

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**

Virtual meeting  
September 14, 2022, at 10:00 a.m.

**CALL TO ORDER**

The meeting was called to order by Kathy Stremick, Treasurer, September 14, 2022, at 10:00 a.m. via Zoom conference call.

Members Present: Kathy Stremick, Jim Benjaminson, Charles Damschen, Melissa Gapp, Elton Heuchert, Lacey Hinkle, and Deb Stainbrook.

Members Absent: Charlie Wellman.

Others Present: Rachel Morrison, Cavalier Chamber and Tourism; Kari Helgoe, NDSU Extension; Dawn Mandt and Lori Estad, Red River Regional Council/PCJDA.

**MINUTES**

Minutes from July 13, 2022, meeting were mailed to members prior to the meeting. Gapp moved to approve the minutes as mailed; seconded by Heuchert; motion carried.

**FINANCIAL REPORT**

Stremick reviewed the financial report.

Hinkle approved the financial report as presented, seconded by Gapp; motion carried.

**STOREFRONT IMPROVEMENT GRANT PROGRAM**

The sub-committee met to review the Storefront Improvement Grant Program guidelines. Guideline changes are:

- Matching grant of up to \$5,000, but no more than 50% of the cost of improving the business's storefront.
- The JDA will provide up to \$1,000 additional funds to awardees for implementing enhanced "best practices" which is not required to be matched. Add a list of best practices.
- Awardees will be required to watch a webinar on storefront improvement. A certificate will be received after viewing the webinar.
- A business and/or property owner can receive a grant once every three (3) years with a maximum lifetime award of \$10,000 for any one location.
- Political subdivisions that receive mill levies are not eligible.

Hinkle moved to approve the new guidelines with additional changes discussed, seconded by Benjaminson; motion carried.

**Bridgestone Bar and Grill**

The Bridgestone Bar and Grill, located in Pembina, is requesting \$5,000 for signage on the overhang above the main street door. Stainbrook moved to approve as requested, seconded by Benjaminson; motion carried.

Jenson A/C & Heating

Jenson A/C & Heating, located in Cavalier, is requesting \$5,000 for paint, window shades, and new windows. The City of Cavalier approved \$2,600. Benjaminson moved to approve \$3,850, seconded by Gapp; motion carried.

Charlie Busse Construction

Charlie Busse Construction is requesting \$4,050 for siding, windows, two entry doors and a garage door. This is the same building as Busse Salon which received funding in 2021. The City of Cavalier denied this request being both businesses are in the same building. Gapp moved to deny the request, seconded by Damschen; motion carried.

L.O.A.N. – Love One Another Now

L.O. A.N., located in Cavalier, is requesting \$3,000 for siding and windows. The City of Cavalier approved \$3,000. The total cost of the project is \$66,000. The board changed the request to \$5,000 being the total cost is high. Stainbrook moved to approve \$5,000, seconded by Benjaminson; motion carried.

Mountaineer Building

The Mountaineer Building, located in Walhalla, is requesting \$4,200 for paint, handrails, and new sign. The chamber of commerce will be in this building in October. Hinkle moved to approve \$4,200, seconded by Stainbrook; motion carried.

Sparky's Craft Coffee Roasting

Sparky's Craft Coffee Roasting, located in Cavalier, is requesting \$2,150 for two exterior swing doors. The City of Cavalier approved funds for this project in 2020. The total project is \$2,150 and the business can only receive 50% of the total cost, \$1,075. Hinkle moved to approve \$1,075, seconded by Gapp; motion carried.

Bill Styles Construction

Bill Styles Construction, located in Walhalla, is requesting \$1,500 to replace the garage door. Benjaminson moved to approve as requested, seconded by Heuchert; motion carried.

Shane Heck, LLC

Shana Norrell applied for the Storefront Improvement Grant in 2021 for new siding, doors, windows, and landscaping. To date, receipts have not been received for the project and they will need to reapply.

**HARVEST FUELS – FLEX PACE REQUEST**

Robert Thornberg, Harvest Fuels, requested \$9,452.12 for a Bank of North Dakota Flex PACE Interest Buydown loan. Funds will be used for inventory and to pay off the MDU service line installation. The City of Walhalla will share the buydown equally.

Hinkle moved to approve the request as presented; with payback at 2% interest over two years after the seven-year note is paid to the BND Flex PACE Buydown; seconded by Benjaminson; motion carried.

**WAYNE'S VARIETY – FLEX PACE REQUEST**

Robert Thomson, Wayne's Variety, requested \$3,544.41 for a Bank of North Dakota Flex PACE Interest Buydown loan. Funds will be used to purchase Wayne's Variety real estate, inventory, and intangible and working capital. The City of Cavalier will share the buydown equally.

Gapp moved to approve the request as presented, with payback at 2% interest over two years after the 10-year note is paid to the BND Flex PACE Buydown, seconded by Stainbrook; motion carried.

#### **REGIONAL WORKFORCE IMPACT PROGRAM (RWIP) SUMMARY**

The RWIP allocation for Region 4 was \$1.71 million. The consensus – after many meetings, surveys, research and more – was to allocate these funds to three priority areas:

1. **Childcare Expansion:** increase childcare availability throughout the region - \$1M
2. **Talent Attraction:** launch rural initiative in Nelson, Walsh, and Pembina Counties; fund videography and corresponding talent attraction marketing effort in rural Grand Forks County to expand the Grand Forks is Cooler initiative - \$217,500
3. **Workforce Training:** assist the two regional career and technology centers in northeastern North Dakota with the purchase of workforce training equipment in connection with their current facility expansion plans - \$492,500

#### **2023 BUDGET REVIEW AND ADOPTION**

Mandt reviewed the 2023 budget request to the Pembina County Commission. The commission approved four mills for the Pembina County JDA. The final budget reading was held and passed.

Hinkle approved the 2023 budget as presented, seconded by Heuchert, motion carried.

#### **2023 to 2025 CONTRACT FOR PROFESSIONAL SERVICES AND STAFFING PLAN**

Tabled – a subcommittee (Wellman, Stremick, Mandt, and Nordstrom) will meet to discuss the forthcoming contract with the RRRC and present a recommendation at the November 9 meeting.

#### **DESTINATION RED RIVER PLAN UPDATE**

Mandt reported on the meeting between the Destination Red River Regional Team and the Rendezvous Region Tourism Board. The plan for implementation calls for six full-time staff. The JDA staff may be required to help with the county and local plans. The Rendezvous Regional Tourism board declined to be the marketing arm of the Destination Red River plan and a new marketing brand will be developed. The RWIP funding will be used to create a single new brand for regional workforce attraction and tourism marketing.

#### **MARKETPLACE FOR KIDS**

Marketplace for Kids requested \$3,000 sponsorship for the Educational Day to be hosted in Cavalier on October 18, 2022.

Gapp approved the \$3,000 sponsorship for Marketplace for Kids, seconded by Heuchert; motion carried.

#### **OTHER BUSINESS**

A Placemaking Grant through the ND Department of Commerce is offering up to \$100,000 grants to invest in planning and design to enhance long-term economic growth through healthy, prosperous communities. An application has been submitted for Frost Fire with the cities of Cavalier, Langdon, and Walhalla as sponsors.

Walhalla Pumpkin Fest is to be held Saturday, September 24, 2022.

**ADJOURN**

There being no more business the meeting was adjourned at 11:30 AM. Motion by Benjaminson seconded by Stainbrook; motion carried.

Submitted by:

Signed by:

---

Lori A. Estad, RRRC, Office Manager

---

Kathy Stremick, Treasurer