

**Regular Board Meeting
December 10, 2025
Petersburg Community Center, Petersburg, ND**

MINUTES

CALL TO ORDER

A meeting of the Nelson County Job Development Authority (NCJDA) was held on Wednesday, December 10, 2025, at the Petersburg Community Center. The meeting was called to order at 5:32 p.m. by Board Chairwoman Amie Vasichек.

Members and Others Present

Members: Amie Vasichек, Paul Retzlaff, Jay Vasichек, Elaine Brooks, Nathan Flom, Kevin Sundre, Mike Haugland and Scott Sand

RRRC/NCJDA Staff: Anna Halvorson, NCJDA Executive Director

Others: None

Members Absent

Cody Johnson, Dennis Fahey, Lindsay Maresh and Nancy Charles.

APPROVAL OF THE MINUTES

The October 22, 2025 Minutes were approved by the board. Motion made by Retzlaff, seconded by Brooks. The motion was carried.

ACCEPTANCE OF THE FINANCIAL REPORT

The Board reviewed the financial report as provided. A motion was made by J. Vasichек to approve the financial report as written. Haugland seconded. The motion was carried. Halvorson informed the board that the financial report will be in an updated format in 2026.

NCJDA 2026 BUDGET

Halvorson noted that approximately \$80,000 budgeted dollars for 2025 have not been spent and therefore there is an opportunity to roll those funds over to 2026 and the board agreed. The board agreed to designate \$30,000 as a line-item allocation to be set aside for matching dollars for successful grant opportunities benefiting county grocery stores. The motion to approve the 2026 NCJDA Budget was made by J. Vasichек and seconded by Sand. The motion was carried.

The board discussed other possible uses of the unused 2025 budget funds: beautification projects, apprenticeship funding, and various smaller requests from the community.

EXECUTIVE DIRECTOR REPORT

Halvorson noted The Reyleck became the new name of the building on 532 Hill Avenue in Grafton, the incubator building and future offices of the Red River Regional Council. The board members were given the 2026 NCJDA Meeting dates, which is the second Wednesday of every other month beginning in February at 5:30pm.

Halvorson reported that one Flex Pace loan account scheduled for collection in June 2025 was not billed and will be billed starting in January 2026.

Regarding Rural Catalyst grant applications within the county, Halvorson stated her intent to apply on behalf of any

county grocery store wishing to pursue funding. Halvorson's priority would be given to submitting applications for the three grocery stores that were not funded through the Rural Grocery Sustainability Grant.

Halvorson stated her intent to submit a Rural Catalyst Program application under the Slum and Blight designation for a building located near the McVile Elevator. Discussion followed regarding whether the building may also qualify under a Brownfield opportunity. Halvorson updated the board that a quote will be forthcoming for the demolition of and/or removal of environmental or asbestos within the building.

Halvorson let the board know she would be taking more responsibility as relating to the housing rehabilitation program for Region 4.

Regarding the SparkBuild program, Michigan has funds committed for construction of two homes and they plan on a spring start with the same floor plan as Lakota. In McVile, a meeting has been held and the community's needs and market demand are being evaluated, along with potential lots for the proposed homes. In Lakota, an application is pending and is anticipated to be submitted by the end of the year

BOARD MEMBER SEARCH

Three potential at-large members had expressed interest in serving on the NCJDA, including Faye Brody Nelson of Lakota, Taylor Schaley of Lakota, and Andi Wohlers of Lakota. Two current board members, Dennis Fahey and Nancy Charles, will not be renewing their terms at the end of 2025. If all the at-large candidates were approved, the board would have 13 members beginning in 2026. The board reviewed all of their resumes and discussed briefly each candidate. A motion was made to accept each of them to the board by Retzlaff, seconded by Brooks. The motion was carried.

Halvorson noted that, despite multiple efforts to fill the needed township officer role as well as a city council member in a city over 500, Chairwoman Vasichek stated she would have a recommendation for the city council position by next meeting. Of 17 people approached these positions over the past two months, 6 declined, and the rest did not respond. Halvorson assured the board that efforts to fill the open positions would continue and that all outreach attempts would be documented throughout that process.

STOREFRONT IMPROVEMENT PROGRAM

The Lakota American Legion (Post #21) applied for a storefront improvement grant but not all information needed was included. The board decided to table this application until the February 2026 board meeting.

Lakota Hardware also applied for a storefront improvement grant, with an ask of \$2,500 for new siding and signage. They also applied to the city of Lakota for an additional \$2,500. Retzlaff made a motion to approve the \$2,500, Haugland seconded. The motion carried.

2026 NCJDA BOARD GOALS

Halvorson reviewed the 2026 "DRAFT" Goals for the NCJDA, and there were no concerns from members surrounding the proposed goals. The proposed goals included the following: Expand awareness and utilization of NCJDA and RRRRC programs, increase awareness of the Flex PACE program, support new construction initiatives, such as Spark Build, to expand access to safe and affordable housing, leverage funding resources such as the Rural Catalyst Grant with a focus on supporting grocery stores, promote community beautification projects that strengthen community pride, identity, and engagement, reduce outmigration by developing a countywide apprenticeship program and participate in the Region 4 RWIP initiative, focusing on workforce development in key sectors, including trades, manufacturing, and healthcare, retain local talent and support long-term regional growth through targeted training and employment

opportunities, broaden the use of housing rehabilitation funding sources to improve existing housing stock and community livability.

A motion was made by Sundre to approve the 2026 NCJDA goals, a second was made by J. Vasichек. The motion carried.

UPDATES FROM THE BOARD

A. Vasichек stated that the Cooperstown Clinic is pulling out of Lakota and Nelson County Health Systems is considering moving into Lakota, the car wash in Lakota is up and running, and the Lakota Library needs significant repairs to its foundation – totaling \$189,000 – and a fundraiser has been set up to do so.

Retzlaff stated the Aneta Parkview laundry room project has been completed.

Sand spoke about the combination of Legacy Cooperative and Farmer’s Union Oil – Devils Lake, with plans to have a fertilizer plant/chemical seed within two years in McVilleville, creating jobs for 7-8 people.

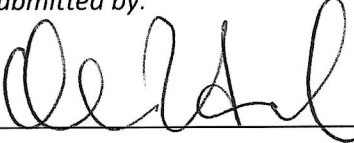
Sundre stated Petersburg is looking for a plow driver and that the community center has not been used to its full potential.


ADJOURNMENT

J. Vasichек made a motion to adjourn the meeting, seconded by Flom. The meeting adjourned at 6:41p.m. The board agreed that the next NCJDA meeting on February 11, 2026, would be held in Lakota with the exact location TBD.

Submitted by:

Attested by:

 3/9/26

 3/4/26

Anna V. Halvorson

Date

Amie Vasichек

Date

Executive Director

Chairwoman