

CCJDA BOARD OF DIRECTORS MEETING

January 8, 2014

The Cavalier County Job Development Authority Board of Directors met at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairperson Susan Fay Crockett presiding. Board members in attendance included Randy Mehlhoff, Duane Otto, Rich Rogers, Don Haugen, Tom Borgen, Tom Lehar, Clint Eskilsen, Ole Nowatzki and Mark Busse. Shannon Duerr, Executive Director, and Carol Goodman, Primary Sector Development, were also in attendance as well as Jim Rademacher.

The minutes of the November 13 board meeting were reviewed. Duane made a motion to approve, second by Don, motion carried. In addition, the minutes of the December 20 board meeting were reviewed. Duane made a motion to approve, second by Rich, motion carried. The minutes had been sent to the board electronically in advance of this meeting. Shannon reviewed the November, 2013 and December, 2013 financial reports. There is \$70,540.00 available in the Langdon City Sales Tax Economic Development Fund. Ole moved to accept both financial reports, second by Tom L., motion carried.

Carol discussed an addition to the monthly office reports. The ND Department of Health has reported that the Corps of Engineers and BRAC have begun a draft of a Scope of Work leading to taking care of the contaminated water issue in the Spartan silos at the Mickelsen site. Dept/Health will continue to give us updates as they occur.

The minutes, financials and office reports are on file in the CCJDA Office.

Old Business:

Don made a motion to elect Jim Rademacher to fill one of the open positions on the Board of Directors, second by Ole, motion carried. We still have one open position.

New Business:

The board discussed Garrett Freier's project to purchase the Jim Balk building and renovate the second floor into three apartments. \$20,000 from City Sales Tax has already been approved, but there may be a need for additional funds from CCJDA. If so, Shannon suggested that we use RLF funds. The board discussed their support for the project, but felt we needed to wait until the business plan, further cost estimates and financial funding commitments are in place. Randy moved to table action until the February meeting, second by Tom B.

Motion carried. We also need to exchange letters of commitment with the bank and North Central Planning.

Carol proposed a plan for CCJDA to pay out 10% of her accumulated sick leave at the time the office personnel was changed. She suggested that the amount, approximately \$2700.00, be paid out in three installments at the end of the first, second and third quarters of 2014. Randy made a motion to approve the plan, second by Tom L., motion carried.

2014 Depository Designation: Duane made a motion that Choice Financial be designated for the USDA Rural Development Revolving Loan Fund and Farmers & Merchants be designated for the CCJDA primary account, second by Don, motion carried.

Ole made a motion to add Susan Fay to the signature card at FM Bank, second by Tom B., motion carried.

The next CCJDA Board of Directors meeting is February 5, 2014. No further business, meeting adjourned.

Susan Fay Crockett, Chairperson

Carol Goodman, Recorder