

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

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

CALL TO ORDER

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

ROLL CALL

Members Present: Jeane Flaten, Julie Byron, Julie Gemmill, Terri Gorder, Lucus Kelley, Greg Young, Mary Houdek, Amy Suda and Jeff Moen.

Members Absent: Kyle Halvorson, Wanda Lee, and Karen Anderson

Others Present: Lori Estad and Dawn Mandt, Red River Regional Council; Lisa Rotvold, Red River Community Housing Development Organization (CHDO); and Angelle French, Pembina County JDA.

INTRODUCTIONS

All those present introduced themselves and their representation.

APPRECIATION

Gemmill shared their appreciation to French for her service to the Walsh County JDA and presented her with a card and flowers.

MINUTES

Minutes from the July 5 and July 27 meeting were distributed to the board prior to the meeting. Young and Houdek approved both minutes as distributed; motion carried.

FINANCIALS

Gemmill reviewed the financial reports from July and August 2023. Houdek inquired about the \$23,940 transfer for the Grafton Community Group. This was funding for the Beautification Committee, and they have now opened their account.

Suda approved the financials as presented, seconded by Gorder; motion carried.

Presented July and August invoices for Hurtt, Mortenson & Rygh for bookkeeping. Young also presented a \$24.10 bill for locks replacement at the Daycare Center. He will be reimbursed for these funds through the Daycare Center not the WCJDA.

Kelley approved the invoices as presented, seconded by Houdek; motion carried.

REQUESTS FOR FUNDS

Regional Housing Presentation - Lisa Rotvold

Rotvold is seeking a contribution of \$10,000 for the Regional Housing Study and Action Plan.

The Red River Regional Council is relaunching the Community Housing Development Organization (CHDO). Rotvold has been hired to lead the program and has completed a request for proposals to

complete a regional housing study in Region IV. The purpose of Red River CHDO is to pursue and support development of affordable housing and community development in the counties of Grand Forks, Nelson, Pembina, and Walsh.

Work is expected to begin in September of this year and be completed by the end of March 2024.

Houdek approved a \$10,000 contribution to the Red River CHDO for a regional housing study in Region IV, seconded by Flaten; motion carried.

OLD BUSINESS

Update on partnership with RRRC

A contract has been signed between the Walsh County JDA and RRRC. The contract covers July 2023 to December 2028 to be renewed if both parties agree.

Budget Update

Gemmill met with the Walsh County Commissioner and requested 4-mills.

Daycare Update

Young updated the members on the Walsh County Daycare. ADA compliance will need to be addressed in the building. Construction is expected to begin in December.

Bully Brew Polar Grant Update

Polar has awarded funds for the project.

Office Relocation to RRRC and sale of desk at courthouse

The WCJDA office will be relocated to the Chase Building with the RRRC office. The WCJDA desk has been sold to the Parole Department.

NEW BUSINESS

Approval of Director position/compensation as recommended by interview committee

The interview committee (Gemmill, Young, Halvorson and Mandt) interviewed two candidates which deemed high quality candidates. The committee is recommending the selection of Stacie Sevigny for a full-time Executive Director position with a salary of \$75,000.

The original budget proposed for the contractual partnership established an Executive Director salary of \$60,000. The position was advertised with a range of \$55,000 to \$70,000. Given the increase salary of the committee, recommendation, the RRRC is requesting a \$5,000 annual increase in the contract amount from \$170,000 to \$175,000 and shifting the 3% inflation increase to begin in 2025 rather than 2024.

Suda approved the hire of Stacie Sevigny as presented by the committee, seconded by Flaten. A roll call vote was taken, and all members present concurred; motion carried.

Byron approved the amended budget as presented with a \$5,000 increase and defer the 3% raise until 2025, seconded by Suda. A roll call vote was taken, and all members present concurred; motion carried.

ANNOUNCEMENTS/COMMENTSOpen Position

Gemmill stated there is an open position on the board. A review of the required board positions will need to be completed and terms of the members. The bylaws will also need to be updated.

Young thanked Gemmill for all her work during the interim of finding a new director.

Mandt presented updates on the following:

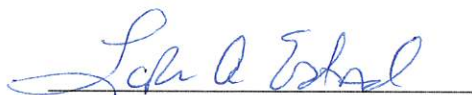
- 532 Hill – bids came in high and will need to be rebid.
- RWIP2.0 – Region IV will need to propose how funds will be used.
- CEDS Update – this is due at year end and includes all three JDA's.

Next meeting will be October 4 and will be the first meeting with Sevigny.

ADJOURNMENT: Young made a motion to adjourn. The meeting was adjourned at 7:30 p.m.

Reported by,

Signed,



Lori Estad
RRRC, Office Manager



Julie Gemmill
Chair