

## **CCJDA BOARD OF DIRECTORS MEETING**

**Langdon NDSU Research Extension Center**

**June 4, 2014**

### **MISSION STATEMENT**

The primary responsibility of the Cavalier County Job Development Authority is to not only create jobs and increase incomes by the process of economic development, but to create a climate conducive for development within the whole county. Economic development includes the enhancement of human capital, developing community infrastructure and promoting business development.

*Teamwork*

*Can a small group of thoughtful, committed people change the world?*

*Indeed, it is the only thing that ever has.*

### **AGENDA (tentative)**

Additional Items for the Agenda

Minutes—May, 2014

Financial Report— May, 2014

Office Reports—Executive Director & Director, Primary Sector Development

Reports from Around the County—*“Positive Happenings”*

#### **Old Business:**

Dentist Update

Map/Tourism Update

#### **New Business:**

- Music Fest Request
- Discussion of Industrial Park Planning
- July Meeting time
- Lake Region Entrepreneur Center MOA

#### **June Schedule**

June 5th—LAHS Jazz Band at Boyd Block 7:00 PM

June 17-19 EDND Conference

June 24-26 UAS Summit

## CCJDA BOARD OF DIRECTORS MEETING

May 7, 2014

The Cavalier County Job Development Authority Board of Directors met at the Langdon NDSU Research Extension Center at 7:30 a.m. with Chairperson Susan Fay Crockett presiding. Board members in attendance included Randy Mehlhoff, Duane Otto, Lawrence Henry, Todd Borchardt, Clint Eskilsen, Don Haugen, Tom Borgen, Rich Rogers, Ole Nowatzki, and Mark Busse. Also in attendance were Shannon Duerr, Executive Director, and Carol Goodman, Primary Sector Development.

The minutes of the April, 2014, board meeting were reviewed. Duane made a motion to approve, second by Don, motion carried. The minutes had been sent to the board electronically in advance of this meeting. Shannon reviewed the April, 2014, financial report. There is \$132,000 available in the Langdon City Sales Tax Economic Development Fund. There have been no developments with Beds, Blinds & Billiards, but the North Forty loan is caught up. Todd moved to accept the financial report, second by Tom, motion carried.

**Office Report Additions:** Shannon reported that the Boyd Block Committee will be organizing a Kids Carnival for the Music Fest week-end as a fund-raiser. There will be no demo derby this year, so this will help fill the activity schedule on Saturday.

**Reports from around the County** - Tom reported that the county commissioners have adopted a hiring policy that will help with uniform scoring of applications for open positions. *The plan is on file with the county.* He also said that any department can work with the State's Attorney to craft advertising for open positions. Randy reported that the area is 4" below normal precipitation so sunshine and warm air will help get the spring fieldwork going.

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

### **Old Business:**

-Dentist update: The office sent 81 marketing packets to dental practices within the state to make sure there was awareness of the opening. There is a possibility of someone coming in for 1-2 days a week and the office is discussing what would be needed for equipment with them. We will continue to move forward with the recruiting process as well.

-Shannon reviewed recent problems with the USDA Rural Development LINK reporting system and the discussions the office has had with state USDA officials. In addition, there continues to be increasing regulations and paperwork. There is an option to opt out of the programs, but we will wait and see what the state does to help with the problems.

Carol gave a 6-month progress report on her contracted assignments, and will begin a full evaluation of the portfolio with the Executive Committee in late summer. Her current contract expires September 30, 2014. ***Report on file in the CCJDA office.***

### **New Business:**

-Shannon and Randy presented a request from Cav. Co. Memorial Hospital to assist with the recruitment package for a third physician. The physician has been working at CCMH since last fall as a locum and would like to continue here as a full-time staff member. He is finishing his third year of residency at UND. The funding request is for \$10,000 which would be applied to his student loans along with \$15,000 in additional funds from CCMH. Randy moved to approve the request contingent on the doctor signing the contract, second by Clint, motion carried. The funds will come from the economic development portion of the Langdon City Sales Tax.

# Cavalier County

Job Development Authority

-The board reviewed a proposal and funding request to join with Pembina County JDA and Walhalla City to design and produce a driving map of the Rendezvous Region that will highlight all the attractions in the area. The request is for \$4,600 with funds to come from the economic development portion of the Langdon City Sales Tax. Following discussion, Ole moved to approve the request, second by Duane, motion carried.

-Carol will attend the “Future of the Bio-Industry Summit” in Fargo May 21.

The next board meeting will be June 4, 7:30 a.m. at the LREC. No further business, meeting adjourned.

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Susan Fay Crockett, Chairperson

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Carol Goodman, Recorder

# Cavalier County Job Development Authority

Office Report ∞ Executive Director ∞ May, 2014

This office report looks a little shorter than usual, organizing Boyd Block fundraisers and the dentist project have taken up large chunks of time this month!

## **Boyd Block**

We are working on hosting a kiddie carnival as a fundraiser for the day of music fest. We will also be having caramel rolls and muffins for a fundraiser during the American Legion Tournament in August.

## **Dentist**

The dentist project took up a large chunk of our time during the past month. I have been working with the interested party. He is meeting with his business advisor/consultant on June 12th to see if the numbers are feasible. I will know more after that time. He got an estimate of \$86,000 to get the three stations set up. I have been working with Sandy to get updated projections based on the new number.

## **Walhalla EDC Map/Tourism**

I am working with Wallhalla EDC and Cavalier Economic Development on a tourism plan for the region. The map is part of the project as is the feasibility study, both which CCDA helped fund. We are working on a plan to bring tour groups to the region. Some special area tours or drives could include: Military History, Bridges, Churches and Cemeteries. I have been working on compiling a list and map of the cemeteries in Cavalier County, here is a fun fact... there are over 70! I have also been working with the ND Department of Tourism group tour coordinator.

## **Possible Loan Requests**

We are still waiting on complete business plans for the two possible loan requests.

## **Loans**

I have been working with a business that was struggling. We gave them about a three month break on their payments to help them out while they made some repairs. I just got a thank you and a note that they will be back on track starting in July.

## **Website**

I continued to make updates to our website over the past month.

### **OFFICE REPORT – Director, Primary Sector Development**

*May, 2014*

**“Future of the Bio-Industry Summit”** – Fargo, May 21. It was one of those conferences where you sit and pretend you know what everyone is talking about! Seriously, it was an update on how the bioenergy, bioproducts, biomaterials, biotechnology and biomedical technologies have advanced in the past few years. I came back with a pile of information and will have to review it first with Randy and then with the CCJDA Agriculture Committee to see if there are any pathways into this industry for Cavalier County and the area. Will wait until the spring planting season is over to do that.

**Industrial Park Development** – Dan Fischer has the first stage of a planning document for industrial park and housing development. *I will review an email from him outlining the work that is done and what needs to be completed at our 6/4 meeting.* I also visited with Paul Lucy at Dept/Commerce about any state funds that might be available for IP development. While ND has provided cash for site development, it is mostly targeted to the western part of the state because there was very little infrastructure in place to accommodate the oil/gas impact. However, he told me they would help with the cost of a full engineering study once we identified and secured a potential property.

**2015-2017/\$600K Commerce budget** – Commerce is in the process of developing their budget for the next biennium, which is due in the Governor’s office by July. We will need to have a conversation about how or if the \$600K for SRMSC acquisition and development can be carried over again. I’ve alerted Representative Monson and he will be part of the discussion.

**UAS** – I’ve talked with people at UND, NDSU and Commerce about how the UAS business development will work, specifically with regard to agriculture. The Ag & Biosystems Engineering department at NDSU (Dr. Bajwa and John Nowatzki) are working with the project at Carrington, but they would like to have a COA (Certificate of Authorization) over all of the research centers. I’ve also asked Commerce for a copy of the final ND test site application, as all of us on the Integration Team had to turn in materials and sign a non-disclosure document when it was done. Even if I could get a copy at this point, the sections on business development and research would be redacted because of competition from other states.

**URS Corporation** – I’ve talked with Peter Styx/URS a couple of times recently, as URS is laying the ground work for their potential UAS involvement in ND. A URS team, including Peter, will be meeting with Brian Opp from Dept/Commerce and Bob Becklund, director of the North Dakota Test Site on June 11. They also will be attending the UAS Summit in Grand Forks June 24-26.

**Lake Region Entrepreneur Center developments** – *Will review at our meeting and also discuss the MOA with Lake Region and the Center that we first talked about in January.*

**Housing development** – Dennis Luhmann has talked with Langdon City about moving forward with site development in Luhmann’s 3<sup>rd</sup> Addition. Great news---