

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY

MEETING MINUTES

St. Thomas Fire Hall, St. Thomas

Tuesday, May 12, 2026

CALL TO ORDER

The meeting was called to order by Julie Kemnitz, Chairperson, Tuesday, May 12, 2026, at the St. Thomas Fire Hall, St. Thomas, ND at 9:02 A.M.

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

Members Present – Virtually/Phone: Michael Cook, and Sonia Misialek.

Others Present: Lori Estad, Red River Regional Council, and Angelle French, Pembina County JDA.

MINUTES

Minutes from March 10, 2026, meeting were mailed to members prior to the meeting. Otto moved to approve the minutes as presented; seconded by Blair, motion carried.

FINANCIAL REPORT

French reviewed the financial report ending April 2026.

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

DIRECTORS REPORT

French reported on her directors' report.

NEW BUSINESS

Loan Write Off – Tarnel, USA

In February 2004, the Pembina County Job Development Authority (PCJDA) entered into a loan agreement with Tarnel USA. The loan was issued in the amount of \$5,000 at a 2% annual interest rate, to be repaid in monthly installments of \$87.64 over a five-year period beginning January 1, 2005. The funds were designated for working capital to support the company's expansion operations.

Personal guarantees were executed by Michael James Peters, Robert Wayne Peters, and Kevin Gregory Peters.

Tarnel USA filed for Chapter 11 bankruptcy protection in 2009. As a result of the bankruptcy proceeding, the company's assets were liquidated and/or reorganized under court supervision. The outstanding balance remaining on the PCJDA loan at the time of this recommendation is \$1,246.73.

French recommended the write-off of the remaining Tarnel USA loan balance of \$1,246.

Hinkle moved to approve the write-off of Tarnel USA loan balance of \$1,246, seconded by Otto; motion carried.

CD Renewal

French reviewed the current CD rates.

Hinkle moved to approve leaving the CD at United Valley at the highest interest rate of renewal, seconded by Blair; motion carried.

FUNDING REQUESTS

Storefront Improvement Grant

The Chuck Stop in Crystal is requesting a Storefront Improvement Grant to replace the exterior door, entrance floor, decorative rock, outside lighting and planters. There was much discussion on the landscaping and the board paying for items that can be removed or need to be paid for each year. It was also recommended the planters to be big cement planters that will not be moved and can be used for all seasons.

Hardy moved to approve up to \$5,000 Storefront Improvement Grant for The Chuck Stop on items listed above and the use of permanent planter, seconded by Blair; motion carried. Otto abstained and Houdek voted against.

Bank of North Dakota Flex PACE Loan Requests – Little Giggle Daycare, LLC

Little Giggles Daycare LLC is requesting a \$13,581.52 community share of a Bank of North Dakota Flex PACE loan to be used for permanent financing. The daycare had a construction loan to complete an expansion. They are now rolling the construction loan into permanent financing. With this expansion the daycare has added five child spots. There are four full-time and two part-time employees.

The City of Cavalier will bring this request forward at its next council meeting to split the community share with the PCJDA.

Blair moved to approve up to \$13,581 community share Bank of North Dakota Flex PACE loan, with the City of Cavalier participating and pay back at 2.5% over five years at the end of the BND loan, seconded by Hardy; motion carried. Kemnitz abstained from voting.

Bank of North Dakota Flex PACE Loan Request – The No Name Bake Shop, LLC

The No Name Bake Shop, LLC is requesting \$10,756.37 community share of a Bank of North Dakota Flex PACE loan to be used to purchase a bar and renovate a bakery.

French will contact the City of Neche to discuss participating in the community share amount.

Otto moved to approve up to \$10,756.37 community share Bank of North Dakota Flex PACE loan and asking the City of Neche to participate; with pay back at 2.5% over 5 years at the end of BND loan, seconded by Hardy; motion carried.

Budget

French reviewed the 2027 PCJDA draft budget.

OLD BUSINESS

Annual Reports

French state the PCJDA annual report is ready to be published. It will be online and emailed out. 100 copies will be printed to have on hand for meetings.

Rural Health Transformation Grant

French add an article in the packet for the board to review regarding the next round of federal rural

health grants to promote fitness and community gardens.

ADJOURN

There being no more business, the meeting was adjourned at 10:45 a.m.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Julie Kemnitz, Chair