

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES**

Park River Community Room, Park River City Hall

April 17, 2024, at 6:00 p.m.

CALL TO ORDER

The meeting was called to order by Chair Julie Gemmill, April 17, 2024, at 6:00 p.m. in the Park River Community Room, Park River City Hall.

ROLL CALL

Members Present: Julie Gemmill, Evan Koenig, Jeane Flaten, Terri Gorder, Kyle Halvorson, Lucas Kelley, Dennis Markusen, Jeff Moen and Amy Suda.

Non-Voting Member Present: Julie Byron

Members Absent: Greg Young, Karen Anderson and Mary Houdek.

Others Present: Mike Hanson, North Valley Career and Technology Center; Elias Markusen, M4 Contracting; Stacie Sevigny, Walsh County JDA Executive Director and Lori Estad, Red River Regional Council.

An adjustment has been made to the agenda.

NEW BUSINESS

North Valley Career and Technology Center Building Expansion Project

Mike Hanson, North Valley CTC Director, presented an update on the 2021-22 capital project campaign. An addition to the Grafton site is under way, as well as interior updates to the south side of the building. Building additions to the Minto and Cavalier school buildings are also part of the project. The WCJDA committed a total of \$125,000. To date \$30,000 has been released and now Hanson is requesting \$80,000. The remaining funds will be \$15,000.

Suda approved the pledge to NVCTC of \$80,000, seconded by Gorder; motion carried.

D. Markusen left the meeting.

M4 Contracting

Elias Markusen is requesting approximately \$5,307 for a Bank of North Dakota PACE Flex Loan. The project is a start-up business that will increase the availability of contractors in Walsh County and beyond. The funds will be used to purchase equipment. Markusen is a NDSU graduate and is starting up an excavating business in rural Walsh County. His business plan and financials have been reviewed with the Small Business Development Center and the lead lender is First United Bank.

Halvorson approved the WCJDA sponsorship of the community share of the BND PACE Flex loan of approximately \$5,307, seconded by Flaten; motion carried. D. Markusen abstained.

D. Markusen returned to the meeting.

ADMINISTRATIVE DETAILSMinutes

Minutes from the January 17, 2024, meeting were emailed to the board prior to the meeting. Suda and Moen approved minutes as mailed; motion carried.

Financials

Sevigny reviewed the financials as presented. Irvine Garden Center loan from 2000 is delinquent. Sevigny will contact Jesse Irvine to discuss options to pay the loan in full.

Discussion on the Bank of North Dakota (BND) loans and the length of time the borrower has to repay the loan. The BND program is set up where the borrower repays the BND loan in full first then the community portion is paid back to the WCJDA or whatever entity is the community share sponsor.

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

OLD BUSINESSOaths of Office

Sevigny stated three Oaths of Office need to be signed which were distributed.

Dr. Dusek/Lifetime Dental Flex PACE Project

This loan was approved in 2024 and loan documents are drafted, approved, and signed. When this BND PACE Flex loan was approved terms were not set. The terms set in the loan documents were for 3% interest over three years, which was an average of past WCJDA loans.

Flaten approved the terms as stated in the loan documents, seconded by Suda; motion carried.

Regional Housing Study

The Walsh County Focus Group for the Regional Housing Study will be held on Wednesday, April 24, 2024, virtually. Build Sessions were held in Grand Forks, Minto, and Cavalier. Suda, Kelley, Anderson, and Markusen were in attendance. A draft of the study is expected in June.

Walsh County Childcare Center

Sevigny reported on the Walsh County Childcare Center. A drawing of the center was reviewed and meets all the requirements needed for a childcare center. ICON Architectural Group is drafting plans and specifications. Bid opening tentatively scheduled for May 22, 2024. The WCJDA Executive Committee will accept bids and provide updates at the next meeting.

The Federal Home Loan Bank (FHLB) Member Impact Fund was released in four states, including North Dakota. Three banks submitted applications for the childcare project, First United Bank, Bremer, and Choice Bank using the CHDO 501c3 as the grantee. All three were awarded their full request which resulted in \$92,000 for the childcare project. The FHLB Impact Funds were used as a match for a Regional Workforce Impact Program 2.0 (RWIP) grant which was submitted by the April 1 deadline. The \$170,000 application was specific to the HVAC system. Announcement of awards is expected on or around April 19.

REMAINING NEW BUSINESS

Robert Heitkamp, Marketplace for Kids is requesting \$3,000 for sponsorship. The WCJDA has been a sponsor of the program for 10 years. All funds go towards materials, printing and other program items. The program is held in Grafton and Cavalier, with rotating years, the program is being held in Grafton on April 24, 2024. Marketplace for Kids gives children knowledge, career exploration opportunities and financial preparation in the state of North Dakota and Montana. These funds have been allocated in the budget.

ANNOUNCEMENTS/COMMENTS

Board members who want meeting binders are to contact Sevigny.

Sevigny stated she received a seminar notice by Minnkota Powers Cooperative, Energizing Economic Development, to be held on Tuesday, May 14, 2024. This is an all-day seminar that is on Economic Development 101 and would be good for new members or economic developers, if anyone is interested in attending.

A new members list and meeting date list is in the meeting packet.

Sevigny also reported on the Walsh County Career Builders program, which has been very successful.

Next meeting to be held on Wednesday, June 5, 2024, at 6 pm.

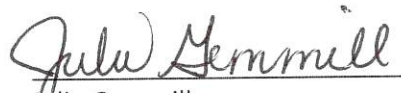
ADJOURNMENT: Gorder made a motion to adjourn. The meeting was adjourned at 7:48 p.m.

Reported by,

Signed,



Lori Estad
RRRC, Office Manager



Julie Gemmill
Chair