

BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION

Board of Directors Meeting – April 25, 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, Jerry Migler, Tyler Rogers, Jason Guss, Mike Foster, Jodi Atkinson, Doug Marsden,

Staff: Whitney Gonitzke, Executive Director; Glenore Gross, Administrative Assistant

Visitors: none

Absent: Julie Mears

MEETING AGENDA:

1. Meeting called to order at 12:05 pm by Neubauer. Agenda change – add update on trails by Neubauer as Item 8.
2. **Approve Minutes:** *M-Rogers to approve March 28 minutes with correction to date of next meeting; MS-Guss. VV-MC.*
3. **Executive Director Review:** Neubauer requested the Board enter into Executive Session for consideration of Whitney’s first annual review. Whitney and Glenore left the meeting room for the duration, 12:08 p.m. to 12:20 p.m. Upon return, board presented a favorable review; meeting was reopened.
4. **Election of Officers:** *M-Atkinson to cast a unanimous ballot for Jon Beyer as Chairman and Julie Mears as Vice Chairman. MS-Foster. VV-MC.* Beyer chaired the remainder of the meeting.
5. **Review/Approve Financials:** Board received copies of Balance Sheet, Budget Report, Profit & Loss by Class and Expense Report for March. Loan Report was reviewed, with updates as follows:
 - Nothing new on Jerry Harris/Birchwood Patio or Dragon Spray Coatings/Pure Aquatic Resources.
 - The Preserve – Publishing was delayed due to attorney schedule but will now appear for two weeks. Whitney will check for any outstanding bills with City Auditor.
 - Boppre check to Gateway initially bounced but was made good; agreed to invoice Boppre for their remaining balance.

M-Neubauer to approve the Financials as presented, MS-Atkinson. VV-MC.

[Guss left for a brief time during this period for a school activity and returned for the remainder of the meeting.]

6. **Bottineau County 2020 – Roll Up All Strategic Plans into One Document for Tracking:** Whitney presented a chart which combines the high points of numerous previous strategic plan studies, intended to make tracking of leadership, progress, etc. easier for the many pieces in place across the county. It will be made available on the website for visibility and ease of communication.
 - 1) Whitney’s role: Design and Implement an Enhanced Economic Development Marketing Program.
 - 2) Retail Alliance/Marketing Plan: Make Bottineau County a More Competitive Recreation and Cultural Destination for Residents and Visitors.
 - 3) Chamber of Commerce Focus, year round: Improve Bottineau County’s Aesthetics through Strategic Community Beautification and Gateway Efforts.
 - 4) Future planning: Create a strategic plan for the future of our current community arena and/or continue research project on the construction of a new arena.

BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION

Board of Directors Meeting – April 25, 2018

St Andrews Health Center Conference Room – 12 Noon

5) Advisory Committee with DCB: Advance Local Education and Workforce Development Pipelines in Bottineau County, i.e. Survey of Business Owners for Needs/Training Needs. Atkinson asked how other communities and their activities are to be identified and brought into the county-wide program, especially if they don't maintain contact with EDC. Whitney said each community is different, some keep in the loop; their interests will be included in the listings. Board agreed enhanced community-wide communication was important.

[Tyler Rogers left the meeting at this point.]

7. Administrative Position: Whitney said Glenore has stated she would like to retire, and requested that an interview committee include herself, Trudy Marum and one board member, since EDC and Chamber work together on projects. The position will be advertised in the local paper and with ND Job Service, as a part time position with pay rate as before if it is still in line with other local entities.

8. International Mountain Biking Association (IMBA): Neubauer reported on a meeting with Anthony Duncan of IMBA; they agreed to form the local association under the IMBA umbrella to be able to apply for grants earlier than waiting for an IRS determination. Two community meetings are planned in the near future, one for local governments to present the project's scope, one for seeking community membership. Whitney requested authority to cover travel arrangements for IMBA personnel to attend the meetings, at \$10,000-\$12,000. Neubauer said their presence would provide expert reports on the success of the 46 communities they have worked with, the closest being near Duluth and Brainerd, MN. They saw 24,000 visitors added last year, there is potential of seeing \$50-75,000 per event with four events planned per year. *M-Guss to approve up to \$12,000 for IMBA travel costs, MS-Marsden. VV-Neubauer-Abstained, Marsden-YES, Migler-YES, Foster-YES, Atkinson-YES, Guss-YES. MC. Funds can come from the EDC Marketing Grant Fund and/or Previous Budget Reserve.*

9. Directors Report:

- a) Handbook Meeting tentatively scheduled May 10, with Beyer, Neubauer and Atkinson.
- b) Up to ten inquiries about starting a business locally have been received, none requesting funds as yet. One may use the former barber shop on 7th St.
- c) A boutique hopes to be in the Front Porch building by about July, partly because that building was reasonably priced; other empty building owners may need to be more realistic if they are to see new uses.
- d) Assisting Dunseith with searching for a new tenant for their building led to a discussion of a potential need to outsource welding from another local company, which led to discussion of how Dunseith City as the building owner has spent a lot of money to keep that building up and attractive to a potential user. Although EDC has opted out of being a property owner Whitney wondered if that might need to change.
- e) Neubauer noted that the city of Dunseith has purchased and refurbished buildings but at little or no purchase cost.
- f) Whitney closed with the suggestion to "think outside the box" to help make things happen.

Marsden left the meeting at 1:08 p.m. Meeting was adjourned at 1:15 p.m.

Minutes compiled by Glenore Gross, submitted by Whitney Gonitzke

Next Board Meeting: Wednesday, May 30.