

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY  
MEETING MINUTES**

Video Conference Via Zoom & Nodak Insurance - Kyle Gagner Agency  
118 Main St. W. Cavalier, ND 58220  
January 12, 2022, at 10:00 a.m.

**CALL TO ORDER**

The meeting was called to order by Charlie Wellman, President, January 12, 2022, at 10:00 a.m. via Zoom conference call and in-person at Nodak Insurance - Kyle Gagner Agency in Cavalier.

Members Present: Jim Benjaminson, Melissa Gapp, Nathan Green, Lisa Hall, Elton Heuchert, Dave Moquist, Ashely Nordstrom, Kelli Truver and Charlie Wellman

Members Absent: Jeni Carrier, Charlie Damschen, Charlie Hart, Lacey Hinkle, Ardis Olson, and Kathy Stremick

Others Present: Dawn Mandt, Jacob Schmuck, and Jake Wiensch, Red River Regional Council/PCJDA

**ELECTIONS**

Elections for officers will be tabled and held at the next meeting on March 9, 2022, in Neche. Positions to be filled are Chair, Vice Chair, Secretary, and Treasurer. The Nominating Committee will include Wellman, Green, and Truver.

**MINUTES**

Gapp made the motion to approve the meeting minutes from November 10, 2021, and December 17, 2021, meetings, seconded by Heuchert; motion carried.

**FINANCIAL REPORT**

Benjaminson made the motion to approve the financials from December 2021, seconded by Nordstrom; motion carried.

**STOREFRONT IMPROVEMENT GRANT UPDATE**

Wiensch gave update and progress on applicants work.

**REGIONAL RECOVERY AND RESILIENCY ASSESSMENTS AND PLANNING**

Mandt gave updates on all topics:

- a) Pembina County Recovery and Resiliency Insights for Action Report
- b) City of Walhalla Town Hall – 12/8
- c) City of Cavalier – next steps?
- d) Newcomer study
- e) Housing study – identifying needs, barriers, and how to incentivize rural housing development
- f) Destination Red River (Roger Brooks)

**REGIONAL DESTINATION DEVELOPMENT PLAN WITH ROGER BROOKS**

Mandt gave updates on all topics:

- a) Pembina County Summary
- b) Additional conversations held with City of Walhalla, Frost Fire, and Large Employers + Elected Officials
- c) Hosted eight conversations with 300 attendee's total

- d) Public Questionnaire
- e) Public Discussions on RRRC YouTube Channel
- f) New Flickr site for photo library on RRRC website

**2022 PCJDA PROGRAM RECOMMENDATIONS (ENCLOSURE) – MANDT**

Mandt gave update on items outlined in program recommendation sheet.

First, topic of discussion pertained to the housing study; Wellman asked about the best use for these funds and suggested reaching out to Pembina County cities and taking action on using the funds for development.

Next, discussion was held on how the PCJDA can help Pembina County cities and what would be best programs such as Flex PACE buydowns.

Mandt discussed the resurrection of the 501c3 non-profit (Red River Community Housing Development Organization) for housing development within the region.

Green made the motion to approve the 2022 program recommendations (\$50,000 Storefront Improvement Program, \$20,000 to be left in place for tuition assistance, \$10,000 Rendezvous Region Tourism Council, \$20,000 Marketing Campaign), seconded by Gapp; motion carried

**NORTH VALLEY – CAVALIER EXPANSION**

Mandt shared an update on the project and an article written in the Grand Forks Herald regarding the project.

**532 HILL AVE REGIONAL INCUBATOR PROPOSAL**

Mandt gave an overview of the project which was outlined in the 532 Hill proposal document. This outlined the need for the facility to spur entrepreneurship, provide co-work space, and a kitchen incubator to mature food-based businesses. The project would be located in the former True Value building in Grafton and is estimated to cost approximately \$2 million. There is currently an 80% federal grant opportunity through the US Department of Commerce Economic Development Administration with an application deadline the end of January 2022.

Mandt sought a letter of support from the PCJDA to include in the application.

Discussion ensued surrounding the idea of the space, why it would not be in Pembina County, who else contributed money to the project as well as letter of support.

The board took a roll call vote. All were in favor of a letter of support for the project with the understanding it did not come with any financial contribution, motion carried.

**ADJOURN**

Green made the motion to adjourn the meeting; seconded by Nordstrom; meeting adjourned.

Submitted by:

Signed by:

---

Jake Wiensch, RRRC Developer

---

Charles Wellman, Chair