

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY  
MEETING MINUTES**

Park River Community Room, Park River City Hall  
October 4, 2023, at 6:00 p.m.

**CALL TO ORDER**

The meeting was called to order by Chair Julie Gemmill, October 4, 2023, at 6:00 p.m. in the Park River Community Room, Park River City Hall.

**ROLL CALL**

Members Present: Jeane Flaten, Julie Byron (by zoom), Julie Gemmill, Greg Young, Mary Houdek, Amy Suda and Jeff Moen.

Members Absent: Terri Gorder, Lucas Kelley, Kyle Halvorson, Wanda Lee, and Karen Anderson.

Others Present: Stacie Sevigny, Walsh County JDA Executive Director and Lori Estad, Red River Regional Council.

**INTRODUCTIONS**

This is the first meeting with Stacie Sevigny as the new Walsh County JDA Executive Director. President Gemmill welcomed Sevigny and all those present introduced themselves and their representation.

**ADDITION TO THE AGENDA**

Suda approved and Young seconded to add an invoice from HMRCPA to the agenda; motion carried.

**MINUTES**

Minutes from the September 6, 2023, meeting were distributed to the board prior to the meeting. Young and Byron approved minutes as distributed; motion carried.

**FINANCIALS**

Gemmill reviewed the financial reports from September 2023 and presented an invoice for Hurtt, Mortenson & Rygh for bookkeeping.

Young approved the invoice as presented, seconded by Suda; motion carried.

**OLD BUSINESS**

2024 Budget Update

The Walsh County Commission approved the 4 mills for the Walsh County JDA. Suda stated going forward there will be no announcement of the mill value made by the county during the budgeting process, as county auditor, Kristi Quibell, will be following the state guidelines.

Childcare Center – Grafton

The grant award has been received and the first milestone has been met. The first reimbursement request is in process. Sevigny reviewed the budget and provided an update on the project with significant discussion.

An estimated property tax statement was received in the amount of \$1,762.48. This brought up the discussion of who will own the property. Currently WCJDA owns the property. In the future the Red

River Community Housing Development Organization (CHDO) will manage and own the property as they have a 501C3 status.

Project management was also discussed such as hiring contractors, procurement policy (none in place), and who will be responsible for cost overruns. Discussion to inquire about hiring an architect or engineer to oversee the project and someone to write up the bid specifications. Sevigny will draft a procurement policy. Bids from Kilmer Construction for excavation to bring the water main to the building and from Lunseth to install the water line for fire suppression have been received. Young stated the work will need to be completed this fall. Other bids have been received but not awarded until a procurement policy is in place and a project manager is identified.

Sevigny will meet with city of Grafton representatives to discuss cost overages and if the city would be the project manager.

Suda moved to approve the Kilmer Construction and Lunseth quotes for work related to the water line, seconded by Houdek; motion carried.

#### Travel Reimbursement

Estad requested to complete travel reimbursements annually instead of monthly. This would save on monthly administrative work. The Pembina and Nelson County JDA's complete travel reimbursement annually and it works well.

Young approved annual travel reimbursements, seconded by Flaten; motion carried.

#### Office Transition Update

Everything from the old office has been transferred to the RRRRC office. Items working on included to disconnect the phone, update the website, and transfer the emails to Sevigny.

### **NEW BUSINESS**

#### Fiscal management transition and action items:

- Shift borrowers from amortized schedule to daily interest going forward starting with new loans.
- Switch WCJDA bank account from Bremer Bank to First United Bank to collect automatic loan payment through direct deposit.
- Authorize Estad to be added to all bank accounts.
- Authorize Sevigny as a signatory and permit solo signature for expenditures up to \$1,000.

Suda moved to approve all board action items as requested, seconded by Young; motion carried.

#### Member summary and expiring terms

Sevigny reviewed the current board membership, expiring terms and the required positions needed per the state century code. One required position, cities under 500 population is vacant. Sevigny will ask the county auditor for a list of city contacts to bring to the upcoming meeting.

#### Meeting Schedule

Sevigny requested to hold bi-monthly board meetings. The board would like to keep meeting monthly at least until January 2024 to keep lines of communication open regarding the childcare project.

#### Executive Director – upcoming items

Sevigny will be working to update and clarify the following items:

- Complete a memo on updated policies

- Flex PACE loans
- Walsh County JDA Foundation purpose
- Walsh County Career Builders
- Internal training
- Update Bylaws – a small committee will be formed to review the bylaws, loan and grant policies and procurement policy.

**ANNOUNCEMENTS**

2023 MFG Day for Walsh and Pembina Counties was held October 4. 7<sup>th</sup> graders from 8 schools toured eight manufacturing companies in each of the counties.

Bitzero, a data center, expected to create up to 225 permanent jobs in Nekoma.

Next meeting to be held on Wednesday, November 1.

**ADJOURNMENT:** Suda made a motion to adjourn. The meeting was adjourned at 8:00 p.m.

Reported by,

Signed,



Lori Estad  
RRRC, Office Manager



Julie Gemmill  
Chair