

**BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION**

**Board of Directors Meeting – May 30, 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:** Jon Beyer, Chuck Neubauer, Jerry Migler, Jason Guss, Tyler Rogers, Mike Foster, Jodi Atkinson, Julie Mears

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

**Visitor:** Darin Bohl, CoreWealth Investment Advisors

**Absent:** Doug Marsden

**MEETING AGENDA:**

1. Meeting called to order at 12:00 pm by Beyer and the floor was given to Darin Bohl for a presentation on options for a Retirement Plan since the EDC is no longer eligible for the retirement plan chosen by the city. Bohl presented three options and explained the features of SEP, Simple IRA and 457(b) Governmental choices. His preference of the three is the Simple IRA due to easy setup, salary reduction, no annual filing, and employer match option. After answering questions, Bohl left the meeting. At 12:25 pm Beyer returned to the meeting Agenda; Neubauer requested to add an item on SBDC funding, Migler requested time to address the governor’s visit to DCB.
2. **Approve Minutes:** *M-Mears to approve April 25 minutes as printed; MS-Atkinson. VV-MC.*
3. **Review/Approve Financials:** Board received copies of Balance Sheet, Budget Report, Profit & Loss by Class and Expense Report for April. Loan Report items:
  - No movement on Jerry Harris/Birchwood Patio or Dragon Spray Coatings/Pure Aquatic Resources.
  - The Preserve – Is published; City Auditor is compiling figures; will be further addressed next month.
  - Boppre was sent a letter requesting payment of balance remaining, which was due to office error.  
*M-Mears to approve the Financials as presented, MS-Foster. VV-MC.*
4. **Budget:** Whitney shared the proposed 2019 Budget to be presented to City and County by June 1. Discussion held on how to account for the advertising funds on QuickBooks and allow it to be applied to the proposed Advertising budget which is increased to \$30,000. Board agreed it should not show as income. If the increased expense results in a negative balance it will reduce equity, giving essentially the same bottom line. Other budget changes made show just a \$3,000 overall increase from 2018. Neubauer requested support for Mary Beth Votava, SBDC, as has been provided in years past in consideration of the support she provides to this community, in the amount of \$2,500 per year for 2018 and 2019. The expense could come from Marketing Grants or Miscellaneous.  
*M-Neubauer to approve a two-year commitment of \$2,500 per year in 2018 and 2019 in support of the SBDC role in our community. MS-Mears. RCV-Neubauer-Y, Migler-Y, Guss-Y, Rogers-Y, Foster-Y, Atkinson-Y, Mears-Y. MC.*  
  
*M-Atkinson to approve the 2019 budget with changes as discussed regarding removal of \$25,000 from Income and adding \$2,500 support for SBDC. MS-Guss. RCV-Neubauer-Y, Migler-Y, Guss-Y, Rogers-Y, Foster-Y, Atkinson-Y, Mears-Y. MC.*
5. **Barely Basics Gateway Request:** Request is for \$5,000 in second position, at 10% of bank loan amounts. Although board expressed concern on some aspects of the loan package, *M-Foster to approve \$5,000 Gateway Funds for Barely Basics. MS-Atkinson. RCV- Neubauer-Y, Migler-Y, Guss-Y, Foster-Y, Atkinson-Y. MC. Rogers and Mears abstained due to it being a potential competing business.*

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6. **Marketing Plan for 2018 (\$29,000):** The Marketing Plan prepared by Agency MABU for work to be completed in 2018 was shared. Of the \$29,000 cost estimate, \$5,000 would come from Chamber of Commerce for website upgrade and \$3,000 from remaining hours on the existing Agency MABU contract, so the request is actually for \$21,000 for the plan. C of C and EDC are planning to share an upgraded website, with the possibility of obtaining <Bottineau.com> being looked into. Whitney shared ideas from Devils Lake and Medora websites to consider; said some costs could be reduced such as by using local photographers; and noted that she would be working on a 5-year Strategic Plan if this is approved. *M-Atkinson to support the expenditure of \$21,000 in 2018 on the Marketing Plan from Agency MABU. MS-Rogers. RCV- Neubauer-Y, Migler-Y, Guss-Y, Rogers-Y, Foster-Y, Atkinson-Y, Mears-Y. MC.*
7. Added: **Governor Visit to Dakota College at Bottineau:** Migler received word that the governor will be visiting DCB on June 13 from 2:00 to 4:00 p.m. He intends to invite local business people who can help support the importance of DCB to the local economy, and said that current budget cuts being worked on now are “brutal”.
8. **Directors Report:**
  - a) The Beautification Team has started “turtle-izing” town; four turtle-themed bike racks are being set up.
  - b) A visit to Red Lodge, MT over Memorial Day weekend provided a look at a busy uptown destination, with busy restaurants, benches in use, pretty trash cans and a pocket park providing music with limited seating.
  - c) This week’s Courant article has misinformation from the discussion at City Council’s brainstorming session related to bike lanes and parking on Thompson St. No interviews were given for the article.
9. Added: **Retirement Plan Options:** After consideration of the options provided by Darin Bohl, *M-Neubauer to go with the plan for a Simple IRA with the 3% match. MS-Atkinson. VV-MC.*

Meeting Adjourned at 1:30 p.m. (Rogers left at 1:20 p.m.)

Minutes compiled by Glenore Gross, submitted by Whitney Gonitzke

Next Board Meeting: Wednesday, June 27.