

**Regular Board Meeting
February 26, 2026
Till House Saloon, Lakota, ND**

MINUTES (DRAFT)

CALL TO ORDER

A meeting of the Nelson County Job Development Authority (NCJDA) was held on Wednesday, February 26, 2026, at the Till House Saloon in Lakota, ND. The meeting was called to order at 5:35 p.m. by Board Chairwoman Amie Vasichek.

Members and Others Present

Members: Amie Vasichek, Paul Retzlaff, Elaine Brooks, Nathan Flom, Mike Haugland, Scott Sand, Faye Brosy Nelson, Taylor Schaley and Andi Wohlers

RRRC/NCJDA Staff: Anna Halvorson, NCJDA Executive Director

Others: None

Members Absent

Cody Johnson, Lindsay Maresh, Jay Vasichek and Kevin Sundre

APPROVAL OF THE MINUTES

The October 22, 2025 (amended), December 10, 2025, and December 12, 2025 minutes were approved by the board. Motion made by Retzlaff, seconded by Brooks. All in favor, none opposed. The motion was carried.

ACCEPTANCE OF THE FINANCIAL REPORT

The Board reviewed the financial report as provided. A motion was made by Retzlaff to approve the financial report as written. Haugland seconded. The motion was carried. A. Vasichek asked about an updated financial report format, which Halvorson assured would arrive at the April regular meeting of the board.

NEW/CURRENT MEMBER BINDER REVIEW

Chairwoman A. Vasichek and the Board welcomed new members Faye Brosy Nelson, Taylor Schaley, and Andi Wohlers.

Halvorson presented the new member binder, designed to provide foundational information for new members and serve as a refresher for current members. The binder contents reviewed included contact information, mission and vision statements, bylaws, attendance expectations, action plans, and budget information.

Halvorson also noted that a \$1,124 donation—representing 2025 mileage reimbursements unanimously donated by the Board—would be sent to the Nancy Charles family in support of their son Hunter. A brief update on his recovery was shared.

MISSION/VISION REVIEW

The Board reviewed the current mission and vision statements. A revision to the mission statement was proposed to omit "The Nelson County Job Development Authority," as the name is assumed.

The revised mission reads:

"To assist business development opportunities, support local community development efforts, and provide financial

and technical assistance for development projects.”

A motion to approve the updated mission was made by Sand and seconded by Flom. All in favor, none opposed. The motion carried.

BYLAWS REVIEW

The NCJDA Bylaws were reviewed by the board, and the attendance policy was a topic of conversation. Vasichek suggested that the language, “Any Authority member who misses three consecutive meetings without a legitimate excuse may be terminated following the third meeting at the discretion of the Executive Committee,” should read: “Any Authority member who misses three consecutive meetings without *notice* may be terminated following the third meeting at the discretion of the Executive Committee.” The board agreed upon this; however, the entirety of the bylaws was agreed to be tabled until the next regular meeting of the board, so all new and current members could properly review them before approval.

POLICIES REVIEW

Similar to the bylaws, the board agreed to table the policies for the next meeting so all new and current members could properly review them before approval.

APPRENTICESHIP PROGRAM

As part of the Board’s approved 2026 goals, Halvorson introduced a proposed Nelson County Apprenticeship Program and noted that a social media post had been shared inviting interested employers to participate. Draft guidelines and applications were presented for review. The Board supported the concept but requested more comprehensive guidelines; therefore, action on the guidelines and application was tabled until the next regular meeting.

Halvorson outlined potential funding sources, noting that most would require additional time to secure. To initiate the program, the Board approved allocating \$15,000 from the 2026 discretionary budget (\$5,000 per apprentice for up to three apprentices), upon a motion by Retzlaff and second by Brooks. All in favor, none opposed. The motion carried.

EXECUTIVE DIRECTOR REPORT

Halvorson asked what type of recognition should be awarded to former board members Dennis Fahey and Nancy Charles for their years of service. The Board agreed that certificates would be an appropriate form of recognition.

Halvorson also proposed NCJDA apparel (sweatshirts or T-shirts). The Board requested quotes from local vendors for review at the next meeting.

An update on rural grocery support was provided. Two Rural Catalyst Grant applications (McVile Grocery and Lyndi’s Market in Tolna) were not awarded. The North Dakota Rural Health Transformation Program was identified as a potential alternative funding source for local grocery stores. The City of Lakota received approximately \$104,000 for a satellite clinic for Nelson County Health Systems in Lakota.

Halvorson emphasized the importance of board engagement and advocacy for NCJDA programs. Progress toward 2026 strategic goals was discussed, with a request for clearer goals and measurable metrics to better leverage annual funding. Members were reminded to submit their spotlight surveys.

LOIS/LASSO property listing platforms were also discussed, with updates to those systems identified as a future NCJDA

priority.

NOMINATING COMMITTEE DISCUSSION

Halvorson prompted the board to name a nominating committee. The board's response was that the entirety of the board should compose the nominating committee for prospective new members as well as board member chair and vice-chair. A motion was made by Retzlaff to finalize the decision; a second was made by Scott. All in favor, none opposed. The motion carried.

EXECUTIVE COMMITTEE DISCUSSION

Halvorson expressed that the current executive committee consists of Amie Vasichек, Paul Retzlaff, Jay Vasichек and Elaine Brooks. The board maintained that this group of board members were acceptable to continue their role as executive committee members. A motion was made by Sand, seconded by Haugland. All in favor, none opposed. The motion carried.

STOREFRONT IMPROVEMENT GRANT

The American Legion in Lakota applied for a storefront improvement grant in December of 2025, so it was postponed for review until the first meeting in 2026 and was able to include a bid for the newly, lighted sign on the front of their establishment. The board approved \$1,501.25 in funding from the JDA, with a match from the city of Lakota for \$1,501.25. A motion was made by Flom and seconded by Brooks. All in favor, none opposed. The motion carried.

FLEX PACE PROGRAM REQUEST

The Lakota Car Wash partnered with a separate, local bank, enrolled in a Flex PACE loan, and then decided to partner with the NCJDA. The board considered this request, which totaled \$10,691.64. A motion was made by Sand to approve it, seconded by Haugland. Brooks abstained from the vote. All in favor, none opposed. The motion carried.

MICHIGAN AMBULANCE REQUEST

The Michigan Ambulance has requested funding for numerous projects, including staffing wages, a mannequin, and a computer. The board considered the request and questioned if a donation between two tax-funded entities was possible. The board decided to table the discussion until the next regular meeting at which time the question should be answered and a decision could be made at that time.

MEMBER UPDATES

Chairwoman A. Vasichек reported that the City of Lakota was awarded a Rural Catalyst Grant of over \$104,000 to establish a new clinic for Nelson County Health Systems in the old Lakota American building in Lakota. She also noted that construction is progressing at Bins Coffee and Spirits in Lakota, Lakota School received \$1 million for an elevator installation, and Lakota Cenex continues to explore a grocery expansion, though no recent progress has been made.

Vice Chair Retzlaff shared updates from Aneta Parkview, including the opening of a new laundry room, purchase of a van and staff housing, installation of new flooring and televisions in resident rooms, hiring of a full-time masseuse, and receipt of a grant for a golf cart. He also mentioned the possibility of Operation Roundup funding through Nodak to assist in Hunter Charles' recovery.

Sand commented that the new Nelson County Health Systems signage in McVille looks great and confirmed the 2025 Reality Check payment is in process.

Wohlers shared new marketing strategies for Rubin Roots, including exploring expanded event space options such as a barn or greenhouse.

Brosy Nelson reported that construction at Bins Coffee and Spirits continues, including texturing, sheetrock, and electrical work.

Flom noted that Jاليا Hanson is the new manager of Michigan Hometown Foods.

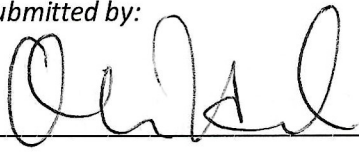
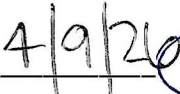


Haugland reported that the Old Johnson Store in Lakota is listed for sale again.

ADJOURNMENT

Flom made a motion to adjourn the meeting, seconded by Sand. The meeting adjourned at 6:44 p.m. The board agreed that the next NCJDA meeting on April 8, 2026, would be held in Michigan with the exact location TBD.

Submitted by:

Attested by:

Anna V. Halvorson

Date

Amie Vasichек

Date

Executive Director

Chairwoman