

**Regular Board Meeting
April 8, 2026
Michigan Duffers Golf Course, Michigan, ND**

MINUTES (DRAFT)

CALL TO ORDER

A meeting of the Nelson County Job Development Authority (NCJDA) was held on Wednesday, April 8, 2026, at the Michigan Duffers Golf Course in Michigan, ND. The meeting was called to order at 5:31 p.m. by Board Chairwoman Amie Vasichek.

Members and Others Present

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

RRRC/NCJDA Staff: Dawn Mandt, *RRRC Executive Director*; Anna Halvorson, *NCJDA Executive Director*

Others: None

Members Absent

Mike Haugland, Lindsay Maresh, Paul Retzlaff and Jay Vasichek

APPROVAL OF THE MINUTES

The February 26, 2026 minutes were approved by the board. Motion made by Sundre, seconded by Brooks. All in favor, none opposed. The motion carried.

APPROVAL OF THE AGENDA

An addition to the agenda was proposed by Halvorson for a discussion on Lyndi's Market in Tolna, ND. Motion made by Sundre, seconded by Flom. None opposed. The motion carried.

ACCEPTANCE OF THE FINANCIAL REPORT

The Board reviewed the financial report as provided. A motion was made by Brooks to approve the financial report as written. Sand seconded. Some comments were made on the good clarity of the new report, as well as differences between actual and budget. The motion carried.

DAWN MANDT – DISCUSSION OF NCJDA CONTRACT WITH RRRC

Dawn Mandt, Executive Director of the Red River Regional Council, presented a proposal for a renewed three-year contract, as NCJDA's contract with the RRRC expires at the end of 2026. The proposal recommends continuing the RRRC–Nelson County JDA partnership for 2027–2029, providing executive leadership, economic development, and administrative services through a shared regional team that has delivered strong results in housing, business support, and planning. The model remains cost-effective and stable, with projected contract costs of approximately \$87,500 in 2027, \$90,600 in 2028, and \$93,700 in 2029, reflecting modest annual increases while still avoiding the higher expenses and risks of hiring a full-time executive; overall, the approach maintains predictable budgeting while leveraging broader staff expertise and regional resources.

Mandt left the meeting at approximately 6:00pm.

The board agreed to study the proposal further and table the decision/discussion for the next meeting in June.

MISSION AND VISION REVIEW/APPROVAL

The updated mission and vision statements were presented on print to the board, which reflected the changes from the February 26, 2026 board meeting. A motion was made by Brooks. The motion was seconded by Schaley. None opposed.

The motion carried.

BYLAWS REVIEW/APPROVAL

The board reviewed the NCJDA Bylaws and wished to make two changes. The first change was under Article V: Section 3 – Absenteeism of Members. The sentence “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” was changed to “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 second change included verbiage surrounding the Nominating Committee – Article VI: Section 4: Election Procedure.” The sentence “At the December meeting of each year, a Nominating Committee of three members shall be appointed to provide Officer recommendations for the following year” was changed to “At the December meeting of each year, a Nominating Committee of all members shall be appointed to provide Officer recommendations for the following year.”

A small, technical change would also include updating the Chairperson and Vice Chairperson names as signature lines at the end of the document.

A motion was made by Sundre to approve the bylaws with the recommended changes. The motion was seconded by Brosy Nelson. None opposed. The motion carried.

POLICIES REVIEW/APPROVAL

The only policy the NCJDA has is entitled, “Loan and Grant Policies.” The board reviewed this document and felt no changes were needed.

APPRENTICESHIP PROGRAM

The Nelson County Apprenticeship Program provides up to \$5,000 in reimbursable funding per apprentice to help local businesses train and retain workers while reducing employer costs. Open to all industries operating in Nelson County, the program supports expenses such as wages, materials, and equipment, with applications reviewed and approved by the JDA Board. Apprenticeships must meet eligibility requirements, be completed within one year, and are reimbursed after completion, with an emphasis on supporting local purchases and long-term workforce development.

The board reviewed draft guidelines and application for the program. Within the grant guidelines, under Grant Requirements, a new sentence was added to state, “All applications will be reviewed by the Board, which retains full discretion to approve or deny any application.” In addition, the board agreed another question be added to the application which asks, “How will this opportunity help the apprentice build skills and experience that better prepare them for employment within your business or other businesses in the county?”

A motion was made by Sand to approve the guidelines and application as read and with the recommended changes. The motion was seconded by Brooks. None opposed. The motion carried.

EXECUTIVE DIRECTOR REPORT

The April 2026 NCJDA Director Update highlights steady progress toward strategic goals across economy, workforce, housing, and community vitality, including advances in storefront improvements, workforce programs, and housing rehab projects. Recent funding successes include a Rural Catalyst Grant for a Lakota clinic and an AMEX grant for Lyndi’s Market, while upcoming efforts focus on launching the Rural Healthcare Transformation Grant, expanding apprenticeships, and advancing housing and brownfield initiatives to continue building momentum.

Both Lyndi's Market in Tolna and McVile Grocery in McVile submitted applications for the Rural Catalyst Grant, although neither were awarded. Lyndi requested funding for new flooring, while McVile requested funding for two new high-efficiency furnaces. Overall, the North Dakota Rural Catalyst Grant Program awarded nine rural communities statewide--a total of \$2.5 million to support projects enhancing community vitality and economic resilience. From 94 applications totaling \$18 million, Region 4 submitted 18 applications, with four projects receiving \$1,119,811 in funding. These projects include initiatives such as healthcare facilities, housing redevelopment, community infrastructure, and business innovation efforts, reflecting a strong regional focus on quality of life and local development.

POTENTIAL BUSINESSES TO RECRUIT TO NELSON COUNTY

A list of potential businesses focused on agriculture, ag technology, and outdoor recreation was identified for recruitment in Nelson County. The board agreed to proactively reach out and promote the county's strengths to all prospects, while also being mindful to avoid recruiting businesses that could create undue competition with existing local operations.

STOREFRONT IMPROVEMENT GRANT

The Pekin Community Center is seeking a \$5,000 storefront improvement grant toward a \$12,188 project to complete essential infrastructure repairs that improve safety, accessibility, and long-term usability. Planned upgrades include replacing damaged doors and siding, improving lighting, correcting drainage and cement issues, and making interior and ventilation repairs, ensuring the facility can continue serving as a vital community gathering space.

A motion was made to grant the \$5,000 by Brooks. The motion was seconded by Sand. None opposed. The motion carried.

MICHIGAN AMBULANCE REQUEST

The Michigan Ambulance Service has requested funding for numerous projects, including staffing wages, a mannequin, and a computer. The board received knowledge from the state's attorney, Josh Frey, that two entities funded by county dollars may give money to one another so long as it furthered the mission of each entity. The board decided to ask for exact quotes on the items needed as well as encourage the community to support the ambulance financially. The item will be discussed once again at the next meeting.

Sundre clarified that the Ambulance Service is requesting the funds, not the Ambulance District, which would be the entity that receives mill levy funding.

LYNDI'S MARKET REQUEST

Lyndi's Market recently was awarded an AMEX Shop Small Grant in the amount of \$20,000 for new flooring. The overall cost for replacement of the flooring in her store far exceeds \$20,000. Therefore, Lyndi requested any additional funding the JDA could provide. The board discussed this request, noting that \$30,000 was set aside in the overall budget for grocery store matches and/or grants.

A motion was made by Flom to award Lyndi's Market a \$10,000 grant. The motion was seconded by Wohlers. Some discussion was had regarding getting an updated quote for the cost of flooring, as well as consideration of the recommended 25% contribution the business could make, although it is not required to receive a grant. The motion passed.

ADJOURNMENT

Sand made a motion to adjourn the meeting, seconded by Sundre. The meeting adjourned at 7:05 p.m. The board

agreed that the next NCJDA meeting on June 10, 2026, would be held at Stump Lake Park Cafe in Lakota.

Submitted by:

Attested by:

Anna V. Halvorson

Date

Amie Vasichek

Date

Executive Director

Chairwoman