

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY  
MEETING MINUTES**

Park River Community Room, Park River City Hall  
June 5, 2024, at 6:00 p.m.

**CALL TO ORDER**

The meeting was called to order by Chair Julie Gemmill, June 5, 2024, at 6:00 p.m. in the Park River Community Room, Park River City Hall.

**ROLL CALL**

Members Present: Julie Gemmill, Greg Young, Karen Anderson, Evan Koenig, Jeane Flaten, Kyle Halvorson, Mary Houdek, Lucas Kelley, Dennis Markusen, and Amy Suda.

Non-Voting Member Present: Julie Byron

Members Absent: Terri Gorder and Jeff Moen.

Others Present: Mike Torgerson, Associated Potato Growers; Stacie Sevigny, Walsh County JDA Executive Director and Lori Estad, Red River Regional Council.

**NEW BUSINESS**

Associated Potato Growers (APG), LLC

Mike Torgerson with APG is requesting approximately \$19,986.75 for a Bank of North Dakota Flex PACE Interest Buydown loan. The funds would be used for the purchase of an Oculus sorter and a Palletizer for the Grafton location. With the new equipment it will improve the efficiency of the operation. It will also help with the shortage of employees. The lead bank is KodaBank and the City of Grafton is partnering on the community share for the same amount.

Flaten approved the WCJDA sponsorship of the community share of the BND Flex PACE loan of approximately \$19,9986.76, to be paid back at the end of BND seven-year loan, at 3% interest over three years, seconded by Houdek; motion carried.

**ADMINISTRATIVE DETAILS**

Minutes

Minutes from the April 17, 2024, meeting were emailed to the board prior to the meeting. Markusen and Kelley approved minutes as mailed; motion carried.

Financials

Sevigny reviewed the financials as presented. The Bremer Bank account will remain open as a pass through of funds for the RWIP funds.

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

**OLD BUSINESS**

M4 Contracting Terms

M4 Contracting was approved for a BND Flex PACE loan at the last meeting, however the terms were not included in the motion and therefore were not in the minutes. The borrower is aware of the terms, the board just needs to formally approve them.

Koenig motioned to approve the terms of 3% interest over two years, seconded by Halvorson; motion carried. D. Markusen abstained.

### **NEW BUSINESS**

#### Flex PACE

Byron gave a presentation on the Bank of North Dakota Flex PACE Interest Buydown program. The Flex PACE allows communities the ability to provide assistance to businesses that do not meet the primary sector definition of PACE. No job creation is required. The lead bank and BND approve the loan first then the JDA is asked to participate. The BND loan can buy down the borrower's interest rate as much as 5%. If a city collects sales tax they will be asked to partner in the community share amount. The borrower pays back the lead bank loan, and the BND funds are grant funds to the borrower. At the end of the BND loan the borrower then begins to pay back the JDA community share used to buy down the interest.

Sevigny reviewed a staff recommendation for community share guidelines. There are five cities in Walsh County that collect sales tax. It is recommended four cities pay the community share of \$5,000 or less and one community will pay the amount of \$10,000 or less. If the city is unable to contribute the JDA will pay the full community share.

Flaten moved to approve the community share guidelines as presented, seconded by Suda; motion carried.

#### 532 Hill Update

The WCJDA approved a \$150,000 toward the project in 2021. This is a \$2M project. The RRRC would like to enter into a contract with another architect based in Fargo that is familiar with rehabilitation old buildings. The RRRC is waiting for a response from EDA if the architect and general manager can be the same person. This person will need to be procured. The RRRC will need to enter into a new design contract and advertise for construction bids.

#### Budget

Sevigny reviewed the amended 2024 budget and the preliminary 2025 budget. The operating expenses for 2023 were not carried forward so the starting 2024 balance is incorrect. In July the budget will be presented to the Walsh County Commission. Once the actual value of mills/appropriation of mills to the JDA is provided to the JDA in 2025, the 2025 budget will be amended as needed. It is anticipated this will be the process every year going forward.

Anderson moved to approve the amended 2024 budget as presented; seconded by Kelley; motion carried.

Markusen moved to approve the 2025 preliminary budget as presented, seconded by Halvorson; motion carried.

#### Walsh County Childcare Update

Sevigny shared that the Walsh County Childcare was not selected for the \$50,000 Grafton SuperGrant. It was recommended by the chair of the Grafton Endowment Committee that the JDA apply for the smaller Grafton Community Fund Grant for \$20,000.

The ND Grow Childcare Grant can be awarded to the provider once the facility is within six months of opening. The provider will submit this application as soon as it is determined the project is moving forward.

Bids were opened on May 22 with a total of eight contractors bidding, with actual bids coming in higher than estimated. There is a 30-day window to accept or reject the bids. If the project is rebid, there is a risk no bids would be received or they could come in higher.

To date 75-80% of the estimated project cost has been raised. The project is short approximately \$300,000 without the alternate costs such as windows, appliances, painting and cabinets. All large grants staff are currently aware of have been applied for. The private sector and individuals have not yet been contacted for donations.

On Monday the JDA Executive Committee will meet with the City of Grafton to discuss how the City may be able to assist in getting the project done. The City has not contributed equal funds nor staff time to this project to date.

**ANNOUNCEMENTS/COMMENTS**

S.O.A.R. is holding a free webinar on employee recruitment on June 6.

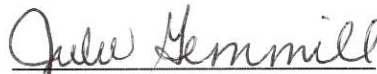
The Regional Housing Study held a briefing today. The complete study is expected to be released the end of June.

Next meeting to be held on Wednesday, August 7, 2024, at 6 pm.

**ADJOURNMENT:** Flaten made a motion to adjourn. The meeting was adjourned at 7:55 p.m.

Reported by,

Signed,



Lori Estad  
RRRC, Office Manager

Julie Gemmill  
Chair