

# Cavalier County

Job Development Authority

## CCJDA BOARD OF DIRECTORS MEETING

**Special Meeting July 18, 2022, 7:30 a.m.**

The Cavalier County Job Development Authority Board of Directors Special Meeting was held at the Langdon NDSU Research Extension Center at 7:30 a.m. with Chairperson Susan Fay Crockett presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Daren Christianson, Marcus Lewis (Zoom), Clint Eskilsen, Bill Mack, Bryan Anderson (Zoom), Lawrence Henry, Rep. Dave Monson, Austin LaFranz, Patrick Rime, Mark Busse, Todd Brochardt (Zoom) and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Guests included Scott Stewart & Angelo Mondragon (Stewart Law Office); Josh Teigen (ND Dept/Commerce); and Akbar Shamji, Naeem, Akbar Jr., Mo and Thomas (Bitzero).

Josh opened the meeting by introducing the Bitzero team and a review of information about Bitzero. Commerce first came in contact with Akbar at a cryptocurrency conference in Florida this past winter.

### Presentation by Akbar/Bitzero

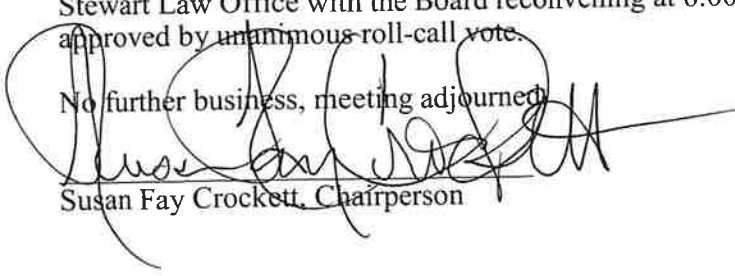
A presentation about the company and their interest in locating in North Dakota and specifically the SRMSC was shared with the Board of Directors (presentation confidential). The board asked several questions that included the number of anticipated jobs, timeline for redevelopment of SRMSC, type of data center, graphene battery assembly and power generation. Josh indicated that Commerce would use the Regional Economic Impact Model (REMI) model to calculate the expected impact on the community.


Lawrence made a motion at 8:39 a.m. to go into Executive Session, second by Daren, approved by unanimous roll-call vote.

The board returned from Executive Session at 9:14 a.m. on motion by Duane, second by Nick, approved by unanimous roll-call vote.

Daren made a motion to accept Bitzero's offer and that the Executive Committee review the terms with Stewart Law Office with the Board reconvening at 6:00 p.m. July 22, 2022, second by Lawrence, motion approved by unanimous roll-call vote.

No further business, meeting adjourned

  
Susan Fay Crockett, Chairperson

  
Carol Goodman, Recorder

# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING NOTICE**

**August 3rd at 7:30 AM  
LREC and Zoom**

### **AGENDA**

Pledge of Allegiance

Additional Items for the Agenda

Minutes—July 2022

Minutes—Special Meeting July 18, 2022, 7:30 a.m.

Minutes—Special Meeting July 18, 2022, 6:00 p.m.

Financial Report— July 2022

Office Reports

~~New Business that needs action~~  
~~By Work Groups~~

Eklof Student Loan Recruitment

### **Old Business**

SRMSC monthly discussion and actions

Bitzero monthly update

Attendance compilation

~~New Business that does not require action~~

### **Reports from Around the County Positive Happenings**

### **August Schedule**

Aug 19—Carol vacation

Aug 22-23—Shannon meeting in Bismarck

### **Next Meeting**

September 7th —7:30 AM LREC

## **CCJDA BOARD OF DIRECTORS MEETING**

**September 7, 2022**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 7:30 a.m. with Chairperson Susan Fay Crockett presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus (Zoom), Daren Christianson, Marcus Lewis (Zoom), Clint Eskilsen, Bryan Anderson (Zoom), Anitha Chirumamilla, Lawrence Henry (Zoom), Rep. Dave Monson, Austin LaFranz, Todd Borchardt (Zoom), and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Jeff Mostad attended as a guest.

Minutes of the July 6, 2022 regular board meeting were reviewed. Nick moved to approve the minutes, second by Dave, motion carried. The minutes of the July 18 (7:30 a.m.) and July 18, (6:00 p.m.) were reviewed. Duane made a motion to approve the minutes of the two meetings, second by Nick, motion carried.

Shannon reviewed the July, 2022 financial reports. Nick made a motion to accept the report, second by Daren, motion carried. Daren asked if legal costs could be paid from the \$600k state grant. Carol will check with Dept/Commerce.

**Office Reports:** There were no additions to the reports (sent out in advance).

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Shannon reviewed the CCJDA Bylaws and proposed changes (included in the board packet and on file).

Final approval will be on the October agenda.

The board discussed the pending retirement of optometrist Dr. Richard Eklof and the consensus was that

CCJDA could assist with recruitment costs. We will stay in touch with Dr. Eklof.

Nick made a motion that CCJDA purchase an American flag and a flag stand for the meeting room/computer lab at the Research Center where CCJDA has their meetings. Second by Daren, motion carried.

### **Old Business**

SRMSC – Carol reviewed the project reports from July and August that included the Bitzero activities.

Shannon had put together a photo book of the facility as it was when operational. She had ordered three but will watch for future opportunities to get them on sale and order for the board members, the Library and for her and Carol.

**Minutes continued on following page**

# Cavalier County

Job Development Authority

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## **Minutes continued from previous page**

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Jeff Mostad visited with the board about the \$100,000 grant application that Frost Fire is working on to do a Master Plan. They are requesting \$2,500 and a letter of support as part of the grant match. Daren made a motion to approve the request, second by Nick, motion carried. The funds will be drawn from the Langdon City Sales Tax Economic Development Fund and are contingent on final grant approval.

Shannon reviewed the attendance sheet that will be included in the board packet each month. Daren and Susan Fay will meet with Shannon to review what other specific changes need to be made to ensure regular attendance and will discuss those further at the October meeting.

Shannon handed out copies of the new Cavalier County Economic Recovery & Resilience Strategic Plan. She asked board members to read through the Plan with final approval at the October meeting.

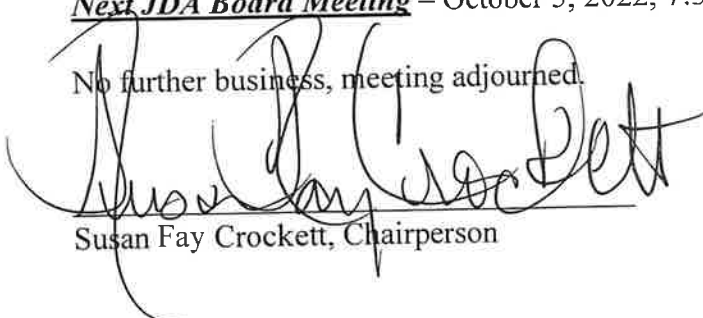
### **New Business-Not requiring Action & Reports from around the County:**

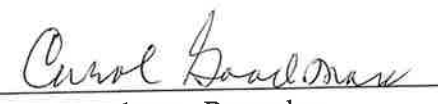
Osnabrock is having a community event September 17, harvest is in full swing, and Main Street in Nekoma was recently resurfaced, and there will be public meetings for the proposed Langdon City Street Improvement Project.

By general consensus the meeting was adjourned at 8:45 a.m. and then reopened for the public CCJDA 2023 Budget hearing. No members of the public attended.

**Next JDA Board Meeting** – October 5, 2022, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.

  
Susan Fay Crockett, Chairperson

  
Carol Goodman, Recorder

## **CCJDA BOARD OF DIRECTORS MEETING**

**October 5, 2022**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 7:30 a.m. with Chairperson Susan Fay Crockett presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Daren Christianson, Clint Esckilsen, Bryan Anderson (Zoom), Anitha Chirumamilla (Zoom), Lawrence Henry, Rep. Dave Monson, Austin LaFranz, Todd Borchardt (Zoom), and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Kyle Moen attended as a guest.

Minutes of the September 7, 2022 regular board meeting were reviewed. Lawrence moved to approve the minutes, second by Dave, motion carried.

Shannon reviewed the September, 2022 financial reports. She noted the higher electric bill for the MSCB due to the work being done on asbestos removal. She also mentioned that there were no late notices sent in the last month for past due loan payments. Daren made a motion to accept the report, second by Lawrence, motion carried.

**Office Reports:** Shannon had one addition to her office report—there have been trespassers at the SRMSC site.

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Kyle Moen met with the board to discuss his project to purchase and renovate the former Ameriprise property at 312 8<sup>th</sup> Ave. in Langdon. The property has two offices on the first floor with two apartments above. After discussion about how the project meets the need for additional housing in Langdon, Nick made a motion to approve a PACE loan up to \$15,000 from the economic development portion of the Langdon City Sales Tax, second by Daren, motion carried. Shannon will finalize the details.

Shannon reviewed the results of the recent survey to find out the best meeting time for the monthly board meeting. (Survey results were included in the board packet.) Following discussion, it was consensus that starting in November the meetings would be held at 4:00 p.m. and re-evaluated in the spring.

Shannon reviewed the record of attendance at meetings of the board members. Several changes to the policy in the bylaws are recommended (info in packet). Following discussion, Dave made a motion to approve the updates, second by Lawrence, motion carried.

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Minutes continued on following page

# Cavalier County

Job Development Authority

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Minutes continued from previous page

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## **Old Business**

The second reading of the CCJDA bylaws was held. Daren made a motion to approve the changes, second by Nick, motion carried.

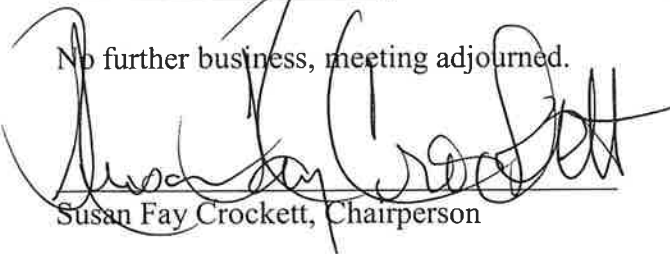
Carol reviewed the September SRMSC project report (on file). An extension on the Purchase Agreement with Bitzero is necessary because their insurance is not yet approved. Nick made a motion to extend the date of closing to October 18, second by Dave, motion carried. Carol will ask Scott Stewart to add an addendum to the Purchase Agreement.

## **New Business-Not requiring Action & Reports from around the County:**

Nick – the ice is going in at the hockey arena and they are working on an addition to the building. Also, MDU has sold the building at their current location and will build a new building in 2023. Daren – girls volleyball tournament in Langdon. Lawrence – City Commission is meeting with their engineers on the project to improve the city streets, including the underground infrastructure in the Original Townsite.

**Next JDA Board Meeting** – November 2, 4:00 p.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Susan Fay Crockett, Chairperson



Carol Goodman, Recorder

# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**November 2, 2022**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairperson Susan Fay Crockett presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Daren Christianson, Clint Esckilsen, Anitha Chirumamilla (Zoom), Lawrence Henry, Rep. Dave Monson, Todd Borchardt, Mark Busse, Marcus Lewis, Bill Mack and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant.

Minutes of the October 5, 2022 regular board meeting were reviewed. Lawrence moved to approve the minutes, second by Elsie, motion carried.

Shannon reviewed the October, 2022 financial reports. Marcus made a motion to accept the report, second by Daren, motion carried.

**Office Reports:** Reports had been sent electronically to the board members prior to the meeting. There were no additions.

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Regner Loan – Shawn contacted the office and indicated he will resume payments on his loan. One of the units in his condo project is almost finished.

Career Builders – Shannon discussed the success of the Career Builders program, with two individuals approved so far. She indicated that several applications are anticipated in the future, so requested a second set-aside of funds in the amount of \$25,000. Daren reported that the program works well in the retention of teachers. Marcus made a motion to approve the additional \$25,000, second by Elsie, motion carried. Shannon will request the set-aside from the economic development portion of the Langdon City Sales Tax.

Shannon discussed the possibility of hiring a photographer to take pictures of the SRMSC work as it progresses, for the historical interpretation. Shawn Riley, new Bitzero CEO, had suggested one contact who would do the work at an estimated cost of \$3,200. Following board discussion, Shannon was asked to circulate the opportunity with local photographers as well and get bids from them. She will report back at the next meeting.

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**Minutes continued on following page**

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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## Old Business –

Asbestos Contract, Grant expenses & Bitzero update – Carol reviewed the costs and change orders for the asbestos removal and reported that the contract with ACCT, Inc. is ready to be closed out. Final payment to ACCT was made on 10/31/22. She also discussed the status of the Dept/Commerce grant and that the ice blasting and upgrades in electrical work that must be done by 11/30/22 before we finalize the sale to Bitzero. Bitzero has been working to get the Universal Missile Building ready to be used as their local office and staging area. October project report on file.

## New Business-Not requiring Action & Reports from around the County:

Shannon announced the Board of Director positions that are up for election at the December meeting: Susan Fay Crockett, Daren Christianson, Bill Mack, Todd Borchardt and Bryan Anderson. The Executive Committee will present names of those interested at the next meeting.


Daren reviewed the local sports schedules. -- Lawrence mentioned the public meeting for the Langdon City street project will be held on Monday, November 21, 7:00 p.m.

Next JDA Board Meeting – December 7, 4:00 p.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Susan Fay Crockett, Chairperson



Carol Goodman, Recorder

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# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**December 7, 2022**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairperson Susan Fay Crockett presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Daren Christianson, Clint Esckilsen, Lawrence Henry, Todd Borchardt, Mark Busse, Marcus Lewis, Bill Mack, Austin LaFranz, Patrick Rime, Bryan Anderson (phone) and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant.

Minutes of the November, 2022 regular board meeting were reviewed. Duane moved to approve the minutes, second by Nick, motion carried.

Shannon reviewed the November, 2022 financial reports. Lawrence made a motion to accept the report, second by Daren, motion carried.

**Office Reports:** Reports had been sent electronically to the board members prior to the meeting. There were no additions.

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Communication with Nekoma community – The sale of SRMSC to Bitzero Blockchain, Inc. will require JDA to increase communication with the Nekoma community as they are going to feel the impact of increasing activity. Carol has planned to meet with Nekoma leadership to give them an update on Bitzero but is waiting until the sale of the property is complete.

Board Member Election – Bryan Anderson and Todd Borchardt do not wish to run for re-election. Board members willing to be re-elected to another term include Bill Mack, Daren Christianson, and Susan Fay Crockett. Others who have expressed an interest are: Jerry Nowatzki, Tara McFadden, Steven Zimmer and Darla Roder.

Motions:

Elsie made a motion to re-elect Bill, Daren and Susan Fay and to elect Steve Zimmer and Tara McFadden. Second by Marcus. Discussion followed; bylaws require a second representative from the City of Langdon and Jerry Nowatzki should be elected to fill the second City of Langdon position. Elsie made a motion to withdraw her motion, second by Marcus, motion carried.

Daren made a motion to elect Jerry Nowatzki to represent the City of Langdon, second by Elsie, motion carried.

Minutes continued on following page

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# avalier County

Job Development Authority

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## **Minutes continued from previous page**

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For the remaining positions, board members voted by paper ballot for four (4) names from the following list – Daren Christianson, Steven Zimmer, Bill Mack, Tara McFadden and Susan Fay Crockett. Daren, Steven, Bill and Tara had the highest number of votes. Elsie made a motion to accept the results of the election, second by Marcus, motion carried. Shannon will present the names to the County Commission for final approval at their next meeting.

Austin and Nick abstained from voting because they are County Commissioners.

### **Election of Officers for 2023 –**

- Bill made a motion to elect Daren for the President of CCJDA, second by Elsie. Marcus moved to cast a unanimous ballot for Daren, second by Elsie, motion carried.
- Patrick made a motion to elect Marcus for the position of Vice-Chair, second by Daren. Daren moved to cast a unanimous ballot for Marcus, second by Elsie, motion carried.
- Nick made a motion to elect Patrick for the position of CCJDA Treasurer, second by Bill, motion carried. Daren moved to cast a unanimous ballot for Patrick, second by Austin, motion carried.
- Nick made a motion to elect Duane for the position of CCJDA Secretary, second by Lawrence, motion carried. Elsie moved to cast a unanimous ballot for Duane, second by Marcus, motion carried.
- Nick made a motion to elect Mark for the CCJDA position of Member-At-Large, second by Patrick, motion carried. Nick moved to cast a unanimous ballot for Mark, second by Lawrence, motion carried.

Signature card for 2023 – Daren made a motion that the Executive Officers Daren Christianson, Marcus Lewis, Patrick Rime, Duane Otto, and Mark Busse be authorized to sign checks with addition of Bill Mack and Nick Moser who are available in town, second by Elsie, motion carried.

5. Depositories for 2023 – Elsie made a motion to approve F&M State Bank, Choice Bank and Horizon Financial Bank as depositories for 2023, second by Lawrence, motion carried.

### **Old Business –**

Kyle Moen informed the board that his appraisal on the Ameriprise building came in lower than expected so his project no longer qualifies for Flex Pace. Because of that he is restructuring his financing and is requesting funds in the amount of \$24,999.00, 0% interest, from the economic development portion of the Langdon City Sales Tax. Marcus moved to approve the request, second by Austin, motion carried. Shannon will present the request to the City at their next meeting.

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## **Minutes continued on following page**

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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SRMSC Photography – Shannon had sent out a letter to several local photographers to see if they were interested, but received no response. Elsie made a motion to table discussion of the project to a later date, second by Marcus, motion carried.

Carol reviewed the final report for the State Grant for the SRMSC. The report will be sent to the Department of Commerce and will also be available to state agencies. The grant was closed November 30, 2022.

Bitzero – Carol reviewed the SRMSC office report which contains the Bitzero activities for the month.

Report is on file.

## **New Business-Not requiring Action & Reports from around the County:**

Daren gave an update on various school and community activities.

Shannon will get a list of individuals interested in books and place an order for that number of books the next time there is a good sale.

**Next JDA Board Meeting** – January 4, 2023, 4:00 p.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson



Carol Goodman, Recorder

# Cavalier County Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**January 4, 2023**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Marcus Lewis, Bill Mack, Austin LaFranz, Patrick Rime, Jerry Nowatzki, Tara McFadden, Steven Zimmer and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Jeff Mostad attended as a guest and Matt Marshall/Minnkota Power called in at 4:20.

Minutes of the December 7, 2022 regular board meeting were reviewed. Marcus moved to approve the minutes, second by Bill, motion carried.

Shannon reviewed the December, 2022 financial reports. Elsie made a motion to accept the report, second by Patrick, motion carried. No late notices needed to be sent for the month of December.

**Office Reports:** Reports had been sent electronically to the board members prior to the meeting. Shannon had one item added to her report: the Cavalier County Courthouse will close at 12:00 noon through the summer months.

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

**Jeff Stanley Board position** - The Board discussed the open position that had been filled by Jeff Stanley. Shannon and Daren had reviewed the ND Century Code for JDA's and noted that JDA is required to have one representative from a city commission within the county in addition to the Langdon City Commission position. Shannon and Daren will send a letter to those within the county and ask if anyone is interested. The board will review at the February meeting.

**Jeff Mostad loan request** - Jeff is requesting funds to allow him to purchase Danny Mostad's 50% share of the apartments they own in Langdon. He has done extensive upgrading as he acquired the buildings and the apartments maintain a high occupancy rate. Nick made a motion to loan \$20,000 from the JDA Revolving Loan Fund and \$30,000 from Langdon City Sales Tax to provide the required match for PACE interest rate buy-down with the Bank of North Dakota, second by Elsie. The motion passed with a roll call vote with Patrick abstaining.

Daren – yes  
Duane – yes  
Nick – yes  
Jerry – yes  
Elsie – yes  
Steven – yes

Bill - yes  
Marcus - yes  
Patrick - abstain  
Tara - yes  
Lawrence - yes  
Austin - yea

**Minutes continued on following page**

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# Cavalier County

Job Development Authority

Minutes continued from previous page

SRMSC History Request – Shannon has been working with Sean Riley/Bitzero and Representative David Monson to request funds from the Legislature to establish a North Dakota Cold War Trail in the state. They will request \$3.2M for a 10,000 sq. ft. interpretive center at SRMSC and \$1.4M to begin expanding other ND Cold War sites. (Presentation in packet).

Mobile Career Lab Sponsorships – Shannon reviewed the progress of the Career View partnership with North Central Regional Planning Council. The Career View Mobile Classroom will be used for students to increase their opportunities for career exploration. The planning group is currently focusing on identifying the business sponsorships. (Complete review of project is in the packet).

## Old Business –

Bitzero Progress Report – Carol and Matt Marshall reviewed the Bitzero activities for December. Bitzero officially acquired the property from CCJDA on December 29, 2022 and the deed is filed. Carol submitted the final project report to the Department of Commerce of work done under the \$600,000 grant. Matt provided information on the complex development of the energy/power plans for the MSCB. (Complete SRMSC project report provided in the board packets).

Park Board written request – The Park Board did not get approved for the state funds for work at the Langdon Pool. CCJDA had approved \$10,000 for the grant match and the Park Board asked if they could received those funds for the project. Chairman Christianson asked them to prepare a proposal for JDA and to bring it to the February meeting.

## New Business-Not requiring Action & Reports from around the County:

Daren gave an update on various school and community activities.

Shannon will wait to schedule new board member training until the final spot is filled.

Next JDA Board Meeting – February 1, 2023, 4:00 p.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson



Carol Goodman, Recorder

# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**February 1, 2023**

The Cavalier County Job Development Authority Board of Directors was held at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Marcus Lewis (Zoom), Bill Mack, Austin LaFranz, Patrick Rime, Jerry Nowatzki, Tara McFadden, Steven Zimmer, Anitha Chirumamilla, Clint Esckilsen, Mark Busse and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Guests in attendance were Thomas and Jeremy Manzilla and Roxanne Hoffarth who represented the Park Board.

*error in minutes - Naeem Walji and Shawn Riley, Bitzero also attended by zoom*

Minutes of the January 4, 2023, regular board meeting were reviewed. Lawrence moved to approve the minutes, second by Bill, motion carried. The Board once again reviewed the December 7, 2022, minutes in order to add Shannon's name to the bank signature cards. Lawrence moved to add Shannon's name, second by Bill, motion carried.

Shannon reviewed the December, 2022 financial reports. Steven made a motion to accept the report, second by Patrick, motion carried. No late notices needed to be sent for the month of January.

**Office Reports:** Reports had been sent electronically to the board members prior to the meeting and are on file in the office.

**Minutes and all reports are on file in the CCJDA Office.**

### **Old Business – Action Required:**

**Park Board Request** – Roxanne updated the Board on the Langdon Pool project. CCJDA had originally approved \$10,000 for the project as a grant match on a state grant for improvements, the they were denied the grant. Elsie moved to convert the \$10,000 from grant to project funding participation, second by Nick, motion carried. Jerry and Lawrence abstained from the vote as they are City Commissioners. Shannon will take the request to the next City Commission meeting.

**Open Board Position** – The Board discussed the one remaining open director position. Kyle Moen's name was suggested so he could represent the Nekoma area and the Nekoma City Commission (required by statute). Lawrence made a motion to elect Kyle, second by Clint, motion carried. Nick and Austin abstained from the discussion and the vote.

**Bitzero Update** – Naeem Walji and Shawn Riley (by Zoom) and Thomas and Jeremy reviewed the Bitzero activities that have taken place since last July. Currently, they are working on business structure and the first phase of funding. They reviewed the business plan with the Board. As soon as the funding is in place the redevelopment of the property can begin.

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**Minutes continued on following page**

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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Certificate of Deposit Options for Bitzero money -- Shannon had contacted the three banks in the community to find out their rates for CD's:

-Farmers & Merchants – 1 year CD for 2.25% or 6 month CD for 1.25%

-Choice Financial -- 1 year CD at 3.25%

-Horizon -- 11 month CD at 3.25%

Following discussion the board recommendation is to wait with a decision as rates are expected to increase.

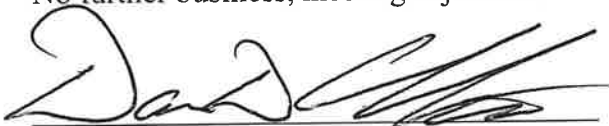
## **New Business-Not requiring Action & Reports from around the County:**

RBEG Loan Fund - Shannon included details in her Office Report of how the program is working (see office report on file). Following discussion, she was directed to find out what the buy-out percentage would be and report back at the March meeting.

Daren talked about the proposed new basketball classifications, not yet approved, that would be in effect for the next school year.

**Next JDA Board Meeting** – March 1, 2023, 4:00 p.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson

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Carol Goodman, Recorder



March 2023 meeting cancelled due to executive director being out of town

# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**April 5, 2023 via Zoom Technology**

**(Weather related)**

The Cavalier County Job Development Authority Board of Directors was held on Zoom at 4:00 p.m. with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Marcus Lewis, Bill Mack, Austin LaFranz, Patrick Rime, Jerry Nowatzki, Tara McFadden, Steven Zimmer, Anitha Chirumamilla, Clint Eskilsen and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant.

The minutes of the February 2, 2023, regular board meeting were reviewed. Jerry made a motion to approve the minutes, second by Austin, motion carried.

Shannon reviewed the February and March, 2023, financial reports. Elsie made a motion to accept the report, second by Marcus, motion carried. No late notices needed to be sent for the month of December. She noted that there is one outstanding monthly payment and that the cost of the most recent state audit exceeded the budgeted amount.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. One addition: Shannon and Carol gave a quarterly report to the County Commissioners April 4.

**Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

One Majestic Place Funding request: Jody and Stacy Jensen, owners of One Majestic Place near Mountain, ND are planning an expansion for their lodging and event center. The expansion will convert the owner's house into a Grand Guest Lodge, add a reception desk for check-in and will expand the handicap accessible features. They will increase square footage to create 2 additional lodging bedrooms/bathrooms, a spa & hot tub and laundry center. ***Application and Business Plan are included in the board packet.*** The funding request is for a PACE Community Buydown match through the Bank of ND. Additional work needs to be done on the application, which will be re-submitted. Elsie made a motion for Shannon to write a letter to United Valley Bank in support of the project, second by Jerry, motion carried. Conditions include further review of the financials and vetting by BND that the project meets their requirements.

Land for Development: Item removed from the agenda for now.

\_\_\_\_\_**Minutes continued on following page**\_\_\_\_\_

# Cavalier County

Job Development Authority

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Minutes continued from previous page

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## **Old Business-Not requiring Action:**

Regional Workforce Impact Grant (RWIP): Shannon continues to work with regional partners on the project. They reached an agreement that some training spots for employers will be set aside for certain types of jobs, i.e. teachers, law enforcement, 911 dispatcher, City workers and EMT. There would be no charge to the employer for that training. The regional partners will now move forward with identifying sponsors.

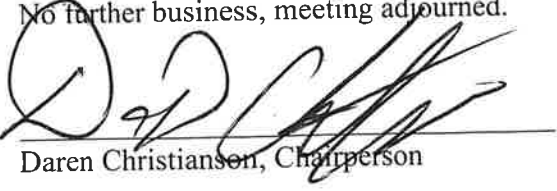
Carol reviewed her SRMSC Project report – ***On File***. Additionally, the amount of snow at the site has made it impossible to get in there. Duane ***has walked in*** twice to reset the cameras and the starter for the pump. Bitzero has been working on the design for the Universal Missile Building which they plan to turn into a 3MW data center. They have done some work with AECOM.

## **Reports from around the County:**

Items discussed included Frost Fire schedule of activities, April CPR class, and report on how e-learning is being used during this school year.

**Next JDA Board Meeting** – May 3, 2023, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.

  
Daren Christianson, Chairperson

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Carol Goodman, Recorder

# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**May 3, 2023**

The Cavalier County Job Development Authority Board of Directors was held at 7:30 a.m. at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Marcus Lewis, Bill Mack, Patrick Rime, Jerry Nowatzki (Zoom), Tara McFadden, Steven Zimmer, Anitha Chirumamilla, Clint Eskilsen, Mark Busse, Rep. Dave Monson, Kyle Moen and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant.

The minutes of the April 5, 2023, regular board meeting were reviewed. Lawrence made a motion to approve the minutes, second by Nick, motion carried.

Shannon reviewed the April, 2023, financial reports. Marcus made a motion to accept the report, second by Elsie, motion carried. Shannon had sent a letter to Doug Lill to see when he would be able to resume payments. Shannon will prepare a list of the long term delinquent loans on the books for discussion at the next meeting. Rep. Monson commented on the Legislative actions regarding the State Auditing Process.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. One addition: Added to Shannon's report was the closing at 12:00 Noon on Fridays for the summer months. **Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

SBDC Annual Support: A letter (*on file*) was reviewed from the North Central Planning Council requesting continued support for the Small Business Development Center. CCJDA uses SBDC for business plan development for all clients. The request is for \$3,000.00. Elsie made a motion to approve the request, second by Steven, motion carried. The funds will be drawn from the economic development portion of the Langdon City Sales Tax.

Music Fest: A letter (*on file*) from the Langdon Chamber of Commerce requesting support for this year's Music Fest was reviewed. Music Fest is July 15, 2023. Bill made a motion to contribute \$2,000.00, second by Tara, motion carried. The funds will be drawn from the economic development portion of the Langdon City Sales Tax.

Libertas request: Libertas is a North Dakota Nonprofit Corporation and Behavioral Health NGO that provides services to behavior health patients. A letter (*on file*) asking for financial assistance was included in the board meeting packet. Nick made a motion to deny the request, second by Lawrence, motion carried. Marcus recused from the vote.

Partners in Planning Grant Program: Shannon reviewed the Partners in Planning grant programs through Dept/Commerce (*in packet*). Grant funds can be used for economic development/diversification planning.

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**Minutes continued on following page**

# Cavalier County Job Development Authority

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## Minutes continued from previous page

Fax Machine discussion: The lease for the office copy/fax machine will be up for renewal in September. Shannon asked if the fax machine feature would be necessary in the new copier. She was asked to make sure that adequate security for sending documents would be assured.

### Old Business:

SRMSC update: Carol reviewed the April SRMSC action report (*on file*). Bitzero hopes to complete their funding package in the near future so work can begin at the site. Other items in the report include snow removal, keeping the perimeter discharge pump and the cameras working and getting the land rent contracts in place.

2017 Grant Closeout: The final report for the 2017 State Grant for SRMSC redevelopment has been submitted to the Dept/ Commerce. Nick made a motion to consider the grant to be closed out and that \$5.59 in remaining funds be returned to the state, second by Lawrence, motion carried.

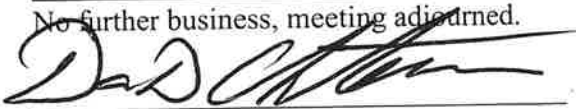
### Reports from around the County:

Elsie reported on the recent collapse of the stage at Frost Fire due to heavy snow on the roof. They have decided to cancel the 2023 Summer Theater production.

Legislative Report: Rep. Monson and Supt. Daren Christianson discussed the bills that came out of the session that will benefit the community.

Next JDA Board Meeting – June 7, 2023, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson

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Carol Goodman, Recorder

# Cavalier County Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**June 7, 2023 – 7:30 a.m.**

The Cavalier County Job Development Authority Board of Directors was held at 7:30 a.m. at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Bill Mack, Jerry Nowatzki, Tara McFadden (Zoom), Steven Zimmer (Zoom), Anitha Chirumamilla, Clint Eskilsen, Mark Busse, Kyle Moen, Austin Lafrenze and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Sara Hinnenkamp attended as a guest.

The minutes of the May 3, 2023, regular board meeting were reviewed. Nick made a motion to approve the minutes, second by Lawrence, motion carried.

Shannon reviewed the May, 2023, financial reports. Nick made a motion to accept the report, second by Bill, motion carried. Shannon reported that the CCJDA 2024 budget will be reviewed by the County Commissioners in July, so the Executive Committee will need to meet.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. One addition: **Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Sara Hinnenkamp presented a funding request for Up North Cabins, a cabin rental facility that will be developed by her and her husband, Terry along Hwy. 55 between the Pembina Gorge and Mt. Carmel. Two cabins will be built in the first phase that will hold 4-7 people in each. Primary funding source is Choice Bank/Walhalla. The request is for \$24,999 from JDA in the form of a Flex PACE loan. Nick made a motion to approve the request, second by Elsie, motion carried. Shannon will take the request to the Langdon City Commission for the request to come from the Langdon City Sales Tax Fund.

The date for the July meeting was discussed. Since July 4<sup>th</sup> falls on a Tuesday, it might be difficult to obtain a quorum. Austin made a motion to move the July CCJDA Board of Directors meeting to July 12<sup>th</sup>, motion carried.

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**Minutes continued on following page**

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# Cavalier County Job Development Authority

## Minutes continued from previous page

The board discussed the EMT program. Shannon had met with the head of the Langdon Ambulance who indicated the program is appreciated very much. Currently two individuals (Bethany Lowery and William Mitchel) have been taking call as drivers, but have not passed the test so far, these will be on hold for now. Wanda has completed the course and has been taking call, so Shannon will forgive the loan. Cindy Thompson dropped out of the class and has, Shannon will began collections. Collection attempts have not been successful with Bridget Messenger, Trace Denault and Katelyn Nielsen. Nick made a motion to write off those three loans plus Beds & Blinds, which is an older loan. Bill made a second to the motion, motion carried.

The current EMT grant program has used \$4,850 of the \$10,000 set-aside. There is no immediate need to start another class right now.

There have been several discussions in the community of the need to develop a walking path somewhere in the City. To apply for any grant funds, the land has to be identified. Nick suggested that it could be located behind the D&B area as right-of-way is already established. Shannon will work on the project and identify grant funding.

Frost Fire will not be able to complete the work by the deadline for the state grant, which passes through CCJDA. Shannon requested an extension through the end of 2023 from Dept/Commerce and is waiting for the contract extension document. Jerry made a motion to grant the extension, second by Clint, motion carried. Frost Fire has indicated that the remaining work will be done by this fall.

Shannon will present the 2024 CCJDA proposed budget to the County Commission on July 11. Jerry made a motion that she meet with the Executive Committee to review the budget and that they have the authority to approve it, second by Bill, motion carried.

## Old Business:

Carol reviewed the May SRMSC project report (*on file*). Included in her report was the background on how and why CCJDA became a member of the Governor's Task Force on Military Issues in ND (TFMIND), going back to 2001. Re-development of SRMSC has been one of the goals of the group.


## Reports from around the County:

The \$4M air system project at the LAS Elementary School is progressing. The school board election will include a proposal to increase the building fund mill levy. The Langdon Research Extension Center did well in the Legislative Session.

Next JDA Board Meeting – July 12, 2023, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.

  
Daren Christianson, Chairperson

  
Carol Goodman, Recorder

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# Cavalier County

Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**July 12, 2023 – 7:30 a.m.**

The Cavalier County Job Development Authority Board of Directors was held at 7:30 a.m. at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Lawrence Henry, Bill Mack(Zoom), Jerry Nowatzki, Steven Zimmer (Zoom), Clint Eskilsen, Mark Busse, Kyle Moen, Patrick Rime, Marcus Lewis and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant. Steph Welsh, Cavalier County Health Nurse, and Stephen Parks representing Libertas attended as guests.

The minutes of the June 7, 2023, regular board meeting were reviewed. Marcus made a motion to approve the minutes, second by Elsie, motion carried.

Shannon reviewed the June, 2023, financial reports. Patrick made a motion to accept the report, second by Mark, motion carried. Shannon noted that the Beds & Blinds loan has been written off as well as two EMT loans. An additional EMT loan was converted to a grant. Board members had directed that action be taken at the June meeting.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. One addition: Shannon reported on the Frost Fire meeting that had been held at City Hall July 10 regarding the strategic plan. She also noted that the walking path discussion continues. **Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Steph Welsh introduced Stephen Parkes with Libertas, which is a ND nonprofit and community-based non-governmental organization with a mission to serve individuals in the Pembina Gorge region that are enrolled in the Free Through Recovery and Community Connect programs. Stephen presented a funding request in the amount of \$983.71 for various office supplies for their office located in the Social Services building. Following discussion, the board denied the request as it doesn't fall within any JDA funding guidelines.

Shannon reviewed the 2024 JDA budget with the board members. She had taken the 2024 JDA budget to the County Commission for review on July 11. One major change is the increase in the cost of the state audit. Lawrence made a motion to approve the budget as presented, second by Jerry, motion carried. Nick Moser abstained from the vote.

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**Minutes continued on following page**

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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## **Old Business:**

Carol reviewed the June SRMSC project report (*on file*).

## **Reports from around the County:**

Elsie reported that the Frost Fire theater was a complete loss from the April snowstorm. It will be completely re-built and possibly be re-located on the property.

Shannon will attend a meeting in Devils Lake July 18 with the EDA representative for North and South Dakota.

Music Fest and Firemen's dinner July 14-15.

Daren: heating/cooling system project at the grade school is on track.

**Next JDA Board Meeting** – August 2, 2023, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson

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Carol Goodman, Recorder

# Cavalier County Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**August 2, 2023 – 7:30 a.m.**

The Cavalier County Job Development Authority Board of Directors was held at 7:30 a.m. at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Duane Otto, Elsie Magnus, Bill Mack, Steven Zimmer (Zoom), Clint Eskilsen, Kyle Moen, Patrick Rime, Marcus Lewis, Rep. Dave Monson, Tara McFadden (Zoom), Anitha Chirumamilla and Nick Moser. Also in attendance was JDA Executive Director Shannon Duerr and Carol Goodman, SRMSC Project Consultant.

The minutes of the July 12, 2023, regular board meeting were reviewed. Bill made a motion to approve the minutes, second by Nick, motion carried.

Shannon reviewed the July, 2023, financial reports. Patrick made a motion to accept the report, second by Marcus, motion carried. Shannon reported that she had worked with State's Attorney Angelo Mondragon to draw up a reimbursement and remittance form to project JDA since JDA is the pass-through for the state \$900,000 awarded to Frostfire.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. There were no additions. **Minutes and all reports are on file in the CCJDA Office.**

### **New Business – Action Required:**

Shannon reviewed her contact with Place.ai, a software/demographics company that tracks visitors to the area. It could be used for workforce recruitment and tourism numbers, but it doesn't track Canadian traffic. It also costs \$12,000 per year. The board discussed issues with the Canadian border crossing hours being reduced.

Discussion on local workforce problems – many businesses are having trouble with the shortage of people to work. There are no easy answers, but it's hoped that Bitzero personnel will bring a secondary workforce once they get going. The school is struggling to fill the teacher positions.

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**Minutes continued on following page**

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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## **Old Business:**

Carol reviewed the July SRMSC Project report (*on file*). Primary focus now is how to acquire an adequate amount of water for both the data center and the proposed greenhouses. They are working with Northeast Rural Water to determine the best source.

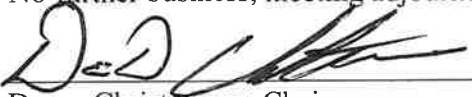
Carol reviewed the need to plan four housing development. There was discussion on the need for several different types of development. We will watch for the upcoming partners in planning grant release and discuss the possibility of partnering with several communities in the county on the application for housing planning efforts.

## **Reports from around the County:**

Elsie discussed how things are moving forward at Frost Fire. Daren discussed the upcoming school year and the start of fall sports.

**Next JDA Board Meeting** – September 6, 2023, 7:30 a.m. at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson

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Carol Goodman, Recorder

# Cavalier County Job Development Authority

## **CCJDA BOARD OF DIRECTORS MEETING**

**September 6, 2023 – 7:30 a.m.**

The Cavalier County Job Development Authority Board of Directors was held at 7:30 a.m. at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Tara McFadden, Clint Esckilsen, Daren Christianson, Nick Moser, Kyle Moen, Austin Lafrez, Lawrence Henry, Mark Busse, Dave Monson, Elsie Magnus, and Marcus Lewis. Also present via zoom: Steven Zimmer. Anita

The minutes of the August 2, 2023, regular board meeting were reviewed. Elsie made a motion to approve the minutes, second by Duane motion carried.

Shannon reviewed the August, 2023, financial reports. Marucs made a motion to accept the report, second by Austin, motion carried. Shannon inquired if the board wanted to again look into a CD. The board directed her to look into CD rates as well as bonds.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. For additions Shannon read an update from Carol's Caring Bridge Site. Shannon also reported that the RWIP legal issue was settled out of court so work can resume. **Minutes and all reports are on file in the CCJDA Office.**

### **Old Business:**

Shannon gave a brief update on the SRMSC site progress. We are waiting to hear about the results of a meeting between ND Department of Commerce and Bitzero. Larger project has caused the need to redo some plans including engineering and looking at available utilities and infrastructure.

### **New Business:**

The development of a new committee to work on planning particularly regarding housing and other impact related to potential growth due to the SRMSC project was discussed. Steven Zimmer will chair the committee. Other members will be Austin LaFrenz from Cavalier County Commission, Kyle Moen from Nekoma City Commission, and Lawrence Henry from Langdon City Commission. Potential expenses were discussed and assumed to be minimal. Consensus was funds can be taken from the \$1,000 miscellaneous left in budget.

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

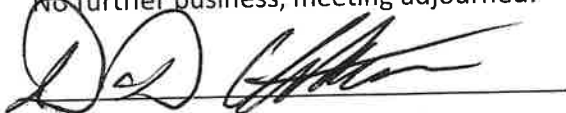

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**Reports from around the County:**

Elsie reported Frost Fire has hired a new full-time manager and will have the restaurant open next weekend. Daren reported enrollment is up at both the high school and the elementary school and the hearing project is wrapping up.

**Next JDA Board Meeting** – October 4th, 2023, 4:00 pm at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.

  
Daren Christianson, Chairperson  
Shannon Duerr, Recorder

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# Cavalier County Job Development Authority

## CCJDA BOARD OF DIRECTORS MEETING

Oct 4th—4:00 PM

The Cavalier County Job Development Authority Board of Directors was held at 4:00 pm at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance included Daren Christianson, Duane Otto, Clint Esckilsen, Nick Moser, Jerry Nowatzki, Bill Mack, Anitha Chirumamilla, Kyle Moen, Patrick Rime, Lawrence Henry, Aust in  
Elsie regny Lafrenz, Mark Busse, and Tara McFadden. Guests in attendance included Maria Rohde and Randy Mehlhoff.

The minutes of the September 6th 2023, regular board meeting were reviewed. Lawrence made a motion to approve the minutes with the correction of adding Anitha to those in attendance, second by Patrick motion carried.

Shannon reviewed the September 2023, financial reports. Elsie made a motion to accept the report, second by Kyle, motion carried.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. For additions Shannon read added that the second round of RWIP is anticipated soon so board members should let her know if they have any workforce projects in mind. Shannon also added that rural housing rehab grant is anticipated to include funding for housing studies. **Minutes and all reports are on file in the CCJDA Office.**

### **Old Business:**

Shannon reported that the Bodnar Langdon Locker project is ready to draw funding. Since it has been more than 90 days it needs to go back to the board for reapproval. There are no other changes to the project other than the extended timeline which was due to waiting on a grant and waiting on materials for the project. Motion by Austin, second by Elsie, motion carried.

Shannon gave a brief update on the SRMSC site progress. We are waiting to see what new changes the new leadership will bring.

### **New Business:**

Maria Rohde is requesting up to \$30,000 for a Flex Pace interest buydown to open a new flower shop in town in the location of the previous flower shop. All financial projections and a business plan were given to the board for review. Bill made a motion to approve the request second by Lawrence, motion carried.

-----minutes continued on following page-----

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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Randy Mehlhoff made a request to the CCJDA Board to work with Shannon on a letter of support to SBARE for a new seed cleaning plant at the LREC. He would work with Shannon over the next month and bring a letter to the board for final approval next month. The board was in consensus that Randy and Shannon should work together on this letter. The letter will be presented at the November meeting.

Randy and Maria both left after Randy's presentation.

Shannon and Daren reviewed a letter terminating Carol's contract to be delivered to her estate. Motion by Anitha for approval, second by Jerry, motion carried.

## Reports from around the County:

Daren reported the big project at the school is just about done. Parent teachers conferences and sports are underway. Other updates included: NDSU had a string symphony concert on Nov 3. Oktoberfest is happening Oct 21st. The hockey rink has been struggling to make ice due to warmer temperatures. The wine walk is tomorrow night. Surveying for the street project is being done around Langdon.

Elsie made a motion to adjourn for the 5:00 budget hearing, second by Jerry, motion carried.

The CCJDA Board held the budget hearing with no members of the public in attendance.

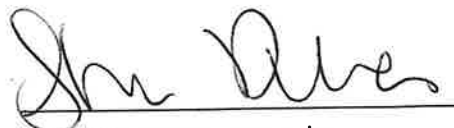
The CCJDA regular board meeting reconvened. Motion to adjourn by Lawrence, second by Patrick.

Next JDA Board Meeting – November 1 2023, 4:00 pm at the Langdon NDSU Research Extension Center.

No further business, meeting adjourned.



Daren Christianson, Chairperson



Shannon Duerr, Recorder

# Cavalier County

Job Development Authority

## CCJDA BOARD OF DIRECTORS MEETING

~~Oct 4th 4:00 PM~~ November 1 2023 - 4:00 PM

The Cavalier County Job Development Authority Board of Directors Meeting was held at 4:00 pm at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance at the LREC included Daren Christianson, Duane Otto, Nick Moser, Dave Monson, Mark Busse, Bill Mack, Tara McFadden, and Clint Eskilsen. Members in attendance by Zoom included Patrick Rime, Marcus Lewis, Elsie Magnus, Kyle Moen, and Steven Zimmer.

Anitha

The minutes of the October 3rd regular board meeting were reviewed. Duane made a motion to approve, second by Mark motion carried.

Shannon reviewed the October 2023, financial reports. Marcus made a motion to accept the report, second by Dave motion carried.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. For additions Shannon added the housing studies are going to be included the Rural Housing Rehab grant and the committee is planning to apply, RWIP Round II funding is coming out but knowing what is eligible has been difficult, she has a call with Valentina, the new Bitzero operations manager tomorrow, she plans to order a new computer for the new employee, and she has a meeting with the new Economic Development administrator at Minnkota tomorrow. **Minutes and all reports are on file in the CCJDA Office.**

### **Old Business:**

Shannon reported that the Bodnar Langdon Locker project would like to switch their approved funding from a Flex PACE interest buydown to straight loan participation. Motion by Elsie, second by Nick, motion carried with a unanimous roll call vote. A roll call vote was taken due to the \$50,000 being above the usual \$25,000 threshold.

Shannon gave a brief update on the SRMSC site progress and made board aware of some bills that are overdue the office has been getting calls about. She has been forwarding all inquiries to the accounting department at Bitzero.

Shannon showed the board a letter of support to SBARE supporting the LREC's project for a new seed cleaning plant. Motion by Duane to sent the letter of support to SBARE, second by Dave, motion carried.

-----minutes continued on following page-----

# Cavalier County

Job Development Authority

Minutes continued from previous page

## New Business:

Shannon reviewed a job description, advertisement, and potential salary package for a new employee with the board. She asked for approval to advertise and begin the hiring process with the executive committee acting as the hiring committee. Motion by Tara, second by Bill, motion carried

Shannon announced the board terms expiring:

Anitha Chirumamilla: ag committee

Patrick Rime: ag committee

Austin LaFrenz: County commission appointed position

Marcus Lewis: Business Development

Duane Otto: Business Development

Kyle Moen: community relations, Nekoma

All with terms expiring should let Daren know before the next meeting if they are interested in running for another term. Shannon will also advertise the 6 positions in the paper.

The board discussed following the county and addition life insurance as a benefit. Motion by Steven, second by Patrick, motion carried.

Shannon requested the annual \$25,000 set aside for the Career Builders Grant match program. Motion by Marcus, second by Dave, motion carried. Shannon will take the request to the City Commission.

## Reports from around the County:

Tara reported the VR project filming had taken place at Choice. Daren reported on various school sports team updates including the football team loss, the Volleyball team having a very good chance to do well this year, and coach's 1,000th win.

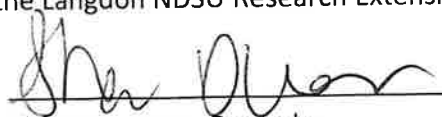
Shannon reviewed the schedule for the upcoming month and noted there would be several days the office would be closed due to meetings, holidays, and a vacation day.

Clint made a motion to adjourn, second by Tara, motion carried.

Next JDA Board Meeting – November 1 2023, 4:00 pm at the Langdon NDSU Research Extension Center.



Daren Christianson, Chairperson



Shannon Duerr, Recorder

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# Cavalier County

Job Development Authority

## CCJDA BOARD OF DIRECTORS MEETING December 6, 2023 – 4:00 PM

The Cavalier County Job Development Authority Board of Directors Annual/December meeting was held at 4:00 PM at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance Daren Christianson, Duane Otto, Lawrence Henry, Bill Mack, Clint Eskilsen, Marcus Lewis, Austin LaFrenz, Anitha Chirumamilla, Patrick Rime, and Elsie Magnus Also present via zoom: Steven Zimmer and Kyle Moen.

The minutes of the November 8<sup>th</sup>, 2023 regular (postponed) board meeting were reviewed. Duane made a motion to approve the minutes with the addition of Anitha to those in attendance, second by Lawrence motion carried.

Shannon reviewed the November 2023, financial reports. Daren added looking into a CD to the agenda. Elsie made a motion to accept the report, second by Marcus motion carried.

**Office Reports:** Reports were sent electronically to the board members prior to the meeting. For additions Shannon reported that the legal issues between Sam Wipf and Lewis Bauer has been decided in Sam's favor. The land is now ~~encumbered~~ <sup>unencumbered</sup> and can be developed. Additionally, Shannon added that an extension had been granted for the Frost Fire state funds. Minutes and all reports are on file in the CCJDA Office.

### New Business:

1. Daren gave a brief update on the hiring process. He said the hiring committee that consisted of Shannon along with executive committee members Daren and Mark had interviewed applicants and offered the position to Kari Phillips. Daren said the committee thought she would be a good fit given her work skills and community involvement. Elsie mentioned the award Kari recently won. While the committee was given authority to hire, Daren asked for a motion to have it on record. Bill made a motion seconded by Lawrence. Motion carried.

2. Annual election of board members:  
Shannon reminded the board that the elections serve as a recommendation to the county commission, who does the final appointment.

It was announced the following members have terms expiring:

Anitha Chirumamilla: ag committee

Patrick Rime: ag committee

Austin LaFrenz: County commission appointed position

Marcus Lewis: Business Development

Duane Otto: Business Development

Kyle Moen: community relations, Nekoma

-----minutes continued on following page-----

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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Daren said all had indicated to him that they wished to serve another term. He received no interest from any community members. Shannon said the positions had been advertised for two weeks. Bill made a motion to cast a unanimous ballot for all names listed to serve another term. Second by Elsie, motion carried.

### 3. Election of officers:

Chair: Marcus made a motion to Daren for Chair. Lawrence seconded, motion carried. Daren asked three times for another nominations from the floor, hearing none motion by Bill to cast a unanimous ballot for Daren for chair, second by Clint, motion carried.

Vice-Chair: Patrick made a motion to nominate Marcus for Vice-Chair, second by Clint, motion carried, Daren asked three times for another nominations from the floor, hearing none Lawrence made a motion to cast unanimous ballot for Marcus, second by Patrick, motion carried.

Treasurer: Anitha made a motion to nominate Patrick, second by Bill, motion carried. Daren asked three times for another nominations from the floor, hearing none, Austin made motion to cast a unanimous ballot for Marcus, second by Patrick, motion carried.

Secretary: Anitha made a motion to nominate Duane, second by Elsie, motion carried. Daren asked three times for another nominations from the floor, hearing none, Clint made a motion to cast a unanimous ballot for Duane, second by Patrick, motion carried.

At-large: Marcus made a motion to nominate Mark, second by Lawrence, motion carried. Daren asked three times for another nominations from the floor, hearing none, Bill made a motion to cast a unanimous ballot for Mark, second by Patrick, motion carried.

3. Annual designation of depositories. Austin made a motion to designate Farmers and Merchants State Bank, Choice Financial, and Horizon. Antiha seconded the motion. Patrick abstained from voting. Motion carried.

4. January meeting discussion: Shannon asked if anyone had conflicts since the January meeting falls on a holiday week. Anitha was the only one with a conflict, so the meeting will be held on the scheduled day.

5. CD: Shannon suggested leaving the CD discussion for after the SRMSC update.

### Old Business:

SRMSC Update. Shannon made the board aware that the issues with the bills continues. Bitzero had an audit going on now to try to identify old bills. Some questions had come up regarding the asbestos contract and how it was split out between CCJDA and Bitzero. Shannon reported Angelo is reviewing those contractual details with Bitzero.

### New Business:

CD – Austin made a motion for Shannon to request six month CD rates from all three designated depositories and to put the \$250k from the sale into the bank with the best rate. Second by Lawrence, motion carried.

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

## Reports from around the County:

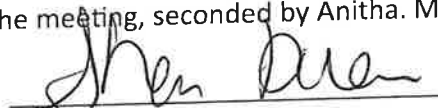
Elsie reported Frost Fire is open. Daren talked about the appreciation banquet tonight at 5:00 and mentioned school sports are well underway with lots of upcoming games. Steven mentioned Munich's winter activities including planned ice rink for when the weather cools down and sleigh rides for the holiday season. Steven also mentioned that the grocery store is moving to a tech supported self-checkout system to allow those who work out of town more hours to access the store. It is part of the rural grocery project being supported by StrengthenND.

Next JDA Board Meeting – January 3, 2024, 4:00 pm at the Langdon NDSU Research Extension Center.

No further business motion by Marcus to adjourn the meeting, seconded by Anitha. Meeting adjourned.



Daren Christianson, Chairperson



Shannon Duerr, Recorder

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**"Building Our County's Future"**

Cavalier County Job Development Authority is an Equal Opportunity Provider

# Cavalier County

## Job Development Authority

### CCJDA BOARD OF DIRECTORS MEETING

January 3, 2024 – 4:00 PM

The Cavalier County Job Development Authority Board of Directors Annual/December meeting was held at 4:00 PM at the Langdon Research Extension Center with Chairperson Daren Christianson presiding. The meeting began with the Pledge of Allegiance. Members in attendance Daren Christianson, Duane Otto, Bill Mack, Clint Esckilsen, Nick Moser, Jerry Nowatzki, Dave Monson, Tara McFadden, Mark Busse, Patrick Rime, and Elsie Magnus Also present via zoom: Marcus Lewis and Kyle Moen and Steven Zimmer on speaker phone.

The minutes of the December 6, 2023, Annual/December board meeting were reviewed. Elsie made a motion to approve the minutes, second made by Bill, motion carried.

Shannon reviewed the December 2023, financial reports. Nick made a motion to accept the report, second by Patrick motion carried.

Office Reports: Reports were sent electronically to the board members prior to the meeting. For additions Shannon reported on the following:

Shannon and Daren met with Wayne Reid, the new CEO at Langdon Prairie Health to discuss RWIP and he would be interested in doing virtual classes for nursing, laboratory technicians, and radiology technicians. Shannon gave an update on Frost Fire and the bookkeeping process and how the money being tied up at times slows and complicates the paying of bills. The grant will be final soon as they are nearing the end of the funds with about \$44,000.00 left.

Minutes and all reports are on file in the CCJDA Office.

New Business:

1. **Birthday Time Off**

Shannon presented the Board with a copy of the Cavalier County policy which addresses benefited employees receiving one (1) paid day off to be taken during the month of the employees' birthday, use it or lose it. She is seeking board approval for JDA to adopt as well. Tara made a motion seconded by Patrick. Motion carried.

2. **Summer Hours**

Shannon presented the Board with a copy of the Cavalier County policy addressing summer hours. Last summer the County piloted "Summer Hours" from May through September and as of January 2024 it is now in the County policy book that from May 1<sup>st</sup> to September 30<sup>th</sup> employees will have the option to leave at 12 pm on Fridays, granted their required number of weekly hours are met and there is approval from, the department head. She is seeking board approval from JDA to adopt this policy as well. Elsie made a motion, seconded by Jerry. Motion carried.

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# Cavalier County

Job Development Authority

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Minutes continued from previous page

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### 3. SRMC Document Storage

Shannon reported that Carl Agren, the Bitzero CEO, will be picking up all of the drawings that are currently being stored in the JDA office at the end of January.

#### Old Business:

SRMSC Update. Discussion was made about Bitzero and some of their unpaid bills. Being Bitzero is a private entity, and their business is their personal business, it will longer be an issue for discussion at our meetings. Shannon read the following statement to the board, to be used in reponse to future inquiries regarding Bitzero:

"CCDJA is a public entity, however we cannot provide continuous updates on a private business. Our contract with Bitzero has benchmark dates of December 30, 2025 and July 1, 2027. We will be able to update at those times."

The board was in consensus to use this as a blanket statement in response to update requests from the media and public.

#### Reports from around the County:

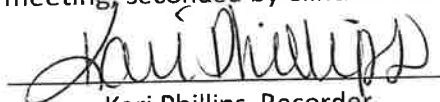
Daren talked about the meeting he and Shannon had with the new hospital CEO and the need to get more community members giving our community a more positive light as the CEO felt most of the local people he talks to are negative about the weather and the cold. He also talked about Frost Fire giving ski passes to school students and what a great success it was. He also talked about getting businesses to come into the schools for Career Ready and giving 20-minute presentations in the schools about area business and jobs they offer. NextEra, D&B, and Greenburg Realty were mentioned as possibilities.

Next JDA Board Meeting – February 3, 2024, 4:00 pm at the Langdon NDSU Research Extension Center.

No further business motion by Dave to adjourn the meeting, seconded by Clint. Meeting adjourned.



Daren Christianson, Chairperson



Kari Phillips, Recorder