

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

Park River Community Room, Park River City Hall
November 15, 2023, at 6:00 p.m.

CALL TO ORDER

The meeting was called to order by Chair Julie Gemmill, November 15, 2023, at 6:00 p.m. in the Park River Community Room, Park River City Hall.

ROLL CALL

Members Present: Julie Gemmill, Greg Young, Julie Byron, Jeane Flaten, Terri Gorder, Kyle Halvorson (zoom), Lucas Kelley (zoom), Jeff Moen and Amy Suda.

Members Absent: Karen Anderson, Mary Houdek and Wanda Lee.

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

MINUTES

Minutes from the October 4, 2023, meeting were emailed to the board prior to the meeting. Suda and Flaten approved minutes as distributed; motion carried.

FINANCIALS

Estad reviewed the Summary of Committed Funds and Projected Revenue/Expense forms. These forms are the same forms used for the Nelson and Pembina County JDA's.

OLD BUSINESS

Fiscal Management

Estad reviewed the Fiscal Management Update memo.

Bills/Invoices:

- All bills and/or invoices being paid will be listed on the bank register (distributed at each board meeting) or the Committed Funds form.
- A voucher will be attached to each bill/invoice for payment.

Loan Management:

- An annual statement will be sent to all borrowers with deferred loans.
- Loans being collected receive a monthly loan voucher for payment. Currently there are two loans being collected.

Records Access:

- Currently there are three WCJDA bank accounts. We are working to have all accounts moved to First United Bank, where there will be one checking account and one savings account.

Signers on all Walsh County JDA accounts per the fiscal management policy are Julie Gemmill, Chair; Greg Young, Vice Chair; Stacie Sevigny, Executive Director, and Lori Estad, RRRC's Fiscal Manager. Sevigny has authority to sign checks under \$1,000. Estad will not sign checks but needs to be listed as signatory on the account so she can access it. Byron moved to approve; seconded by Suda; motion

carried.

Dr. Dusek/Lifetime Dental Flex PACE Project

The Bank of North Dakota Flex PACE documents have not been finalized as a signed agreement is still needed between Dr. Dusek and Dr. Ekman. Sevigny has been holding discussions with Park River and Grafton EDC's to cost share the community portion of the loan. This will be requested in December.

WCJDA Bylaws – Tabled

WCJDA Grant/Loan Policy Update

Sevigny reviewed the Grant and Loan Policies. Flaten approved as presented, seconded by Young; motion carried.

WCJDA Purchasing and Procurement Policy

Sevigny reviewed the Purchasing and Procurement Policy. Suda approved to adopt as presented, seconded by Flaten; motion carried.

Childcare Center – Grafton

Sevigny provided an overview of the project. She contacted three architects for proposals. Proposals received were from ICON and Hepper Olson Architects. ICON's potential cost will be completed in two phases, and they have time to take on the project at this time. Hepper Olson would not be able to begin the project until January 2024.

The project requires full procurement as it is over \$200,000 per ND Century Code and the JDA's procurement policy. The project also has missing or underestimated costs with no contingencies.

The identified facility operator has many concerns about the project and is uncertain if she will be able to be licensed in the current location that she is operating from. The fire marshal has stated that he will not license her in this location due to no fire suppression. It was discussed to possibly add three doors in her current location to pass the fire marshal inspection and concerns.

Marvin has stated they could possibly donate doors and windows at a discounted cost for the project.

Young stated funds have already been put into the project and the waterline has been completed.

A project cost summary was reviewed and discussed and there is a shortfall in costs of \$289,000. The grant funds for the project end in 2024.

Suda moved to approve the architect bid for Phase 1 services from ICON, seconded by Young. Roll call vote:

Yes: Gemmill, Young, Byron, Flaten, Gorder, Halvorson, Kelley, and Suda.

No: Moen

Motion carried.

NEW BUSINESS

Board of Directors

There is a vacancy on the board for a city with a population under 500 and will be a vacancy for a township officer at the end of 2023. Lee's term will expire, and she will be stepping down. A list of township officers was distributed. Board members are to let Sevigny know any possibly ideas for the open vacancies.

Snow Removal 817/819 Hill Ave

Sevigny will advertise bids for the property and bring to the next meeting.

2024 Budget Items: RWIP 2.0 match and Real. Good. Implementation

Sevigny stated this has technically been approved in the 2024 budget. This is to address the workforce challenges in Walsh, Nelson and Pembina Counties. The funds received will bridge the gap until potential 2025 legislation to fund. The grant deadline is December 6 with 18 months to spend from time of award. The match request is half a mill for 2024 and 2025.

Gorder moved to approve a half mill for 2025 to match RWIP 2.0 and Real.Good., seconded by Suda; motion carried.

Appoint Sevigny to Walsh County Career Builders Board

Byron moved to appoint Sevigny to the Walsh County Career Builders board for a three-year term, seconded by Young; motion carried.

ANNOUNCEMENTS

2023 MFG Day for Walsh and Pembina Counties hand out.

A list of Board Member contact information was handed out.

Meeting packets will be sent electronically with hard copies to be brought to the meeting.

Next meeting to be held on Wednesday, December 13.

ADJOURNMENT: Flaten made a motion to adjourn. The meeting was adjourned at 8:10 p.m.

Reported by,

Signed,

Lori Estad
RRRC, Office Manager

Julie Gemmill
Chair