

**BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION**

**Board of Directors Meeting – January 31, 2018**

St Andrews Health Center Conference Room – 12 noon

Key: *M-Motion, MS-Motion Second, VV-Voice Vote, RCV–Roll Call Vote, MC-Motion Carried*

**Board Present:** Chuck Neubauer, Jon Beyer, Jason Guss, Tyler Rogers, Doug Marsden, Jodi Atkinson, Julie Mears, Jerry Migler

**Staff:** Whitney Gonitzke, Executive Director

**Visitors:** None

**Absent:** Mike Foster

**MEETING AGENDA:**

1. Meeting called to order at 12:10 pm by Neubauer.
2. **Election of Officers:** *M- Atkinson to postpone until next meeting; MS- Guss. VV MC.*
3. **Approve Minutes:** *M-Beyer to approve December 20 minutes; MS-Migler. VV-MC.*
4. **Review/Approve Financials:** Board received copies of Balance Sheet, Budget Report, Profit & Loss by Class and Expense Report for December. Loan Report was reviewed, with updates as follows:
  - Jerry Harris/Birchwood Patio has provided some financial details; Director has requested counsel from Pringle & Herigstad.
  - Dragon Spray Coatings/Pure Aquatic Resources report they plan to make good on their delinquencies; EDC doesn't have much to stand on as far as any repossession options if not paid off. REAP will be using Conroy as legal counsel to collect on their delinquencies. A request has been made for the EDC to share in the cost of the legal fees. The EDC will consider this request based on the terms of reimbursement.
  - Roger Riley/the Preserve has been given payoff figures for January; Conroy provided two suggestions for EDC to repossess if not paid. Riley submitted an unofficial counter offer to Conroy and then to Neubauer. The Board agreed to stay on course with foreclosure process.
  - Echoe Shriver/4 J's. Payment submitted to the EDC, bringing them current.  
*M-Rogers to add 'Board reserves the right to move directly to collections based on poor payment history'; MS- Mears. VV MC.*
  - Boppre – letter sent. A new communication will be sent detailing the next steps of escalating to collections if full payment is not received.  
*M-Atkinson to approve the Financials, MS-Marsden. RCV- Marsden-Y, Migler-Y, Rogers-Y, Atkinson-Y, Mears-Y, Beyer-Y Guss-Y. MC.*
5. **Nostdahl Contract Submission:** Discussion on need to complete multiple different scenarios determining the vacancy percentage that a new addition could support in lease terms. Multiple options were reviewed, including the option of quarterly lease adjustments based on vacancy rates. L Guss will be invited to the February Finance meeting to complete this action item. The Architect Agreement will be tabled until stress testing is completed, reviewed with the Board and possible scenarios identified as options for the City Council.
6. **Building Blocks Plumbing Bills:** The grinder that was installed at the time of construction has caused consistent issues and multiple plumber visits to clear the line. These should be covered by the EDC maintained maintenance fund. Bills or receipts should be submitted to the EDC Director for payment/reimbursement. Whitney will solicit quotes for a more permanent fix to the grinder issue.

**BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION**

**Board of Directors Meeting – January 31, 2018**

St Andrews Health Center Conference Room – 12 noon

- 7. Lease Discussion:** Construction on other suites within the building has commenced. Other tenants have agreed to sign 5 year leases as a result of their remodeling. The EDC will also sign a 5 year lease if a 3 year option is not available.
- 8. Admin Review:** Whitney presented review. *M-Marsden to approve .50 per hour raise. MS-Beyer. RCV- Marsden-Y, Migler-Y, Rogers-Y, Atkinson-Y, Mears-Y, Guss-Y, Beyer-Y. MC.*
- 9. Lessons Learned from Annual Meeting:** The Chamber and EDC have compiled an outline of the Annual Meeting to keep for future meetings. Items to consider for next year: dedicated photographer, member awards, etc. Mears stated that attendance was at an all time high. Meeting cost will be ~\$1500.00 total over the months of December through February.
- 10. Heritage Fund Grant:** Neubauer detailed next steps in prep for the Grant deadline in April.
- 11. Directors Report:**
  - RLND seminar was held in Bottineau during the month of January. The EDC has the option of sponsoring a meal. *M-Mears to approve \$324.00 meal sponsorship. MS-Neubauer. RCV- Mears-Y, Beyer-Y, Atkinson-Y, Rogers-Y, Guss-Y. MC.*
  - Whitney will be attending the Main Street Initiative Seminar in Bismarck On February 12 and 13<sup>th</sup>.
  - Whitney will be attending an RLND Seminar in Fargo on February 14, 15 and 16<sup>th</sup>.
  - Multiple Dates were provided for the next 5 Board meetings, February Grant meeting and February Handbook meeting. Invites will go out and adjustments made if needed.

(Marsden, Migler left prior to Director's Report)

The meeting was adjourned at 1:30 p.m.

Minutes compiled and submitted by Whitney Gonitzke

Next Board Meeting: Wednesday, February 28<sup>th</sup>.