

Oakes Enhancement. Inc. (OEI)

Date: January 8, 2019

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Conklin, Forward, Udem, Zetocha, Ptacek, Sitzler

Directors Absent: Hill, Zimmer

Guests: Drew Courtney (Unable to attend), Lakyn Boe

President Gary Schnell called the January 8, 2019 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:40am. The meeting was held at the Oakes Community Center Meeting Suite with eight directors and one guest present.

⇒ **Guests:**

- Drew Courtney: SnowBusters: Unable to attend
- BUMP:
 - Lakyn Boe of 502 Flair
 - Looking to re-do her store front.
 - Building is shifting—Windows cracked – building has been shored up in the basement to assist with this situation.
 - Building project: \$11,281.00 plus repainting the signs later
 - Voting below approved this project.

⇒ **Secretary's Report:**

- Minutes of the December Meetings
 - **M(Conklin)S(Zetocha)P: to receive and file the minutes of the December 2018 meetings as presented.**
- The Jim updates
 - O'Brien reported on behalf of Lagodinski – the new equipment is appreciated and being utilized.

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Forward)S(Thompson)P: to receive and file the treasurer's report as presented.**

Gaming

- November Report: Small shortfall
- E-gaming
 - Waldner will know more after attending a training session later this month.
 - Waldner directed our questions to the OEI Supplier, and this is what she found.
 - No charge for the new machines
 - No ownership
 - No long-term commitment – 6-month agreement and automatically renews each 6 months unless we decided to terminate.
 - Cost to charity is the tickets sold (\$0.032) per ticket and only charged for tickets sold – no unsold tickets.
 - Legislature meeting to make some decisions which will probably be \$100 per machine going to the business where the machines are located (rent for the space the machines take)
 - Tax reduction bill is being worked on to help offset the above space rental.
 - Supplier stated he is keeping it as simple and risk free for his charities and will not let them get into anything that will not work for them.
 - **M(Sitzler)S(Thompson)P: to move forward with the e-gaming process.**

⇒ **From the President**

- The Last Shot:
 - No checks received from Dickey County JDA
 - Oakes Fire District:
 - No updates currently
- ⇒ **Community Development Report: Ptacek**
- Community Matched Sponsorship/Scholarship Program:
 - Oakes Truck and Trailer is interested in the program.
 - Ptacek visited with Jay Harris – Ptacek is working with him on different programs. His vision does not currently meet and match the requirements.
 - ND Trade Organization: select an alternate date.
 - January 21, 2019 – 7am at the Oakes Community Center
 - Oakes Bowling Lanes update
 - Jessica Jackson is trying to find funding to own and manage.
 - The process is progressing.
 - BUMP: 502 Flair
 - **M(Sitzler)S(Forward)P: To fund this project contingent upon receipt of the application. Funding at \$4,000.**
 - Shopko:
 - No response to outreach from Ptacek
 - Headquarters of Shopko are meeting and will get back Ptacek after the meeting.
 - Sales tax information is not available since it is a private business.
 - Hardware Hank is willing to expand their business inventory.
 - There is a push Oakes Hardware Hank to change to an ACE Hardware franchise
 - Butcher Block: Aaron Stanoch
 - Stanoch has visited and toured the facility.
 - Work with Mahoney and perhaps take over in the summer.
 - Stanoch has worked at the NDSU meat lab.
 - Dalton Scheuring also seems to be interested in the business.
 - Grand Theatre
 - Part was broken on the machine.
 - **M(Sitzler)S(Undem)P: to pay for the broken machine with Theatre Funds. Cost estimate is \$3,491.00.**
- ⇒ **Ongoing business**
- Child Care with the focus on infants
 - Visits have been made. Look for reports in the future.
 - Dentist
 - No current updates
 - Empty Main Street Businesses
 - Working with NDSU Extension personal: Jodi Bruns.
 - Planning an entrepreneurial workshop for May 7 & 8, 2019 to look at ways to utilize empty downtown spaces.
 - Hollingsworth
 - No updates currently
 - Zetocha would like to find someone to replace him on the Tiny Tornado Board.
 - **For the good of the order**
 - January 9th, 2019 meeting canceled and rescheduled.
 - See above – rescheduled for Monday, January 21 at 7am

There being no further business, the meeting adjourned at 12:30pm.

Respectfully reported.

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement, Inc. (OEI)

Date: February 5, 2019

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Hill, Udem, Zetocha, Ptacek, Sitzler

Directors Absent: Zimmer, Conklin, Forward, Schnell

Guests: Sonia Meehl

Treasurer John Zetocha called the February 5, 2019 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:40am. The meeting was held at the Oakes Community Center Meeting Suite with five directors and one guest present. **M(Sitzler)S(Udem)P: to add a BUMP application to the agenda.**

⇒ **Guests:** Meehl was attending the meeting as an observer.

⇒ **Secretary's Report:**

▪ Minutes of the January Meetings

- **M(Sitzler)S(Udem)P: to receive for filing the minutes of the January meetings.**

⇒ **Treasurer's Report:**

• Treasurer's report

- **M(Sitzler)S(Udem)P: to receive and file the treasurer's report.**

• Refund check received from BND for Harris Machine Payoff: \$104.24

• Theatre: Bill received and paid from the DSLRA account which contains the Theatre Funds

• **BUMP: M(Hill)S(Sitzler)P: to approve the BUMP application from Computer Express.** Ptacek will sort through the application and come up with a figure removing some of the items that may not fit in with BUMP program.: The total applicable cost of the project is approximately \$13,500 – which would be granted at 35% of the total cost.

Gaming

• December Report

- Many large payments were due in December, so the report was not favorable.

• E-gaming

▪ E-gaming is going very well.

▪ Need to reassess the workload for Pamela.

- There is a great deal more paperwork involved with the three new machines.

▪ Assistance with the paperwork until acclimated

- Jill Cox has been assisting Pamela with the paperwork and is requesting payment for the time spent. She was requesting \$20 per hour and to the date reported was at 8 hours.
- The board members want Pamela to attend a meeting and explain the new workings of the gaming with the addition of the electronic machines.
- The board would like to know a figure as to what Pamela's wages works out to be per hour.
- The board does not want to pay an additional person more per hour than Pamela would be making – but thought that perhaps \$15 per hour would be more in line for support staff.
- **M(Udem)S(Sitzler)P: to gift Jill Cox for time put in assisting Pamela with paperwork at a rate determined not to be more than Pamela is making.**

• Request for Funds: Oakes Community Hospital Foundation

- **M(Sitzler)S(Hill)P: to donate, as in previous years, \$2500 to the Oakes Community Foundation with funds used to upgrade laboratory equipment.**

⇒ **From the President**

▪ The Last Shot: No updates currently

▪ Oakes Fire District:

- There has been no communication from the Railroad.

⇒ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program
 - Dahlstrom Funeral Home Funding Application
 - **M(Sitzler)S(Thompson)P: to fund the Scholarship Application from Dahlstrom Funeral Homes upon receipt of a signed employer agreement. Funding at \$2500**
 - Additional business inquiries in the Community Matched Sponsorship/Scholarship Program:
 - Dakota Improvement and
 - Harris Manufacturing
- ND Trade Organization
 - Strategic Planning
 - Ptacek will work with Jodi Bruns (NDSU Extension) and with Simon (ND Trade Organization)
 - Ptacek will also work with the State.
- Ptacek is working with the owners of the building where Shopko is located to get an appraisal of the facility and discussing what could eventually occupy the space. They are looking to sell the facility -- Sitzler is in favor of purchasing unless it is beyond the reach of OEI. Wanting the building to be used for industrial or retail.
- Oakes Bowling Lanes update
 - The parties involved continue to work on management/sale.
- Butcher Block: Aaron Stanoch
 - Aaron has moved to Oakes and is working with Ron at the Butcher Block
- Collin Galbreath is back in Oakes and working at Oakes Vet. Collin is working for Ben and Kara who own Oakes Vet. He is looking for a farmstead.
- Ptacek has had an inquiry about the bakery.
- Upcoming events were brought to the group.
- Hollingsworth
 - The circumstances have changed for the Hollingsworth and perhaps Schnell should visit with Jerry since they have had conversations in the past.

⇒ **Ongoing business**

- Child Care with the focus on infants
 - Ptacek continues work with Tiny Tornadoes.
- Dentist
 - Work continues in this area.
- Empty Main Street Businesses
- Hollingsworth: See above
- **For the good of the order**
- March - annual meeting March 5th with the regular Board meeting

There being no further business, the meeting adjourned at 12:50pm.

Respectfully reported.

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PO Box 365
Oakes, ND 58474



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Oakes Enhancement, Inc. (OEI)

Date: March 5, 2019

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Hill, Zetocha, Ptacek, Sitzler, Conklin, Schnell

Directors Absent: Udem, Forward, Zimmer

Guests: Seth Nelson, Tom Rodine, Dan Spellerberg, Toni Ptacek (annual meeting)

Note: the annual and board meetings were held simultaneously to accommodate people's schedules
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President Gary Schnell called the March 5, 2019 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:40am. The meeting was held at the Oakes Community Center Meeting Suite with six directors two employees and four guests present.

⇒ **Guests:** Seth Nelson and Tom Rodine

▪ **Project: Irrigation Test Site**

- Seth Nelson: Oakes Irrigation Research Site
 - Seth Nelson – hired for the Irrigation Test Site this past year.
 - Nelson listed the crops grown at the site and the studies they perform on these crops.
 - All is good at the facility save for the buildings.
 - Requesting use of Emily Ptacek for assisting in writing grants.
 - Researchers come down in the summer to view the crops, but they need a space to work and use computers.
 - Need to upgrade to entice and retain employees.
 - Three full time employees and a part time summer help – and would like to hire a high school student in the summer.
- Tom Rodine spoke to the group concerning the financial aspects of the site.
 - He has spoken to the legislature on the importance of the facility in Oakes.
 - Trying to leverage funds – raise \$80,000 which could be matched by Garrison Diversion and perhaps NDSU. If these funds are realized the legislature will probably come through with funding.
 - Approaching it as a learning / resource center
 - Rinse station and a pad and probably a shelter
 - This is a four phase projects.
 - APUC grant is due April 1, 2019.
 - All they are asking for is the use of Emily Ptacek, the Community Development Director, in the grant writing process and the blessings of OEI to move forward.
- **M(Sitzler)S(Zetocha)P: to allow Emily Ptacek to assist in the grant writing for this project.**

▪ **Project**

- Dan Spellerberg
 - Would like students to come to request funding.
 - Two students – leadership conference in Washington, DC.
 - Set up for the April meeting.

⇒ **Secretary's Report:**

- Minutes of the February Meeting

- **M(Zetocha)S(Hill)P** to receive and file the minutes of the February 2019 meeting.

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Sitzler)S(Hill)P:** to receive and file the treasurer's report as printed.

Compensation: Conklin

- **O'Brien**
 - **M(Conklin)S(Zetocha)P:** to pay retirement at 5% of the past years' wages.
 - M(Conklin): to offer 5% pay increase based on past years wages. Died for lack of a second.
 - **M(Sitzler)S(Thompson)P:** to provide partial catch up on office compensation at **\$100 per month for 2018 and three months of 2019 for a total of \$1500.00. Payable from the gaming savings dollars.**
 - Note: the motion for office compensation took place in November of 2016 and was at that time back dated to September of 2014 and at the end of December 2016 the total was \$2700.
 - **M(Sitzler)S(Conklin)P:** to continue with **\$100 per month for office compensation.**
 - **M(Sitzler)S(Zetocha)P:** to increase wages to **\$11, 600.**
 - All motions include payments being set up by Ptacek Financial as electronic payments.
 - **M(Sitzler)S(Thompson)P:** to upgrade the OEI computer if a new cord will not take care of the problems the computer is experiencing.
- **Waldner**
 - Ptacek will set up a work log for Waldner so she can better track her hours and how the time is spent on individual tasks.
 - Ptacek Financial is to be involved in the payroll process for Waldner as well as O'Brien the current OEI employees.
- **Cox**
 - **M(Conklin)S(Sitzler)P;** to thank Cox for the 22.5 hours she has put in in February at a rate of **\$15.00 per hour.**
 - To Once again, Thank Jill Cox for the 22.5 hours she has put in for February at a rate of \$15 per hour.
 - Ptacek will also make a work log for Cox.
 - Hold off on hiring Cox as an employee until all facets of this arrangement can be worked out.

Gaming

- January Report
 - The gaming report for January was received for filing.
- E-gaming
 - Meeting with Pamela
 - Set up for the April Board meeting --- meeting at the Last Shot so she can walk us through the gaming process.
 - Letter from Pamela
 - See above for the notes on Cox.
- Request for Funds:
 - No requests currently

⇒ **From the President**

- The Last Shot:
 - The JDA has come through with funds.
 - It is not known if a big payment was made to compensate OEI for their financial involvement.
- Oakes Fire District:
 - No further word currently
 - Perhaps we need to start working with a different person at Canadian Pacific.

⇒ **Business Item**

- Irrigation Test Site
 - See above for the presentation by our guests.

⇒ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program

- Business applicants in the Community Matched Sponsorship/Scholarship Program
 - Dahlstrom application has passed,
 - Those checking Novak, Dakota Improvement, Harris
 - The State Legislature is discussing tuition assistance for 2-year degree programs which would fit in nicely with this program.
- ND Trade Organization
 - Strategic Planning updates
 - \$350 per site visit and will begin in May.
 - Committee: Not determined
- Bakery
 - No updates currently
- Oakes Bowling Lanes
 - Jessica Jackson continues to pursue this business venture.
- Butcher Block: Aaron Stanoch
 - Stanoch has some funds set aside to invest and be the person in charge of financing.
 - Dalton Scheuring is a possible employee to do the day-to-day business.

⇒ **Ongoing business**

- Child Care with the focus on infants
 - Ellen Wiesner will be moving.
 - St. John's Lutheran is interested in preschool utilizing Kaitlyn Craig as a manager
 - Kelsey Brummund will be in the community and investigating involvement in the preschool/daycare.
 - Another point was to once again, get in contact with the school and start a pre-school in the school system thereby opening more of Tiny Tornadoes to take infants.
- Dentist
- Empty Main Street Businesses
- Hollingsworth
- **For the good of the order**
 - April Board meeting: Tuesday, April 2, 2019
 - **M(Thompson)S(Sitzler)P: to move the April meeting to April 9, 2019 and meet at The Last Shot so Waldner can take the group through the gaming process and have a current monthly gaming financial report.**

There being no further business, the meeting adjourned at 1:25pm.

The annual meeting and board meeting were held simultaneously going back and forth as needed to accommodate people's schedules.

Respectfully reported.

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Oakes Enhancement, Inc. (OEI)

Date: April 9, 2019 Place: The Last Shot

Time: 11:15am

Directors Present: Thompson, Hill, Zetocha, Ptacek, Sitzler, Conklin, Schnell, Udem, Forward,

Directors Absent: Zimmer

Employees: Waldner, Ptacek, O'Brien

Guests: Cox, T. Gemar, 2 HOSA Students, 2 SRCTC Students, S. Meehl and D Spellerberg

President Gary Schnell called the April 9, 2019 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:15am. The meeting was held at the Last Shot with eight directors, three employees and seven guests present.

⇒ **Guests:**

▪ **Waldner and Cox: 11:15am to 11:30am**

- Jill Cox and Pamela Waldner were on hand to discuss gaming. Cox explained what she does with the new e-tab machines.
- Waldner explained some of the paperwork she is required to fill out.
- Discussion took place later in the meeting and included the following points:
 - It appears the e-tabs are bringing in more revenue than that manual machines.
 - Cox stated with changes – the paperwork for e-tab machines has been cut in half.
 - Using e-tabs would eliminate the counting of the tickets – but the e-tab vouchers need to be counted and accounted for.
- **M(Sitzler)S(Forward): to research the idea of**
 - **Eliminating the three manual machines and swapping them out for three more electronic machines**
 - **Sell the manual machines.**
 - **Check in to the purchase of tickets for the manual machines as to and contracts with the supplier.**

▪ **FFA Students: 11:35am**

- Megan Rodine and Alex Roney gave a presentation on the Leadership Training Conference they will be attending in June. The conference is held in Washington, D.C. Cost per student is \$1500. Mr. Spellerberg will be attending with these students.
- **M(Conklin)S(Thompson)P: to donate \$250 for each of the two students attending. Funds from the Charitable Gaming Trust Account**

▪ **HOSA Students: 11: 40am**

- Adrianna Wisner and Jozy Kadoun are HOSA students and will be attending a National Competition and Leadership Conference in Florida. Cost is approximately \$1200 per student.
- **M(Conklin)S(Thompson)P: to donate \$250 for each of the two students attending. Funds from the Charitable Gaming Trust Account**

▪ **Gemar and Jacksons: 11:50am**

- Gemar from BankNorth presented on behalf of the Jacksons who were unable to attend.
 - The Jacksons are wanting to purchase Oakes Bowling Lanes from the Pulfrey's.
 - Presentation points and actions
 - The Board would like to see the Jackson's have more "Skin in the Game".
 - The Bowling Alley does bring in tournaments which benefit other local businesses.
 - There are many leagues and activities currently utilizing the facility which includes large numbers of people through the door.
 - Jacksons would like to work into having the facility open all year long.
 - Host events: Birthday parties..... and more

- Hiring Brandon Frye as the employee.
- Renaissance Zone Application
- **M(Sitzler)S(Udem)P: to approve the Renaissance Zone Application**
- **M(Sitzler)S(Thompson)P: to agree to Phase #1 of the BUMP Applications for roof repairs.** (roof repairs will have to be outsourced as the type of work required is not available locally.)
- Common consensus to wait on agreeing to Phase #2 of the BUMP Application which involves renovating the front exterior of the building.
- **M(Thompson)S(Zetocha)P: to fund the PACE interest buydown: Loan for \$104,000 for 20 years -- Community portion will be \$16,372.**
- **M(Forward)S(Sitzler)P: to fund a CD Secured Loan in the amount of \$22,500.** Dakota Valley is willing to loan dollars for 8 years at 1% interest rate if there is pledged CD security. Dickey County JDA is to provide matched \$22,500 in security as well.

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▪ **Tiny Tornadoes: 12:05am**

- Unable to attend currently.
- With the changes in staffing – new plans are being considered along with hiring new employees.

⇒ **Secretary's Report:**

- **M(Conklin)S(Sitzler)P: to receive and file the minutes of the March meeting and the Annual meeting.**

⇒ **Treasurer's Report:**

- Treasurer's report: reference pages 1 to 7
 - **M(Hill)S(Forward)P: to receive and file the treasurer's report as printed.**
- BUMP Approval for Ptacek Financial Services: reference page 8
 - **M(Sitzler)S(Hill)P: to release the funds for the Ptacek Financial BUMP application**
- BUMP Approval for Computer Express: reference page 8
 - **M(Sitzler)S(Hill)P: to release the funds for the Computer Express BUMP application**
- Working with Heritage Insurance
 - The Former City Hall building owned by OEI is insured under the City policy. We do insure the property.
 - Lots 5 and 6 in the Industrial Park are covered.
 - Check into bonding employees.
- CD Due at FCCU: May 22, 2019 – At maturity: \$52,062.29: reference page 9
 - **M(Thompson)S(Conklin): To renew the CD's coming due in May at Starion and FCCU leaving them at their respective locations. Checking on the rates and investment terms when closer to their maturity. Electronic voting can decide the interest rate and investment term.**
- Payroll: involvement of PFS
 - The Board would like to check into direct deposit for employee payroll.
 - The office stipend for O'Brien should be a separate deposit.

Gaming

- February Report: Reports from January, February and March were reviewed and compared as relates to the addition of the e-gaming machines.
- E-gaming
 - Meeting with Pamela to get familiar with the new e-gaming machines: see above.
- Request for Funds: See above with students.
- HOSA and SRCTC

⇒ **From the President**

- Re-organization: to be done at the end of the meeting -- For the Good of The Order on agenda below.
- Appointment of advisory member: Interest by Greg Stemen
 - By common consensus Greg Stemen from FCCU will be brought on board as an advisory member.
- Oakes Fire District: Railroad Land Purchase
 - Haring is working on this project.

- The Last Shot: did they make a large payment with funds from JDA? Should OEI have received this money?
 - This should be investigated to see what has happened to the funds. Schnell will check into this. Schumakers are making their payments.
- ⇒ **Business Item**
 - Irrigation Test Site:
 - Ptacek is preparing grant request papers for this project.
- ⇒ **Community Development Report: Ptacek**
 - Community Matched Sponsorship/Scholarship Program
 - No further interest currently
 - ND Trade Organization
 - Strategic Planning updates
 - May 29th is the date selected to start the planning process.
 - Bakery: no updates currently
 - True Value: Price drop -- \$45K for the main structure and \$25K for the side building or \$60K for both
 - Oakes Bowling Lanes update (see above)
 - Butcher Block: Aaron Stanoch
 - Aaron has returned home due to health issues.
 - The price of the business has dropped.
 - Dalton Scheuring is interested in the purchase.
- ⇒ **Ongoing business**
 - Child Care with the focus on infants
 - Dentist
 - Empty Main Street Businesses
 - Hollingsworth
 - **For the good of the order**
 - **Sonia Meehl**
 - Sonia is on the JDA Board and they are seeking additional Board Members.
 - Ptacek felt it would be a conflict of interest for her to be a member of this group.
 - Trista Gemar has expressed interest and will be approached.
 - **Reorganization:** President, Vice President and Treasurer to be decided directly following the adjournment of this meeting.
 - Next Board meeting: Tuesday, May 7, 2019

There being no further business the meeting adjourned at 1:05.

Respectfully reported.

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Oakes Enhancement, Inc. (OEI)

Date April 9, 2019

Place: The Last Shot

Time: 1:05pm

Directors: Thompson, Schnell, Hill, Conklin, Forward, Udem, Zetocha, Sitzler, Ptacek

President Schnell called the Reorganization Meeting to order at 1:05pm. The purpose of this meeting was to elect new officers for the upcoming year.

Elected to serve:

President: John Zetocha

Vice President: Gary Schnell

Treasurer: Becki Thompson

There being no further business the meeting adjourned.

Respectfully reported.

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Oakes Enhancement, Inc.
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Oakes Enhancement, Inc. (OEI)

Date May 7, 2019

Place: Oakes Community Center Meeting Suite

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Udem, Zetocha, Sitzler, Ptacek, Stemen, Conklin

Directors Absent: Forward, Zimmer

Guests: No guests

President John Zetocha called the May 7, 2019 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with eight directors, two employees and no guests present. Zetocha asked if there were any additions to the agenda. There being none the meeting began.

⇒ **Guests:**

⇒ **Secretary's Report:**

- Minutes of the April Meetings
 - **MM(Conklin)S(Schnell)P: to approve the minutes from the April 9th, 2019 board and reorganizational meetings.**

⇒ **Treasurer's Report:**

- Treasurer's report:
 - **M(Sitzler)S(Schnell)P: to approve the treasurer's report as presented.**
- Banking plans --- scheduling workday with Nicholi Knutson
 - Knutson and O'Brien are working out a day to get together and move forward in the best way possible for OEI.
 - Electronic banking will apply to all checking accounts at Starion Financial.
- CD at Starion update after electronic voting approved 13months at 2.05%.
- Payroll: involvement of PFS
 - PFS calculates the checks but who makes them out and signs them.
 - Going forward with electronic banking could assist with this so that no employees are writing out their own checks.
- Electronic voting supported paying Heritage Insurance in full
- Corporate resolution on authorized signers for OEI
 - **M(Udem)S(Sitzler)P: to have Board Members, Zetocha, Schnell, Conklin, and Thompson sign on behalf of OEI at all financial institutions, on all accounts and business actions, along with Secretary O'Brien.**
- Interest buydown payment for Tiny Tornadoes
 - O'Brien is checking to make sure the Bank of North Dakota and OEI are on the same page with the payment plan. OEI wanted to pay the community portion of the buydown in 5 years.

Gaming

- April Report
 - The April statements for OEI were included in the agenda.
- E-gaming
 - E-gaming is currently making more profit than the pull tabs.
 - It appears E-gaming is here to stay with pull tabs having their place but to a much smaller degree.
 - Going forward OEI gaming will remain the same for the present and look at replacing the pull tab machines with electronic gaming machines – at such a time as the old machines fail or it is time to replace them. Perhaps keeping at least one pull tab machine

- If you have the same company for your e-tab machines and pull tabs, you can receive favorable prices on the tickets for the pull tab machines.
- Jill Cox:
 - Schnell has visited with Waldner and concerns were shared as to the work Jill does for OEI and she would hate to lose her.
 - The Board did acknowledge that having two people to cover the gaming is a good idea – a backup person for times when one or the other is not available.
 - The office will check with Ptacek Financial to make sure that a 1099 can be issued to Jill for the time she puts in on gaming tasks.
 - **M(Conklin)S(Sitzler)P (With one dissenting vote): To give Jill Cox \$15 per hour for time worked if a time log is kept and submitted prior to the OEI Board meetings.**
- Gaming site authorization -- Sitzler -- fire department
 - The Oakes Fire Department would like to use OEI” s gaming license to hold a one-time raffle.
 - Ptacek will check with the powers that be and see if a simple raffle permit from the City the best solution is. If needed, electronic voting can be utilized for this request.
- Request for Funds:
 - Bear Creek Roughriders
 - **M(Schnell)S(Hill)P: to donate \$500 to Bear Creek Roughriders as has been done in the past. Funds coming from the Charitable Trust Account.**

⇒ **From the President**

- Tiny Tornadoes updates
 - Zetocha shared the fact that the Tiny Tornadoes have a very active and aggressive board of directors and they diligently work to keep the business viable and up to code.
 - With the resignation of Wisner, interviews have been conducted and the board will meet later this week to work out qualifications of the interviewees.
 - Also noted, the Wisner’s circumstances have changed - so that puts a different light on the subject. Ellen Wisner does have the proper credentials to run the facility.
 - Having a director who is off-site was brought up as a possibility and will be taken under advisement.

⇒ **Business Items**

- Oakes Fire District: Railroad Land Purchase – Opinions of legal counsel.
 - Legal Counsel found red flag portions on the Land Purchase.
 - The red flags are being addressed with the advisement of legal counsel.
 - Possible closing is May 15th.
- The Last Shot: did they make a large payment with funds from JDA?
 - No updates currently
- Irrigation Test Site
 - Ptacek updated the group as far as APUC and SABRE (State Agricultural Board for Research and Education) grants are concerned, and it appears funding is highly possible.
 - More will be known after proposals are presented on May 15th.
 - In the future – developing a learning center at the facility will be a huge asset.

⇒ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program
 - James Valley Grain is interested
 - Ptacek also reported on summer internships and apprentices and additional incentives with in-kind matches.
- ND Trade Organization
 - Strategic Planning updates
 - First meeting will be May 29th – and perhaps only two major meetings will be required followed by sub committees’ meetings.
- Bakery
 - Currently no updates
- Oakes Bowling Lanes update
 - The Renaissance Zone application given to the city was incomplete, so it was denied until all is done.
 - Paperwork in other aspects is moving forward.

- PACE interest buydown papers were signed.
- JDA is on board with this project.
- Butcher Block:
 - There is currently a very interested party.
- Other
 - Ptacek submitted a letter of resignation as she has accepted a position in the family business.
 - **M(Conklin)S(Sitzler)P: to regrettably accept Ptacek's letter of resignation, thank her for her excellent service and wish her well at her new position.** Ptacek's last day will be June 28th.

⇒ **Ongoing business**

- Child Care with the focus on infants: See Tiny Tornadoes above
- Dentist: No action currently
- Empty Main Street Businesses: No forward movement in the area
- Hollingsworth: Nothing to report currently.
- Schnell shared an article he came across stating the closing of many smaller businesses over the years –most recently Shopko – is due to Hedge Funds and large groups coming in and purchasing these smaller businesses, using up their assets putting them out of business.
- Zetocha shared that O'Brien has not been totally compensated for the office stipend for the months of September, October, November, and December of 2014 along with of 2015, 2016 and 2017. Since this action was voted on prior – she was instructed to correct this situation with funds from the Charitable Gaming saving account. All this is to be funneled through Ptacek Financial.
- **For the good of the order**
 - **FYI NOTE:** change of ownership of the equipment place: 2nd wind to Johnson Fitness and Wellness. Parent company is John Health Tech which owns Matric, Vision Fitness and Horizon. – also sell, Octane Fitness, Torque Fitness, NuStep and more
 - Board meetings: Tuesdays, June 4, 2019, July 2, 2019, August 6, 2019, September 3, 2019

There being no further business the meeting adjourned at 12:50pm.

Respectfully reported,

Audrey O'Brien, Secretary,
 Oakes Enhancement, Inc.
 PO Box 365
 Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Joint meeting of the Oakes Area Chamber of Commerce (Chamber) and Oakes Enhancement, Inc. (OEI) Board of Directors.

- May 20, 2019
- 7:00AM
- Oakes Area Chamber of Commerce Meeting Area
- Purpose of the meeting
 - To discuss the necessary action to take in seeking out a Community Development Director to replace Emily Ptacek, who has resigned.

Directors Present

- Oakes Area Chamber of Commerce Directors:
 - Rebecca Udem
 - Tara Schmitz
 - Abbey Fick
 - Desi Visto
 - MaryLou Sundby
 - Dan Spellerberg
- Oakes Enhancement, Inc. Board of Directors
 - Rebecca Thompson
 - Gary Schnell
 - Art Conklin
 - John Zetocha
 - Greg Stemen
 - Rebecca Udem (serves on both boards)

Directors absent:

- Oakes Area Chamber of Commerce
 - Jessica Quandt
 - Katie Dahlstrom
- Oakes Enhancement, Inc,
 - Jeff Forward
 - Doug Sitzler
 - Matt Hill
 - Mayor Monty Zimmer

The meeting was facilitated by Rebecca Udem the current Chamber president.

Talking Points

- From the former listing of candidates, the credentials of those who applied during the last application process no longer seem to be in sync with the way the position has developed.
- Currently the division of pay for the Community Development Director is OEI 60% and Chamber at 40%
 - This percentage may change going forward as it appears the bulk of the workload is for OEI.
- There was discussion on having only one board.
 - Feelings were to keep both boards as the scope and missions of the board are different.
 - This might change in the future but for now we proceed as we are currently operating.

Action

- Post the job description as revised in May of 2018.
 - Accepting resumes until June 10th or until the position is filled.
- Decision to have one director that works with both boards.

With no further business the meeting adjourned at 7:50am

Respectfully reported,

Audrey O'Brien, Secretary, Oakes Enhancement, Inc.

PS: The Strategic Planning for the City of Oakes will take place on Wednesday, May 22, 2019.



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement. Inc. (OEI)

Oakes Enhancement. Inc. (OEI)

Date June.4, 2019

Place: Oakes Community Center Meeting Suite A

Time: 11:30am

Present: Thompson, Schnell, Hill, Conklin, Udem, Zetocha, Ptacek, Stemen

Directors Absent: Sitzler, Forward, Zimmer

Guests: Steve Voightman: Laundromat: Tiny Tornadoes, Jill Cox, Tom and Gabrielle Pioske, Kaleb Sell (financial officer for the Pioske's and First Community Credit Union)

President John Zetocha called the June 4, 2019 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with seven directors, two employees and seven guests present. Zetocha asked if there were any additions to the agenda. BUMP application from Sweets and Stories will be added. Agenda approved with the addition.

⇒ Guests

- Tiny Tornadoes -- 11:30am
 - Allison Peterson and Sheila Nagel
 - Presented strengths and weaknesses of the business.
 - Can care for 49 children – presently at 34 and if staffing were in place could add the additional 15.
 - Licensing has been renewed.
 - Staffing is difficult especially with the qualifications needed.
 - Goal is to get quality providers.
 - OEI is committed to supporting this organization/business: the people and the building.
 - The group was thanked for presenting and the work they do to make sure the business is moving forward.
 - Ptacek said there is a program with some loan forgiveness – She will do more research.
- Steve Voightman
 - The town needs a laundromat.
 - His shop is slow right now, so he has the time to devote to this project.
 - SBA has been in consultation about this project.
 - Building cost is \$90,000 and equipment at \$80,000.
 - Utilizing the lot downtown which will eventually be put up for bids.
 - Need concrete base floor and large sewer system.
 - How much skin does Voightman have in the game?
 - 10-year warranty on the parts and they last about 15 years.
 - Would like a loan: high end \$34,000?
- Jill Cox:
 - jill@newsdakota.com: new email address
 - Currently at \$15 per hour
 - Would like to see \$20.
 - Pamela will do the e-machines if Cox is not available.
 - See action below.
- Tom and Gabrielle Pioske -- and Kaleb Sell
 - In the process of purchasing the Butcher Block in Oakes. They own Frohlings in Hecla, SD
 - Hoping to do the wholesale and expand what is done at the Butcher Block - trying to keep and expand the services.
 - Looking to do online sales as well.

- Butcher in both places
- Health and paid vacation for benefits
- Starting wage at \$15 -- DOE.
- Name: Great Frontier
- Interest buydown portion for OEI about \$21,000.
- See action below.

⇒ **Secretary's Report:**

- Minutes of the May Meeting
 - **M(Schnell)S(Hill)P: to receive and file the minutes of the May 2019 meetings as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report:
 - **M(Conklin)S(Schnell)P: to receive and file the printed Treasurer's report.**
- CD at FCCU ended up being 12 months at 2.3% -- the 7-month special was not for public funds – FCCU matched the special rate and extended the time.
- Banking plans --- Nicholi Knutson
 - The paperwork has been signed to begin Automatic Clearing House (ACH) banking
 - O'Brien and Zetocha met with Knutson and worked out details and a plan going forward.
 - Current plan is to start with only one account.
 - Look into the need of the Sweep.
- Electronic voting approved donations to the Dickey County Fair (\$500) and the Relay for Life (\$200) with funds from the Charitable Trust account.
- Donation for Legion fireworks
 - **M(Thompson)S(Hill)P: to donate \$500 to the community fireworks display with funds from the Charitable Gaming Trust account.**
- Payroll: involvement of PFS
 - Pamela dropped off two checks at PFS, Sheila filled them out, O'Brien picked them up and Conklin was available to sign.

Gaming

- Report
 - Report for April was reviewed.
- E-gaming
 - No updates
- Jill Cox
 - **M(Conklin)S(Schnell)P: to withdraw the motion from May and change, going forward from today to employ Jill Cox at \$17.50 per hour – a job description will be put together and timecards will need to be submitted each month.**
 - *From the May Meeting'*
 - *The Board did acknowledge that having two people to cover the gaming is a good idea – a backup person for times when one or the other is not available.*
 - *The office will check with Ptacek Financial to make sure that a 1099 can be issued to Jill for the time she puts in on gaming tasks.*
 - **M(Conklin)S(Sitzler)P (With one dissenting vote): To give Jill Cox \$15 per hour for time worked if a time log is kept and submitted prior to the OEI Board meetings.**
- Gaming site authorization -- Sitzler -- fire department
 - No forward movement on this - Ptacek researched and heard nothing back from the fire department representatives.
- Request to purchase a pull tab machine: No action.
- Request for Funds: See above – Legion fireworks.

⇒ **From the President**

- Nothing to report currently.

⇒ **Business Items**

- Oakes Fire District:

- Railroad Land Purchase
 - No response from the railroad so this is on hold.
- Raffle permit: See above.
- The Last Shot:
 - No big payments currently but they are current with their payments.
- Irrigation Test Site
 - APUC grant application was not approved.
 - Felt a building was not in the realm of their funding objectives.

⇒ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program
 - Operation Intern Dakota
- ND Trade Organization
 - Strategic Planning updates: Meeting took place on May 29, 2019.
 - A Steering Committee is needed:
 - The committee will have representatives of OEI, Chamber, Park Board, Education and City along with two from the Ag sector.
 - OEI Representative will be: Art Conklin.
- Bakery
 - There is interest from an Ashley business, but they want to revisit the facility and speak with Steve Dahlstrom, the building owner.
 - They would hire a manager.
 - 58th Street Grill is a food business they operate.
- Oakes Bowling Lanes update
 - The Renaissance Zone application is in the process of being completed -- some details have been missing.
 - Continue to move forward getting purchase details in order.
- Butcher Block:
 - See above.
 - **M(Schnell)S(Undem)P: To participate in the interest buydown for Great Frontier Meats (estimate \$22,000) for 15 years.**
 - The lead lender is First Community Credit Union
 - Financial details will be given once all the paperwork has been completed and submitted to the Bank of North Dakota.
- BUMP Application from Sweets N Stories
 - Re-do foam work on her building.
 - **M(Conklin)S(Schnell)P: to approve the BUMP application grant for Sweets N Stories.**
- Other
 - Need to publicize what OEI.
 - Articles, photos, business feature

⇒ **Ongoing business**

- Child Care with the focus on infants
 - Kelsey Brummund is researching putting in a pre-school at the Center.
- Dentist: No activity
- Empty Main Street Businesses: No activity
- Hollingsworth
 - Should another letter be sent?
- **For the good of the order**
 - Irrigation Days, June 6,7,8,9, 2019
 - Board meetings: July 2, 2019, August 6,2019, September 3, 2019
 - **Change for the July 2, 2019 to Tuesday, June 25, at 6:30am.**

Brooklyn Hollingsworth

- Application for Economic Development position: Tabled due to time constraints

There being no further business the meeting adjourned at 1:30pm.

Respectfully reported,

Audrey O'Brien, Secretary,
Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement. Inc. (OEI)

Oakes Enhancement. Inc. (OEI)

Date June.25, 2019 (This is the July meeting – held early to accommodate the July4th celebration)

Place: Oakes Community Center Meeting Suite A

Time: 6:30am

Present: Thompson, Schnell, Conklin, Udem, Zetocha, Ptacek, Forward, Zimmer

Directors Absent: Hill, Sitzler, Stemen

Guests: Shawn Grover (Boy Scouts of America), Dialysis center concerned citizens: Bernie and Marlene Vculek, Sonia Meehl and Barry Vculek, Dr. Rup

President John Zetocha called the June 25, 2019 meeting of the OEI Board of Directors to order at 6:30am. The meeting was held at the Oakes Community Center Meeting Suite with seven directors, two employees and six guests present. Zetocha asked if there were any additions to the agenda and began the meeting with the Dialysis Center updates.

⇒ Guests

- Matt Marshall (Otter Tail Power)
 - Community coordinator for Otter Tail Power
 - Unable to attend due to another meeting.
- Shawn Grover (Boy Scouts of America)
 - New to the area and wants to get more involved.
 - Trying to revamp the programs.
 - Trying to fund raise in Oakes -- Mayors breakfast concept to raise awareness of the Scouting programs.
 - Coming up with Eagle Scout projects is difficult. An option is to check with the Oakes Parks and Recreation as they may have ideas for park upgrades.
- Kelsey Brummund
 - Not able to attend.
 - Working with Small Business to purchase the True Value buildings and open a year around pre-school.
 - She has an EIN number and researching the best business structure for her company.
- Tiny Tornadoes
 - Unable to attend – action taken later in the meeting.
- Dialysis:
 - Schnell reported on the meeting with DaVita.
 - They are not going to sell the equipment to Oakes –
 - Congressman Cramer has been contacted.
 - Dr. Rup reported:
 - Congratulations to Dr. Rup and #4 grand child was born at 4:30 am today.
 - Sanford has expressed interest in keeping the facility.
 - Need to work the numbers and make it profitable.
 - Need a nephrologist as the medical director and that is in place with the current center. Sanford currently provides the nephrologist services.
 - Even though the equipment has been depreciated out to Zero and DaVita seems unwilling to donate the equipment.
 - Dr. Rup will know more today.
 - JDA and Foundations are being looked at for possible support.

- Medicare – Medicaid reimbursement is the key factor in this discussion – need private pay patients to make this solvent.
- DaVita is willing to stay open if Sanford will step into the picture.
- DaVita is a competitor with Sanford.
- Contact White Earth in Sisseton, SD as that is a model facility.
- Cramer will be meeting with DaVita, DC tomorrow (June 26th) -- information from Barry Vculek.
 - Looking at grants and funding but that would have a long turnaround time.

⇒ **Secretary's Report:**

- Minutes of the May Meeting
 - **M(Schnell)S(Conklin)P: to receive and file the minutes of the June.4, 2019 meeting as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report:
 - **M(Schnell)S(Forward)P: to receive and file the printed Treasurer's report.**
 - Pledged CD for The Shadow Lanes – closing on June 26th.
 - Papers signed today for holding until tomorrow.

Gaming

- Report
 - No report currently
- E-gaming: The Last Shot
 - Rent: Legislative updates begin in August
- Requests for funds: None currently

⇒ **From the President**

- Candidate interviews for Community Development Director/ Oakes Area C of C Executive Director
 - There have been three applicants and two interviews, and another application could be coming.

⇒ **Business Items**

- Oakes Fire District:
 - Railroad Land Purchase
 - Schnell reported – forms are being sent to Paradis Law, but he has not heard anything.
 - Raffle permit:
- Voightman
 - No updates currently
- Other

⇒ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program
- ND Trade Organization
 - Strategic Planning updates:
 - OEI Representative will be: Art Conklin on the steering committee.
- Funds coming to the city in 2021.
 - Uses could be infrastructure.
- Kelsey Brummund
 - See above.
- Bakery
 - No updates
- Shadow Lanes update
 - See above.
- Great Frontier Meats updates:
 - All in place
- Other
 - Need to publicize what OEI.
 - Articles, photos, business feature

⇒ **Ongoing business**

- Tiny Tornadoes Updates
 - Not available currently
 - Looking at increasing the wages by \$.50
 - THOUGHT: If they are willing to release the pre-school to Kelsey – they may be able to expand the infant side, but this would have to be researched – changes to the building would have to occur
 - **M(Conklin(S(Thompson)P: to give Tiny Tornadoes \$5000 for operating expenses.**
- Child Care with the focus on infants: reference above
- Dentist: No activity
- Empty Main Street Businesses: No activity
- Hollingsworth
 - Should another letter be sent?
 - Send another certified letter.
- **For the good of the order**
 - August 6,2019(Zetocha is unavailable), September 3, 2019

There being no further business the meeting adjourned at 7:45am.

Respectfully reported,

Audrey O'Brien, Secretary,
Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement, Inc. (OEI)

Date: **August 6, 2019**

Place: Oakes Community Center Meeting Suite

Time: 11:30am

Directors Present: Schnell, Hill, Conklin, Forward, Udem, Haugen, Thompson

Directors Absent: Sitzler, Zetocha, Stemen, Zimmer

Guests: Jerry Praska, Troy Schaumacker

Vice President, Gary Schnell called the August 6, 2019 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held in the Oakes Community Center meeting suite with six directors, Community Development Director, one employee and two guests present.

⇒ **Guests**

- Jerry Praska: Propane tanks behind his building
 - Would like to go back to a 500-gallon tank.
 - Paperwork in the process to turn land over to OEI with the purchase of the land by the railroad.
 - Jerry would like to close the alley.
 - By law, a 500-gallon tank needs to be 10 feet away from the building – this would put the tank on the property.
 - Jerry was just alerting OEI to this situation when the paperwork for the land transfer takes place.
- Troy Schaumacher
 - Rent on the e-tab machines.
 - In September he would like to charge rent of \$100 per machine per month for the e-tab and the pull tab devices– this is the first month when rent can be charged on the e-tab machines.
 - Rent would then be \$600 per month.
 - The Secretary will check into the rental agreements to see if we are in arrears of paying rent at \$400 instead of \$300.
 - See action taken below.

⇒ **Secretary's Report:**

- **M(Conklin)S(Udem)P: to receive and file the minutes of the June 25, 2019 meeting as presented.**

⇒ **Treasurer's Report:**

- Review of the financials
 - **M(Udem)S(Hill)P: to receive and file the treasurer's report as explained.**
- BUMP:
 - Domine Sales
 - Will act upon this application after receiving the final billing breakouts for the project – itemized statement.
 - 502 Flair
 - **M(Udem)S(Hill)P: to release the funds for 502 Flair.**

Gaming

- Report
 - The June report was reviewed.
- E-gaming: The Last Shot:

- **M(Forward)S(Undem)P: to pay the rent of \$600 per month starting September 1st and check into how much back rent is currently owed. (please note above requests)**

- Request for Funds: None at printing of the agenda

⇒ **From the President: VP Schnell**

- Introduction of New Community Development Director
 - Brittany Haugen was introduced to the group. Many are already familiar with her due to her former employment at BankNorth... WELCOME BRITTANY
- Dialysis updates (Schnell and Zetocha)
 - Schnell has not received a listing of equipment.
 - DaVita may take out the computer system as Sanford has their own. This would reduce the price of the equipment.
 - Transfer - change of ownership forms need to be completed as soon as OEI purchases the equipment and transfers ownership over to Sanford.
 - Sanford has already hired staff to come to this facility.
 - Communication with the patients' needs to take place to ensure the patients stay at this facility.
 - Marie Peterson, (current manager at DaVita in Oakes) is one staff member that will stay with the transfer.
 - JDA has budgeted money for this project.
- Certificated Letter sent to Hollingsworth's – signed card was returned as delivered: Hollingsworth reply letter was shared with the group.
 - Action: **M(Conklin)S(Undem)P: to offer Hollingsworth's a grant of 50% on the remaining portion of the loan.**
 - Then following communication with this proposal to the Hollingsworth's, OEI would determine what action is necessary if the proposal is not accepted.
- Tiny Tornadoes: They have hired Sarah Neer. Sarah could potentially bring her day care children to the center along with her experience and strong reputation in the community.

⇒ **Business Items**

- Oakes Fire District: Railroad Land Purchase
 - Papers have been signed by Zetocha and sent to Dickey County Abstract and Title
 - Railroad has signed the papers and returned them.
 - When all goes through, money will need to be wired.
- Shawn Grover and the Boy Scouts: Updates
 - Breakfast on August 15th with the Boy Scouts.
- Matt Marshall of OtterTail Power: Updates
 - They are wondering what projects OtterTail can assist with. Dialysis? What kind of financial assistance do they bring to the table for future projects?
- Voightman
 - No report currently
- Meeting dates
 - To have more accurate financial records available to the group:
 - M(Conklin)S(Thompson) failed: to move the Board meeting date to the second Tuesday of the month – and investigate the wording of the Bylaws as to this change.
 - **M(Conklin)S(Forward)P; To change the meeting date to the second Thursday of the month and investigate if any changes to the bylaws will be required.** And dependent upon President Zetocha being available on this chosen day.

⇒ **Community Development Report: Haugen**

- Haugen briefed the group on events she would like to / plans to attend.
 - Main Street Summit
 - New Professionals Day
- Manufacturing tour
 - Brittany attended some of the tours when she was allowed.
 - Working with Jodi Burns and the program below.
- Community Matched Sponsorship/Scholarship Program
- ND Trade Organization
 - Strategic Planning updates
 - Committee: OEI Representative is Art Conklin

- Simon is no longer with the NDTO
 - Haugen is currently working with other people in the organization.
- Kelsey Brummund Pre-School
 - Working with FCCU for financing
 - Allowed to rent until financing is in place.
 - Renaissance Zone is being applied for, but the process takes a long time, and the paperwork must be done before any work is done.
 - Kelsey should visit with Zasha.
- Bakery
 - Haugen has Spoken with an individual, but it is not feasible at this time.
 - There is another lead -
- Great Frontier Meats updates:
 - Paperwork has just been received on the interest buydown.
- Other

⇒ **Ongoing business**

- Tiny Tornadoes: see above in the president's/ vice president's report.
- Irrigation Test Site: Currently no updates
- Child Care with the focus on infants
- Dentist: No report currently
- Empty Main Street Businesses
- Hollingsworth: see above.
- **For the good of the order**
 - Board meetings: September 3, 2019; October 1, 2019; November 5, 2019; December 5, 2019 – these meeting dates will be changed.
 - New dates: September 12, 2019, October 10, 2019 (O'Brien will not be available that day due to an appointment out of town that has been scheduled for a very long time—I can see if they can be changed but not sure with scheduling), November 14, 2019 and December 12, 2019

There being no further business the meeting adjourned 12:30 pm.

Respectfully reported,

Audrey O'Brien, Secretary,
 Oakes Enhancement, Inc.
 PO Box 365
 Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement. Inc. (OEI)

Date: August 28, 2019 – September meeting held in August due to dialysis timing

Place: Oakes Community Center Meeting Suite

Time: 7am

Directors and Employees Present: Thompson, Schnell, Hill, Conklin, Forward, Zetocha, Sitzler, Haugen

Directors and Employees absent Zimmer, Udem

Guests: Dale Jensen

President John Zetocha called the August 30, 2019 meeting of the OEI Board of Directors to order at 7am. The meeting was held at the Oakes Community Center Meeting Suite with 7 directors, 1 employee and one guests present. Dale Jensen was called upon to present.

⇒ Guests

- Dale Jensen
 - 5th year of teaching a class through Jamestown College.
 - **M(Hill)S(Conklin)P: to donate \$1500 to the Oakes Public School to be used for scholarships to assist students with tuition for this class or any online class. Funding will come from the Charitable Trust Account**
 - Tuition is \$750 per student per semester.
 - There are 6 students currently wanting to attend the class.

⇒ **Secretary's Report:**

- **M(Schnell)S(Hill)P: to receive and file the minutes of the August 6, 2019 meeting as printed.**

⇒ **Treasurer's Report:**

- Review of the financials **M(Schnell)S(Sitzler)P: to receive and file the financial pages as presented.**
- BUMP:
 - Domine Sales
 - Brittany explained the billings submitted. The billings were not broken out.
 - **M(Conklin)S(Schnell)P: to release the funds for the Domine BUMP Application which qualifies for the max grant of \$5000.**

Gaming

- E-gaming: The Last Shot
 - Electronic voting passed to pay rent for August at the rental agreement rate plus \$300 for the e-gaming machines.
- Request for Funds:
 - Friends of Fine Arts and Academics
 - **M(Sitzler)S(Conklin)P: to donate \$100 to the Friends of Fine Arts and Academics with funds from the Charitable Trust Account**
 - Tornado Watch
 - **M(Hill)S(Conklin)P: to donate \$2,500 to the Oakes Tornado Watch Program with funds from the Charitable Trust Account**

⇒ **From the President**

- Dialysis updates (Schnell and Zetocha)
 - Payment for the equipment is set up to be wired on Friday, August 30th if all paperwork is correct.
 - The hiccups have come from actions between DaVita and Sanford and the CME numbers
 - Schnell has requested the transfer of the equipment be set up by Sanford with the requests that OEI be indemnified, and the facility stay open for at least 2 years.

- OEI has brought in Paradis Law to review all documents and give advice and counsel.
- Railroad land purchase
 - See below.
- Hollingsworth – Prairie Printing
 - A letter was sent to the Hollingsworth (regular mail) with the motion from the August meeting. Action there was to grant ½ of the remaining loan balance.

⇒ **Business Items**

- Oakes Fire District: Railroad Land Purchase
 - **M(Conklin)S(Sitzler)P: To wire the funds as per the instructions to Dickey County Abstract and in return OEI should receive the abstract and warranty deed.**
 - Discussion ensued concerning Praska Hardware and the propane tank placement –also abandoning the alley.
- Lease agreement with Vculek's
 - Lease is up for renewal on December 1, 2019.
 - **M(Conklin)S(Sitzler)P: to renew the lease with Vculek's for two years with the stipulation if the land is being sought for development the lease would be terminated following the current growing season. Paradis Law Office will draft the lease.**
- Dale Jensen
 - See above voting on this request.
- Shawn Grover and the Boy Scouts:
 - No current updates
- Matt Marshall of OtterTail Power:
 - No current communications
- Voightman
 - No current updates
- Other

⇒ **Community Development Report: Haugen**

- Funding Request for Conference attendance EDND
 - Does not have information as of this date. Action will be taken later.
- REIT correspondence regarding Shopko Building
 - They have reached out to Brittany as to what can be done with the building.
- Community Matched Sponsorship/Scholarship Program
 - Dana Rosendahl is interested in this program for General Irrigation.
 - Also, the internship program through NDSU
- ND Trade Organization
 - Strategic Planning updates
 - Committee: OEI Representative is Art Conklin
 - We await responses from NDTO and working with Main Street Initiative
- Kelsey Brummund Pre-School
 - Switched lender due to the fact she does not have a credit history -- now with BankNorth.
 - Brittany will be meeting with Kelsey today and finding alternative loan programs for childcare facilities.
- Bakery
 - Udem will meet with Steve Dahlstrom concerning some leads she has.
- Great Frontier Meats
 - Open House on Thursday, August 29th.
- Other

⇒ **Ongoing business**

- Tiny Tornadoes: updates
 - Sarah Neer is the new manager and starts on September 9th.
 - Sarah is the director and Ellen will stay on as a pre-school teacher.
 - Staffing seems to be in a good place, presently.
- Irrigation Test Site
 - Field day has taken place and Zetocha was able to attend part of the day.
 - Still trying to get funding for construction of a building.

- Moving forward with NDSU taking charge.
- Dentist
 - No current updates
- Empty Main Street Businesses
 - Many of the BUMP updates to businesses are proving to make the town more attractive.
- **For the good of the order**
 - Board meetings: Next meeting is changed to Wednesday, October 9, 2019

⇒ There being no further business the meeting adjourned at 8:00am

Respectfully reported,

Audrey O'Brien, Secretary,
Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Special Electronic Voting
September 18 & 19, 2019

The Oakes Enhancement, Inc. Board of Directors met electronically to review, discuss, and act on the Renaissance Zone Application of Darrell Brummund.

Board members voting: Sitzler, Forward, Thompson, Schnell, Hill, Conklin, Zetocha, and Udem.

Motion (Conklin), Second (Udem) Passed Unanimously: To approve the 2019 Renaissance Zone Application submitted by Darrell Brummund to update and prepare the former True Value Building located at 516 Main Avenue in downtown Oakes, ND, preparing the structure to house a new business.

With this being the only item of business at this time, the electronic voting meeting closed.

Respectfully reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement, Inc. (OEI)

Date: October 9, 2019

Place: Oakes Community Center Meeting Suite

Time: 7am

Directors and Employees Present: Thompson, Schnell, Hill, Conklin, Forward, Zetocha, Jorgenson, Stemen

Directors and Employees absent Zimmer, Udem, Sitzler

Guests: Nicole Cline

President John Zetocha called the October 9, 2019 meeting of the OEI Board of Directors to order at 7am. The meeting was held at the Oakes Community Center Meeting Suite with six directors, one employee and one guest present. Zetocha called for any additions to the agenda. There were none.

⇒ Guests

○ Nicole Cline:

- The Sumpter building is owned by Nicole Cline.
- She is expanding the facility to include professionals.
- She is applying for a BUMP Application for work to facilitate and enhance the spaces for professionals wanting to locate in the building.
- Is there any assistance for inside work on her facility? The board said there was.
- She has done some work already to the outside with supplies from Mertz Lumber.
- See below for action taken.

⇒ **Secretary's Report:**

- **M(Schnell)S(Conklin)P: to receive and file the minutes of the August 28, 2019 (September meeting) meeting as printed.**

⇒ **Treasurer's Report:**

- Review of the financials **M(Hill)S(Schnell)P: to receive and file the financial pages as printed.**
- CD Maturing at Starion
 - **M(Conklin)S(Thompson)P (Zetocha abstaining): to reinvest at Starion Bank for 23 months at 1.65% interest.**
- Electronic voting passed to issue the check to Jill Cox for 22 hours in September.
- Chamber Membership
 - **M(Thompson)S(Schnell)P: to continue as an Associate Member of the Oakes Area Chamber of Commerce. \$35**
- BUMP:
 - Nicole Cline
 - See above for the discussion.
 - **M(Thompson)S(Schnell)P: To approve funding for the exterior work completed. 35% of the \$1900. (\$665)**
 - Cline was asked to get estimates for the work to be done inside the facility and come back for Phase #2 of her project.
 - Sweets 'N Stories extension
 - Due to circumstances with the masonry contractor, she is needing an extension.
 - Next available contractor will not be able to work on it until the spring of 2020.
 - **M(Schnell)S(Thompson)P: to award the requested expansion due to the circumstances.**
 - Shadow Lane
 - Phase #1 release of funds – invoice enclosed.

- **M(Hill)S(Schnell)P: to release the funds for Phase #1 of Shadow Lanes BUMP application. \$5000**
- Phase #2 work has started no invoices yet.

Gaming

- Report
 - The reports for August and September were reviewed for filing.
- Request for Funds:
 - Oakes Area Foundation
 - Zetocha reported on the current fund drive.
 - **M(Conklin)S(Hill)P: to donate \$10,000 to the Oakes Area Foundation with funds from the Charitable Trust Account.**
 - Jozy Kadoun
 - This high school student asked how to apply for funds to assist with community projects the students are involved in.

⇒ From the President

- Dialysis updates (Schnell and Zetocha)
 - OEI did not purchase the equipment.
 - Sanford decided not to take over dialysis in Oakes.
 - Sanford is working towards more home dialysis.
- Railroad land purchase
 - Overpayment – refund released.
 - Current glitches
 - There is a lease on the property.
- Hollingsworth – Prairie Printing
 - Send another letter and include a timeline.
 - **M(Conklin)S(Hill)P: to issue a new letter with a 30-day time frame to respond. Following the 30-day period small claims court papers will be filed.**

⇒ Business Items

- Dual credit scholarship program
 - 4 applications were received, and the school requested the Board review and make the recommendations as to funding and the dollar amounts.
 - **M(Conklin)S(Thompson)P: To have the school decide not OEI as the school knows the situations and the cost of the courses. If the school is unable to do this, the funding will be withdrawn.** The secretary will contact April Haring, the business manager at Oakes Public School.
- Renaissance Zone approved for Darrell Brummund passed electronically and minutes of that transaction were sent to the city.
- Lease agreement with Vculek's
 - Has been prepared by Paradis Law and will be signed by both parties.
- Shawn Grover and the Boy Scouts: remove from agenda.
- Matt Marshall of OtterTail Power: Remove from agenda
- Voightman – remove from agenda.
- Other: none currently

⇒ Community Development Report: Jorgenson

- ND Department of Commerce Manufacturing Tours
 - Jorgenson has been on tours around the community.
 - Four Star Ag: has been toured.
 - Harris Machine: Needs workers
- Conference attendance
 - Will be getting an invoice.
- General Irrigation APUC Funding
 - Rosendahl has filled out the paperwork for APUC.
 - Phase one is to get the DynoFlo pumps out into other states – marketing and merchandising.
- DaVita Building
 - Dr. Rup has reached out to Brittany to market the building.
 - There is interest from Lisbon Smiles – but needs another dentist.

- REIT regarding Shopko Building
 - No serious leads currently
 - Jorgenson is reaching out to various businesses.
- Community Matched Sponsorship/Scholarship Program
 - Harris Machine is looking into this program to attract skilled workers.
- ND Trade Organization
 - Strategic Planning updates: remove from the agenda.
 - SCDRC also does strategic planning and grants may be available through Main Street Initiative
 - Committee: OEI Representative is Art Conklin
 - After a brief discussion it was decided a strategic plan is not necessary – the revised Strategic Plan from 2009 is still relevant. This item should be removed from the agenda.
- Kelsey Brummund Pre-School -- updates
 - Will be visiting with Jorgenson about how to proceed with BUMP.
- Bakery
 - No updates currently
- Other: none currently

⇒ **Ongoing business**

- Tiny Tornadoes: updates: Zetocha reporting
 - Sarah Neer has initiated a lot of positive changes.
 - Correcting issues that were deficiencies.
 - The Board members are working to bring this facility up to date, improved, cleaned.
- Irrigation Test Site
 - Still looking to erect a structure.
- Dentist: See above with the
- Empty Main Street Businesses
 - No updates currently
- The Former City Hall building, which is currently leased to the Oakes Food Pantry, - is a building that is for sale if needed.
- **For the good of the order**
 - Board meetings: the next board meeting is scheduled for Thursday, November 14, 2019 – 7am or would you prefer, Wednesday, November 13, 2019 – 7am

⇒ There being no further business the meeting adjourned at 8:25 am

Respectfully reported,

Audrey O'Brien, Secretary,
 Oakes Enhancement, Inc.
 PO Box 365
 Oakes, ND 58474

**Text message voting Wednesday, October 9, 2019 following the OEI Board meeting:
 M(Thompson)S(Conklin)P (Zetocha abstained): to donate \$25 to the Oakes Community Foundation in memory of Darlene Zimmer the mother of Oakes Mayor Monty Zimmer. Money to come from the Charitable Trust Account**



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement, Inc. (OEI)

Date: November 14, 2019

Place: Oakes Community Center Meeting Suite

Time: 7:00am

Directors & Personnel Present: Thompson, Schnell, Hill, Conklin, Udem, Sitzler, Zimmer, Jorgenson, Stemen

Directors & Personnel Absent: John Zetocha, Forward

Guests: Nicole Cline, Paula Jensen, Cindy Bagley

Call to Order.

Vice President Gary Schnell called the November 14, 2019 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 7am. The meeting was held at the Oakes Community Center Meeting Suite with nine directors / employees present and three guests. There were no additions to the agenda.

⇒ Guests

- Nicole Cline
 - Nicole Cline presented Phase 2 of her building renovation.
- Cindy Bagley:
 - Cindy asked if there would be funds available for any of her building projects. Jorgenson will investigate programs that would fit her project's needs.
- Paula Jensen
 - Based in Langford, SD. Dakota Resources Learning Centers to produce thriving communities.
 - Commit to communities to organize and engage community members in working for the good of the community.
 - There are several programs available to communities to facilitate different aspects of community growth.
 - Webinars are available.
 - There is a cost to secure services of Dakota Resources.
 - \$1200 -- resource library, 4 in-person training, 30 webinars and \$100 per visit
 - Jorgenson has participated with the group networking with other Community Development Directors. Many of the Directors use the Resource Library
 - Learning Network would be the starting step to get involved with the group -- 30-day free trial. \$1200 fee for the Development Director and any other locals can come on board for \$100.
 - **M(Hill)S(Sitzler)P: to tie into Dakota Resources at the fee of \$1200.**

⇒ **Secretary's Report:**

- Minutes of the October 9, 2019
 - **M(Conklin)S(Udem)P: to receive and file the minutes of the October 9, 2019 meeting.**
- Correspondence was shared from: Steiner, Zimmer, Oakes Area Community Foundation

⇒ **Treasurer's Report:**

- Review of the financials
 - **M(Hill)S(Thompson)P: to receive and file the treasurer's report.**
 - Reimbursement for conference expenses (invoices included in agenda)
 - **M(Sitzler)(S(Hill)P: to reimburse the Community Development Director for conference expenses.**
- Electronic voting approved the release of BUMP funds for Moving Mountains Pre-school, Kelsey Brummund
- BUMP:

- **BUMP Program for Nicole Cline: M(Sitzler)S(Conklin)P: to fund this project phase under the BUMP program and develop a new program going forward.**
- Udem will work with Jorgenson to develop new guidelines for the program. Two different programs – one being BUMP and another for larger development projects. Are there limits to the number of times a person can “Come to the Well” for each program?

-

- **Gaming**

- Report: The October gaming report was made available
- Request for Funds:
 - M(Sitzler) to fund both applications – died for the lack of a second.
 - Oakes Area Chamber of Commerce
 - **M(Sitzler)S(Hill)P: to grant the Chamber request for Christmas Decorations with funds from the Charitable Gaming Account in the amount of \$1500 (Udem abstained)**
 - Oakes Public School Leadership Class
 - M(Sitzler)S(Conklin) **Failed**: To grant \$ to the OHS Leadership Class for their community projects –the application was declined. Jorgenson will speak with the advisor of the Leadership class and explain the reason for declining the application. The feeling was these fund requests should come from the advisor not individual students.

⇒ **From the President/Vice President**

- Land Lease with Vculek’s has been signed.
- Hollingsworth – Prairie Printing
 - Payments on the loan should begin in January.

⇒ **Business Items**

- Railroad Land Purchase
 - Agtegra has a current lease on the property.
 - From April Haring: The last I heard was from Jason, he was working with Agtegra to have their lease released on the lots. They claim they were not informed the property was sold and so still have a lease. That is the last news I received.
- Dakota Resources: Udem
 - See Above

Conklin left at this time.

- Growing Small Towns: Udem
 - R & R building -- \$49,000 for the building and the roof needs to be replaced at \$32,000.
 - Udem shared handouts with those present.
 - Much work needs to be done to the building to accomplish the project.
 - Space will be mixed use.
 - Targeting communities in the area. 7 counties
 - Udem will sign an agreement with Schmit on the building that will give Udem 60 days to work the figures to accomplish this project.
 - The OEI Board is interested in this program and Udem will come back with how OEI can best be involved.
- Other

⇒ **Community Development Report: Jorgenson**

- Dr. Buck Cotter of Ellendale – Dentist
 - Interested in Former City Hall building owned by OEI.
 - The DaVita building seems too large and out of his price range.
- Tayler Wolff New Business
 - Moving into the back space of 502 Flair having a nutrition business
- Moving Mountains: Kelsey Brummund update
 - Close to opening
- DaVita Building
 - Smiles of Lisbon is interested in purchasing the building.
- ND Department of Commerce Manufacturing Tours
- Conference attendance

- Jorgenson said it was a highly successful conference for her and she made many networking connections.
- General Irrigation APUC Funding
 - Seems like they are getting the funding.
- REIT regarding Shopko Building
 - Jorgenson is brainstorming on uses of the building and making some contacts.
 - Building could be divided to house different businesses.
- Community Matched Sponsorship/Scholarship Program
 - No current updates
- Bakery
 - No current updates
- Other

⇒ **Ongoing business**

- Tiny Tornadoes: updates
 - Planning to attend meeting in November.
- Dentist
 - See above.
- **For the good of the order**
 - Board meetings: December 12, 2019 7am

There being no further business the meeting adjourned at 8:50am.

Respectfully reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.
PO Bos 365
Oakes, ND 58474



Oakes Enhancement, Inc.
PO Box 365
Oakes, ND 58474-0365

Oakes Enhancement, Inc. (OEI)

Date: December. 12, 2019

Place: Oakes Community Center Meeting Suite

Time: 7:00am

Directors Present: Thompson, Schnell, Hill, Conklin, Zetocha, Sitzler, Zimmer, Jorgenson, Stemen

Directors Absent: Forward, Udem

Guests: Dr. Cotter, Tiny Tornadoes,

President John Zetocha called the December 12, 2019 meeting of the Oakes Enhancement Inc. Board of Directors to order at 7:02. The meeting was held at the Oakes Community Center Meeting Suite with eight board members, two employees and four guests present. Community Development Directorship was added to the agenda.

⇒ **Guests**

- Tiny Tornadoes: Allison Peterson and Sarah Neer
 - Allison gave an update on the status of Tiny Tornadoes.
 - Sarah Neer is a strength as a leader.
 - Enrollment at 42
 - Building is old and needs many items of maintenance.
 - Opportunities: plan to apply for accreditation with Bright and Early ND in April
 - Raising daycare rates for the first time in three years.
 - With the money from OEI raises for the staff did happen and, they want to do another raise after the first of the year.
- Dr. Buck Cotter and wife Nadea (an ER RN and works part time at Sanford ER in Aberdeen and in the dental office)
 - New business plan – tweaked the numbers.
 - Dr. Cotter has a business background.
 - Looking for grant money to come to Oakes.
 - Modern technology is spendy, but the equipment is worth it for the patient population.
 - A time frame was discussed but all depends upon location, equipment, dollars, and the like.
 - Needs more patients and trained personnel.

⇒ **Secretary's Report:**

- Minutes of the November 2019 meetings
 - **M(Schnell)S(Hill)P: to receive and file the minutes of the November 2019 meetings.**
- Correspondence: Oakes Community Foundation, Oakes Area Chamber of Commerce, O'Brien

⇒ **Treasurer's Report:**

- Review of the financials
- **M(Schnell)S(Thompson)P: to receive and file the treasurer's report as presented.**
- BUMP:
 - Progress on re-designing the application.
 - Jorgenson and Udem are working on the re-design – taking out any reference to indoor improvements,
 - Sweets 'N Stories
 - The work has been completed.
 - **M(Conklin)S(Schnell)P: to approve the BUMP Grant application upon review by O'Brien.**
(Note: O'Brien emailed the totals and the responding board member agreed all is well to pay)
- **Gaming**

- Report: No current report delivered
- Request for Funds:
 - Oakes Community Hospital
 - **M(Schnell)S(Conklin)P: to do the All-In sponsorship at \$2500.00 with funds from the Charitable Trust Account-- (Thompson abstained)**
 - Leadership program clarified application.
 - OEI would like to fund a specific project instead of a probable planned program.
 - No request but a project to consider is the Parent Teacher Organization Turf at the school

⇒ **From the President**

- Hollingsworth – Prairie Printing
 - Need to set up a payment program.
 - Need to work with Paradis Law to set up an amortization schedule and payment plan to begin in January.

⇒ **Business Items**

- Railroad Land Purchase
 - No updates currently
- 510 Main Purchase
 - There are issues with the title to the building that must be resolved – they are being worked on
 - Udem will apply for a flex pace loan and if approved her not for profit would pay for the building.
 - There are issues with the propane tanks.
- Growing Small Towns: Udem
 - No report currently
- Other

⇒ **Community Development Report: Jorgenson**

- Dr. Nelson of Lisbon Smiles
 - Nelson has toured with Jorgenson and visited with Zetocha.
 - He is interested in a few properties around town.
- Cindy Bagley
 - Jorgenson is working with Cindy and the ND Housing Association
- Dr. Buck Cotter of Ellendale
 - See above.
- Tayler Wolff New Business
 - Hoping to open her business in mid-January.
 - Could possibly apply for BUMP funding for signage.
- Moving Mountains: Kelsey Brummund update
 - To open very soon
 - She is full and has a waiting list.
 - Brummund is currently the only employee.
- DaVita Building
 - Edward Jones is looking at the facility.
 - Lease could be \$1.5 per square foot per month (Building is approximately 4000 Sq. Feet)
- General Irrigation APUC Funding
 - Funding was approved and production in other states could begin soon.
- Bakery
 - Currently working with the DECA youth
- EDND membership
 - Tabled for the future.
- Other

⇒ **Community Development Directorship:**

- Jorgenson Has resigned and will be done at the end of the month.
- She was thanked for her service and we are sad to see her leave but wish her well as she tries to overcome some health issues.

⇒ **Ongoing business**

- Tiny Tornadoes: updates

- See above.
- **For the good of the order**
 - Board meetings: January 9, 2020: 7am

There being no further business the meeting adjourned at 8:30am.

Respectfully reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.
PO Bos 365
Oakes, ND 58474