured. Also discussed that WCJDA will be receiving a monthly rent from REM until they vacate the building in November when the lease is expired. Greg will follow up to ensure that the building has insurance coverage.

#### **NEW BUSINESS:**

Presentation from Dawn Mandt, Executive Director, Red River Regional Council  
Mandt presented information to the board about the Regional Council and answered questions about how we can possibly partner in the future. The board participated in an exercise

addressing the question: "In five years from now what do you want your community to look like?" Board members shared their ideas and discussed future opportunities. Upon Mandt's departure, further discussion was held with board regarding partnering with the Regional Council. Motion by Jeane Flaten with second Terri Gorder to move forward with developing a relationship with the Red River Regional Council and ask for a formal proposal to form a partnership. Roll call vote taken: Mary Houdek-Abstain, Amy Suda-Abstain, Greg Young-Yes, Terri Gorder-Yes, Kyle Halvorson-Yes, Jeane Flaten-Yes, Jeff Moen-Yes, Julie Byron-Yes, Julie Gemmill-Yes Unanimous. Motion carries.

**ANNOUNCEMENTS:**

Mileage reimbursement forms for board expense should be emailed directly to [stacy@hmrcpas.com](mailto:stacy@hmrcpas.com). Let Julie Gemmill know if you need a form. No need to complete and approve the voucher at this time.

Discussed setting up a looping email to include board chair's email so board emails are answered timely.

Recurring Invite: It was brought that board members need to be updated. Board chair will contact Angelle French to delete or update the invite.

Next meeting: Scheduled for June 28, 2023 due to the holiday the first week of July. Board chair will send out an email to save the date. Meeting will be held at 6:00 PM in the Park River City Office building.