

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES
Pembina State Museum
Tuesday, November 25, 2025

CALL TO ORDER

The meeting was called to order by Julie Kemnitz, Chairperson, Tuesday, November 25, 2025, at Pembina State Museum, Walhalla, ND at 10:01 A.M.

Members Present- In-Person: Julie Kemnitz, Lacey Hinkle, Danielle Blair, Pat Hardy, Darin Otto, David Monson, Mary Houdek, and Nathan Green.

Members Present – Virtually: Michael Cook, Teri Stoiber, and Amie Vasichok, Auditor, City of Lakota

Others Present: Dawn Mant, Executive Director, RRRRC; Lori Estad, Red River Regional Council, and Angelle French, Pembina County JDA.

MINUTES

Minutes from September 9, 2025, meetings were mailed to members prior to the meeting. Green moved to approve the minutes as presented; seconded by Monson, motion carried.

FINANCIAL REPORT

French reviewed the financial report. Kemnitz reviewed current CD rates at the local area banks.

Hinkle moved to renew the CD at United Valley Bank, for the 7-month special, seconded by Blair; motion carried.

Otto moved to approve the financial report, seconded by Blair; motion carried.

DIRECTORS REPORT

French reported on her directors' report. Gilbertson Veterinary Clinic was awarded a \$10,000 Polar Grant and a Canadian business Wenworth Ag received a 10-year tax exemption in Walhalla.

NEW BUSINESS

Storefront Improvement Grant

In August of 2025, Xperience Health & Fitness was awarded a \$5,000 Storefront Improvement Grant which is owned by Garret and Darcy Reis. They have decided not to proceed with this project.

Garret Reis is requesting a storefront improvement grant for Real Estate Investment Solutions, Inc in Pembina, ND. The work would include new windows, soffit lighting, new siding and brick, painting and new signage.

Otto moved to approve a Storefront Improvement Grant to Real Estate Investment Solutions, Inc. up to \$5,000, seconded by Monson; motion carried.

Green stated when applying for the Storefront Improvement Grant funding the business should have a better estimate of costs.

D&K Grocery – Grant Management and Reimbursement

D&K Grocery of Pembina were awarded a Rural Grocery Store Sustainability Grant not to exceed \$35,524.66. The scope of work will consist of replacement of an outdated point of sale system and replacement of the store's HVAC system. This will maintain the store's capability to offer consistent and affordable food accessibility in the region by reducing energy costs. The business will pay all costs upfront and turn in receipts to the PCJDA for reimbursement from the state. French asked for the PCJDA to speed up the reimbursement process by reimbursing D&K Grocery once the reimbursement is submitted to the state instead of waiting for the check from the state.

Hinkle moved to pay for qualified purchases specifically to the grant reimbursement, seconded by Houdek; motion carried.

Board Renewals

French drafted a letter to the Pembina County Commission appointing members to the Pembina County JDA Board of Directors. She listed the North Dakota Century Code requirements.

The appointments include:

- Darin Otto – Pembina County Commission
- Dave Monson – Legislative Assembly
- Danielle Blair – Cities of 500
- Teri Stoiber – Cities under 500
- Lacey Hinkle – Member at Large – Previously the RRRRC representative

All board members on the list agreed to renew their term.

Hardy moved to approve the recommendation to the Pembina County Commission, seconded by Blair.

Discussion

The vacant seats for Township officers will need to complete an application. French will advertise on Facebook and website to find people to serve.

Board Member Resignation

Hinkle moved to approve the resignation of Norman Hurst, seconded by Otto; motion carried.

OLD BUSINESSOffice Location

To save costs Hinkle reached out to Otto and Hardy for possible location at the courthouse. There is vacancy in the Social Services Building. Relocation will be ready in January/February 2026, dependent on the remodeling that needs to be completed before the move.

Blair moved to approve the relocation of the Pembina County JDA Executive Director to the Social Services Building at the Pembina County Courthouse, seconded by Green; motion carried.

RRRC Contract and Action Plan

The 2026 Consolidated Action Plan was presented. The Action Plan is based on the Comprehensive Economic Development Strategy (CEDS) which is updated every five years. French reviewed the PCJDA Action Plan and priorities for 2026. Mandt reviewed the RRRRC Action Plan, listed all the organizations and stated all organizations have their own board of directors.

Monson reported that the legislature will be holding a special session for Rural Health. This will be Health and Human Services funds of \$18 million over a five-year period.

Mandt shared the harmless clause section of the contract is under legal review.

Hinkle asked if the PCJDA secretary could do the minutes and agenda instead of having Estad complete them to help save on costs.

Mandt stated that the RRRRC has funds that will be defederalized and may consider a regional pool for PACE Funds to leave more of the JDA funding for employee's costs.

Mandt reviewed the contract that has been approved, \$164,000 over 2 years with 3% increase.

Discussion consisted of:

- How to get to the \$164,000 costs – when the contract amount is reached, French will have to do other work for the RRRRC.
- See value in the RRRRC and team
- Overhead costs – costs that are split over all projects and are part of the RRRRC budget
- Direct costs
- Responsible for taxpayers' money
- RRRRC has policies and has its own board

Hinkle asked if the RRRRC surplus can carry the PCJDA shortfall; Mandt stated she couldn't answer this today as it will have to go before the RRRRC Executive Committee.

Budget Discussion and Approval

Blair moved to approve the 2026 budget as presented, seconded by Monson; motion carried.

OTHER BUSINESS

French reviewed the 2026 meeting dates and locations. One change is moving the Pembina meeting to Crystal. French will update the list.

ADJOURN

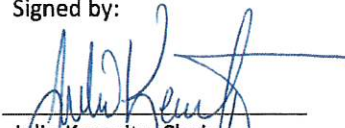
There being no more business, the meeting was adjourned at 12:21 p.m.

Submitted by:



Lori A. Estad, RRRRC, Office Manager

Signed by:



Julie Kemnitz, Chair