

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

Park River Community Room, Park River City Hall
January 17, 2024, at 6:00 p.m.

CALL TO ORDER

The meeting was called to order by Chair Julie Gemmill, January 17, 2024, at 6:03 p.m. in the Park River Community Room, Park River City Hall.

ROLL CALL

Members Present: Julie Gemmill (Zoom), Greg Young, Karen Anderson, Evan Koenig, Mary Houdek, Julie Byron, Lucas Kelley, Dennis Markusen, Jeff Moen and Amy Suda.

Members Absent: Jeane Flaten, Terri Gorder, and Kyle Halvorson.

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

ADMINISTRATIVE DETAILS

Annual Election

Chair: Young nominated Julie Gemmill, seconded by Anderson; Amy ceased nominations; motion carried.

Vice Chair: Gemmill nominated Greg Young, seconded by Suda; Anderson ceased nominations; motion carried.

Appointment of Executive Committee Member

The Executive Committee will consist of the Chair, Vice Chair and one other board member. Gemmill appointed Suda to serve on the Executive Committee.

Introductions

Introduction of two new board members, Dennis Markusen representing the townships and Evan Koenig representing cities under 500 population.

Oath of Office

In the past board members have not signed an Oath of Office. After researching other counties and contacting the Walsh County States Attorney it was clarified that each Walsh County JDA member will need to sign an Oath of Office. Sevigny had copies prepared for each member.

Minutes

Minutes from the December 13, 2023, meeting were emailed to the board prior to the meeting. Houdek stated she was not listed as present at the meeting. The correction will be made. Young and Anderson approved minutes as corrected; motion carried.

Financials

Sevigny and Estad reviewed the financials as presented. The signers on the savings account at First United Bank need to be updated and previous signers removed.

Moen approved to change update to Sevigny, Gemmill, Young and Estad only; seconded by Kelley; motion carried.

Sevigny reviewed a memo of expenses previously approved and carried over to 2024.

OLD BUSINESSDr. Dusek/Lifetime Dental Flex PACE Project

This project was previously approved by the WCJDA, Park River Economic Development Corporation (EDC) and Grafton EDC to share the community cost of approximately \$34,000. After further review the Bank of North Dakota found the project was not eligible for a Flex PACE Interest Buydown loan. The project will move forward with another program.

Ohma Electric

The project was approved at the December 13, 2023, meeting but the terms of the loan were not stated.

Houdek approved terms at 3% interest over three years to be repaid at the end of the BND term of 10 years and no interest accruing during the 10 years, seconded by Anderson; motion carried.

NEW BUSINESSReal. Good. Destination Team Launch Meeting

Sevigny reviewed a memo from Dawn Mandt, RRRRC Executive Director with an update on the project. Lule Naas, Program Manager, will be holding launch meetings in each city throughout the region. Attendees will learn about growing rural communities through visitor dollars and creating visitor friendly communities through free and low-cost initiatives.

Walsh County Career Builders (WCCB)

The program was started in 2022 which pays down student debt for high demand jobs up to \$17,000. The repayment is matched by the State, employers and WCCB program. Applicants must make a 3-year commitment to their employer. This program is the fourth successful in North Dakota behind the urban counties.

Walsh County Childcare Center – Grafton

Sevigny reviewed the updated costs of the project and floorplan. An additional \$100,000 has been spent on the project which includes the purchase of the building. There has been a lot invested in the project to date. The provider has applied for a \$100,000 grant and if awarded will go towards the project.

Suda approved the contribution of \$150,000, building purchase, towards the project which will not be paid back to the WCJDA by the grant funds, seconded by Young; roll call was taken, all members concurred; motion carried.

The WCJDA committed to allocating additional grant funds to this project, paying some building-related costs, and other specific areas of support provided the City of Grafton agrees to additional commitments as well. Specifics are outlined below:

WCJDA Commitments

1. Contribute \$150,000 toward the project (an additional \$100,000) as a grant.
2. Provide 50% of the required match (if needed) for the Start Childcare Grant through the ND Department of Health and Human Services that the provider may be eligible to apply for.
3. Pay the 2024 property taxes (if applicable), snow removal costs, and insurance for 2024 and Q1 of 2025 or until the non-profit takes ownership.

- 4. Partner with the City of Grafton to seek public/private sector donations, grants, and other funding sources as needed to bridge the gap between actual costs and secured funding.
- 5. Recognize the final JDA commitment amount may be dependent upon actual project costs and other funds may be requested if needed or funds may be returned if not needed.

Proposed City of Grafton Commitments

- 1. Contribute \$100,000 toward the project (an additional \$70,000) as a grant.
- 2. Provide 50% of the required match (if needed) for the Start Childcare Grant through the ND Department of Health and Human Services that the provider may be eligible to apply for.
- 3. Pay the utilities (GMU and MDU) for 2024 and Q1 of 2025 or until the non-profit takes ownership.
- 4. Partner with the WCJDA to seek public/private sector donations, grants, and other funding sources as needed to bridge the gap between actual costs and secured funding.
- 5. Recognize the final City commitment amount may be dependent upon actual project costs and in-kind provided and other funds may be requested if needed or funds may be returned if not needed.
- 6. Be an advocate, if needed, to the Walsh County Commission and others as appropriate to assist in ensuring the WCJDA receives an adequate mill levy allocation for 2025.

Anderson approved the above listed WCJDA and City of Grafton commitments to the project, seconded by Houdek; roll call was taken, all members concurred; motion carried.

It was decided that the Executive Committee will oversee the project and report to the full board as to the progress.

Suda approved moving forward with the project contingent upon the City of Grafton approving the commitments listed and the hiring of Icon, seconded by Kelley; roll call was taken; all members concurred; motion carried.

ANNOUNCEMENTS/COMMENTS

Real. Good. "Visit Here" Video Release

The video has been released and the "Work Here" will be released in the next few weeks.

Board members who want meeting binders are to contact Sevigny.

Next meeting to be held on Wednesday, February 28, 2024, at 6 pm.

ADJOURNMENT: Young made a motion to adjourn. The meeting was adjourned at 8:20 p.m.

Reported by,

Signed,



Lori Estad
RRRC, Office Manager

Julie Gemmill
Chair