

BOTTINEAU COUNTY ECONOMIC DEVELOPMENT CORPORATION

Board of Directors Meeting – June 27, 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, Jason Guss, Tyler Rogers, Mike Foster, Jodi Atkinson, Julie Mears

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

Visitor: Heather Belcourt, Little Rascals Daycare

Absent: Jon Beyer, Doug Marsden, Jerry Migler

MEETING AGENDA:

1. Meeting called to order at 12:00 pm by Vice President Mears and the floor was given to Heather Belcourt who is in the process of planning expansion to her Little Rascals Daycare. Her daycare was initially a family day care run out of her home which she outgrew. She then moved into a trailer house which EDC helped provide where she currently has 17 children in her care. She has now outgrown the trailer house which has led to her proposal for expansion. Her plan includes a new building to be finished by the BHS Building Trades class and this space is planned to provide care for 30 daycare children. EDC will be asked to provide community support for Bank of North Dakota financing assistance. After responding to board questions mainly regarding age ratios where she indicated her space would add just one or two infants, Belcourt left the meeting.

At 12:15 pm Mears returned to the meeting Agenda.

2. **Administrative Position:** Kara Montriel was introduced as the replacement for Gross, and board members introduced themselves to Montriel.

3. **Approve Minutes:** *M-Neubauer to approve May 30 minutes as printed; MS-Rogers. VV-MC.*

4. **Review/Approve Financials:** Board received copies of Balance Sheet, Budget Report, Profit & Loss by Class and Expense Report for May. Loan Report items:

- No movement on Jerry Harris/Birchwood Patio or Dragon Spray Coatings/Pure Aquatic Resources.
- The Preserve –According to Atty Conroy, Riley has made an offer to pay the full principal amount owed if the EDC forgives the accrued interest. Board discussed issues related to accepting the offer or not, with becoming land owners being the main concern. Board would assume responsibility for possible infrastructure liability related to sewer and water issues versus the current accrued interest of \$4,776. *M-Neubauer to accept Roger Riley's offer if the principal amount is paid in full by July 13, 2018; MS-Guss. RCV – Neubauer-Y, Guss-Y, Atkinson-Y, Foster-Y, Rogers-Y.*
- Boppre has not yet made the requested final payment.
- Museum Deferred Payment No Interest Loan: Check for \$1,000 has been received after payment was deferred last August. *M-Neubauer to accept payment and revisit the payment plan in August; MS-Atkinson. VV-MC.*
M-Atkinson to approve the Financials as presented, MS-Guss. VV-MC.

5. **BND Flex Pace Requests – Heather Belcourt:** The request for assistance will be taken into consideration at a later date. A Round Table discussion with City Council is being arranged to discuss daycare issues.

6. **ND DOT Dollar Amount Approval:** Whitney requested approved for expenditure of \$1,000 for the ND Moves crosswalk painting project, down from the \$5,000 estimate due to donations and volunteers. Cost will be equally shared with Chamber of Commerce. *M-Neubauer to approve \$1,000 expense. MS-Foster. VV-MC.*

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- 7. Rent & Lease Agreement:** Monthly rental amount was corrected by the landlord from \$450 to \$540 for a 5 year lease agreement, making annual expense \$6,480 rather than \$5,400 as budgeted, so the 2019 budget will show a negative balance unless budget is amended. *M-Atkinson to approve the lease agreement as corrected. MS-Rogers. RCV - Neubauer-Y, Guss-Y, Atkinson-Y, Foster-Y, Rogers-Y.*
- 8. Directors Report:**
- a) Request for approval to purchase a supply closet for new office space at \$600. *M-Foster to approve, MS-Guss. VV-MC.*
 - b) Marketing Plan is moving ahead with photo shoot planned for August 2-3 in town and at the lake to capture families in their day's adventure. EDC and Chamber are mapping out the new combined website and have acquired the <Bottineau.com> website address. Donated photo submissions will be invited for fall, winter and spring shots to rotate on the website to keep costs down.

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

Minutes compiled by Glenore Gross and Kara Montriell, submitted by Whitney Gonitzke

Next Board Meeting: Wednesday, July 25.