



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

Oakes Enhancement, Inc, Board of Directors

Date: January, 12, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Thompson, Bruhn, Forward, Schnell, Bagley

Advisory: Hoff, N O'Brien, Udem

Guests: Jeff Wiek, Austin Kelly, Nicole Cline, Laykn Kunrath,

Visitors:

Call to order.

Guests

➤ **Guest:**

- Jeff Wiek
- Austin Kelly
- Nicole Cline
- Laykn Kunrath

➤ **Economic Development Directors Report: Udem:**

- Report: (Page 6)
 - Economic Development Proposal for 2023 (Pages: 7-8)
-

➤ **Secretary's Report:**

- Any comments_on Secretary (Pages: 3-4-5) /Treasurer's reports (Pages: 12-18)
- Zoom Housing Meeting: Attendance: Bagley, Udem, Zetocha, Peterson, Hill, A O'B
 - Meeting points covered by Udem
- Correspondence:
 - Thank you from Oakes Area Community Foundation (Page 9)
 - EDND Membership:\$300 (last year \$275) (Pages 10-11)

➤ **Treasurer's report:** See above

- **CD at FCCU:** Matched and went above
- **BUMP for Nicole Cline** (Pages: 19-22)
-
- **BUMP for 502 Flair** (Pages: 23-26)
- Signatories on Gaming Expense checking account

➤ **Gaming**

- Report: See treasurers report for gaming activity
- Paperwork continues to be done by Ptacek Financial
- Gaming Manager position
 - Carol Oster is the new hire and started working right away
- Updated rental agreement: waiting for the signatures from The Last Shot: reasons for the delay
- Contract with The Last Shot: Demand Promissory Note
- Gaming Application Request Funds:
 - Oakes Sno-Busters (Pages 27)
 - Oakes Archery Club (pages 28-29)

➤ **Business item**

- Points from Zoom Housing Meeting
- Fine Tuning on the BUMP Application and rules: tabled
- Tiny Tornadoes updates

- Chamber updates:
- Other

➤ **Were these things voted upon**

- **BUMP for Cline**
- **EDND Membership**
- **BUMP for 502 Flair**
- **Gaming Fund: Sno-Busters**
- **Gaming Fund: Archery Club**
- **Economic Development Proposal for 2023**
- **Other**

➤ **Ongoing business to discuss if necessary**

▪

➤ **For the good of the order**

- The annual meeting: March 9, 2023 – added to PFS calendar
 - Board terms
 - Next meeting: Thursday, February 9, 2023,
- Adjournment

January 2023 ED Report from Growing Small Towns

Existing Businesses Supported:

1. 502 Flair - BUMP Application
2. Snobusters - Derby fundraising planning - Gaming funds

New Business Development:

1. Gevo - no updates
2. Dr. Rath's practice: checked in with Tiffany over the holiday; still on track

Opportunities:

1. Main Street apartment renovation project

2023 Key Priority - Housing:

1. Discuss Hometown Housing

Other Activity

Local:

- Chamber kickoff meeting January 25th
- Have 2 new workers trying to move here and can't access rentals so if you know people who have rental properties, encourage them to put their available units on the website: people moving here will use the internet to make their transition easier—an updated website supports that

Regional:

- The regional ED group met
 - Legislative updates and collective lobbying/advocating for rural needs
- Secured a \$90k grant to offer an entrepreneurial mastermind/development program to 10 entrepreneurs: 5 in Oakes and 5 in Wahpeton
 - Will be inviting Dalton Scheruing from The Butcher Shop, Brittany Harty from the bakery, Addison Magill (marketing), Chris Schmit with FitBar, and Haley with Hearthside

State:

- Governor Burgum's executive budget recommendations are out - encourage you to take a look at them to see what's being suggested



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Oakes Enhancement, Inc, Board of Directors

Date: February 9, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Thompson, Maier, Forward, Schnell, Bagley

Advisory: Hoff, N O'Brien, Udem

Guests:

Visitors:

Call to order.

Guests

➤ **Guest:**

○

➤ **Economic Development Directors Report: Udem:**

○ Report: (page: 3)

- Economic Development Proposal for 2023 accepted with update.

➤ **Secretary's Report:**

○ Any comments on Secretary (pages: 4,5,6) /Treasurer's reports (pages: 7-12)

○ Correspondence:

▪ T

➤ **Treasurer's report:** See above.

- **BUMP for 502 Flair** (release of funds) (page: 13)
- **All In Casino Night for CHI** (pages: 14,15)
- Signatories on Gaming Expense checking account: On hold

➤ **Gaming**

- Gaming Manager position
 - Carol Oster is trying to get all straightened out and once the end of the year is completed – she believes it things will go better moving forward.
- Updated rental agreement: signed and returned to OEI.
- Cash Banks
- Gaming Application Request Funds:
 - None at this time

➤ **Business item**

- The Bakery Shoppe: Zetocha reporting
- OEI Parking lot – ownership—rent—sell.
- Fine Tuning on the BUMP Application and rules: tabled
- Tiny Tornadoes updates
- Chamber updates:
- NDSU – STTAR intern program (Students in Technology Transfer and Research) (pages: 16,17,18)
- Other

➤ **Were these things voted upon?**

➤ **BUMP for 503 Flair**

➤ **All In Casino Night for Oakes Community Hospital**

➤ **STTAR intern program participation**

➤ **Ongoing business to discuss if necessary.**

- Salary and retirement

- **For the good of the order**
 - The annual meeting: March 9, 2023 – added to PFS calendar.
 - Board terms
 - Next meeting: Thursday, March 9, 2023,
- Adjournment

February 2023 ED Report from Growing Small Towns

Existing Businesses Supported:

1. Girl Scouts
2. Chamber
3. Bowling Alley
4. NDSU Research Site
5. Theatre

New Business Development:

1. Gevo
2. Dr. Rath's-Jeff Strand confirmed we are on track.
3. The Bakery Shoppe – just waiting on ND Health Inspection
4. Applied Digital

Opportunities:

1. Main Street Apartment renovation project

2023 Key Priority - Housing:

1. HTH
 - a. Secured \$10,000 from Ottertail Power
 - b. Secured an additional \$2,000 from JVG.
 - i. Invoice for full amount has been paid upon receipt, we'll begin scheduling visits.

Other Activity

Local:

- VC Community Impressions Project ●

Regional:

- Impact Dakota

State:

- USDA grants/funding



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

Oakes Enhancement, Inc. (OEI)
2023 Annual Meeting
Thursday, March 9, 2023
7:00am
Oakes Community Center Meeting Suite

Call to Order: Hill

- Thank you to all visitors present.
- Financial Review: Ptacek Financial Services
- Board Members
 - 2022 Board Members: President Matt Hill
Vice President: Becki Thompson
Treasurer: John Zetocha
 - Board Members:
Alison Peterson
Gary Schnell
Jeff Forward
Anthony Bruhn (Chamber Representative)
Cindy Bagley (City Representative)
Advisory: Jeff Hoff –Mayor N. O’Brien, and as needed Zasha Johnson, Toni Ptacek
Economic Development Director: Rebecca Udem
- Ballot
- Upcoming Charitable trust: Oakes Park & Rec: Swimming Pool – Oakes Fire Department
- Presidential comments
 - Welcome Dustin Maier as the new Chamber Representative.
-
- Adjournment of the Annual Meeting



Oakes Enhancement, Inc.
PO Box 365
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Oakes Enhancement, Inc, Board of Directors

Date: March 9, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Thompson, Maier, Forward, Schnell, Bagley

Advisory/employee: Hoff, N O'Brien, Udem

Guests:

Visitors:

Call to order.

Guests

➤ **Guest:**

○

➤ **Select officers for the upcoming year.**

➤ **Secretary's Report:**

- Any comments_on Secretary (pages: 5-8) /Treasurer's reports (pages; 9-11)
 - February account action (pages: 12-13)
- Correspondence:
 - Tickets for Casino Night
 - WSI
 - Heritage Insurance
 - Gaming correspondence given to the Gaming Manager

➤ **Treasurer's report:** See above.

- CD paperwork is being completed.
- Hometown Housing dollars received from James Valley Grain – waiting for OtterTail Power
- Signatories on Gaming Expense checking account: On hold.

➤ **Gaming**

- Gaming Manager position
 - Continue to work out details and get reports generated – filings done – Toni has been working with Carol when needed
- Gaming Application Request Funds:
 - None at this time

➤ **Business item**

- Fire Department Land
- OEI Parking lot – ownership—rent—sell.
- Gym equipment
- Tiny Tornadoes updates
- Chamber updates:
- **Selecting officers for the year**
- Other

➤ **Economic Development Directors Report: Udem:**

- Report: (page: 4)
 - Economic Development report

➤ **Were these things voted upon?**

➤ **Ongoing business to discuss if necessary.**

- Fine Tuning on the BUMP Application and rules: tabled

For the good of the order

- Next meeting: April 13, 2023
-

➤ Adjournment

March 2023 ED Report from Growing Small Towns

Existing Businesses/Organizations Supported:

1. Chamber
2. Bowling alley
3. NDSU Research site

New Business Development:

1. GEVO-no updates
2. Dr. Rath – Jeff Strand confirmed they are on track.
3. The Bakery Shoppe – just waiting on ND Health inspection

Opportunities:

2. Main Street Apartment renovation project

2023 Key Priority - Housing:

2. HTH
 - a. Began conversations to set up site visits

Other Activity

Local:

- VC Community Impressions Project- we'll present in Valley on March 15 - they haven't arrived here yet
- Chamber moved to our location
- BK Floral moving into former Chamber spot
- Rural Mastermind begins on March 21
- Oakes hosted the Be Legendary School Board training - 20 admins

State:

- WonderFund



Oakes Enhancement, Inc.
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Oakes Enhancement, Inc, Board of Directors

Date: April 13, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Thompson, Maier, Forward, Schnell, Bagley

Advisory/employee: Hoff, N O'Brien, Udem

Guests: Gaming Manager: Carol Oster, Shawn Ulmer

Visitors:

Call to order.

Guests

➤ **Guest:**

- Shawn
- Carol

➤ **Secretary's Report:**

- Any comments on Secretary (pages:3-6) /Treasurer's reports (pages; 7-14)
- Correspondence:
 - Oakes Fire Department – Thank you. (Page:15)
 - CHI Oakes Community Hospital Foundation – Thank you. (Pages: 16-17)
 - School Sports Sponsorship - Thank you (pages: 18-19)

NEED VOTES ON THESE

- Dickey County Fair – sponsorship (pages: 20-21)
- CGAND (pages: 22-23)
- CD at BankNorth (page: 24)
- Bank of North Dakota – Shadow Lanes (page: 25)

➤ **Treasurer's report:** See above.

- CD's at Starion purchased.
- Hometown Housing dollars– The city will be used as a pass through.
- Shadow Lanes and the interest buydown: see above in correspondence. (Page: 25)
- Signatories on Gaming Expense checking account: On hold.
- CD at Bank North -- need a vote: see above in correspondence. (Page: 24)

➤ **Gaming**

- Bill of Sale for Mr. Ed's for the gaming machines - \$1500 each for three machines to total \$4500 – have not received a check.
- Note Gaming profit and loss from treasurer's report (page: 12)
- Gaming
 - Checked with Brenda Schmitz and she stated she is more of the tax preparer than reviewing the paperwork and vouchers. For OEI, the manager is in charge of the tax prep.
- Gaming Application Request Funds:
 - Dickey County Fair -- see above.

➤ **Business item**

- OEI Parking lot – ownership—rent—sell.
- Gym equipment

- Bill of Sale sent to Schmit, and it met his approval – transaction amount \$3 total for the three pieces of equipment.
- Tiny Tornadoes updates
- Chamber updates:
- Other
- **Economic Development Directors Report: Udem:**
 - Report: (page:)
 - Economic Development report
- **Were these things voted upon?**
 - **Dickey County Fair request for funds**
 - **CGAND - membership**
 - **CD at Bank North**
 - **Bank of ND – Shadow Lanes**
- **Ongoing business to discuss if necessary.**
 - Fine Tuning on the BUMP Application and rules: tabled

For the good of the order

- **Next meeting: May 4, 2023 --a week early.**
-
- Adjournment

April 2023 ED Report from Growing Small Towns

Existing Businesses/Organizations Supported:

1. Casey Cofell has a new duct-cleaning business; meeting with him (it was rescheduled 3 times due to weather)

New Business Development:

1. Gevo - no updates
2. Dr. Rath's - Tiffany has reached out to start discussing marketing/messaging to the community about this upcoming change
3. The Bakery Shoppe - opened last month!!

Opportunities:

1. Main Street apartment renovation project

2023 Key Priority - Housing:

1. HTH

- a. Had to reschedule employer visits for April 19
- b. Encourage the entire board to attend and to invite city council members, too.
- c. The more people we can get to sit down with these guys when they're here, the better.

Other Activity

Local:

- Community Puzzle project - on display at GST during Chamber hours
- Met with a young family of 5 from Mandan interested in moving to Oakes; she's applying for the _____ position at the NDSU Research site
- Rural Mastermind start date got pushed twice; finally decided to just start in April
- Main Street Park fundraising is underway and starting out successfully

Regional:

- Attended Dakota Resources Advisory Council meeting in Pierre SD last week (opportunities for bringing events to Oakes)
- Lisbon has reached out about partnering together on an event prior to Mother's Day
- Attended SE Region Economic Developer's meeting on March 28
- Was featured on WDAY radio promoting Oakes and small-town living

State:

- ND Commerce Department Tourism and Travel Conference May 15-17 in Bismarck

Oakes Enhancement, Inc, Board of Directors

Date: May 4, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Thompson, Maier, Forward, Schnell, Bagley

Advisory/employee: Hoff, N O'Brien, Udem

Guests: Carol Oster, Casey Cofell, Amanda Nash(Corner C), HMC representatives, HOSA presentation

Visitors:

Call to order.

Guests

➤ **Guest:**

- HOSA presentation (page: 8)
- Casey Cofell (Pages:9-19)
- Amanda Nash: Corner C-Store: BUMP (pages 20-22)
- HMC representatives
- Carol

➤ **Secretary's Report:**

- Any comments on Secretary (pages: 4-7) /Treasurer's reports (pages; separate sheets)
- Correspondence:
 - Board Letter and action
 - Tax refund – not the Federal government

➤ **Treasurer's report:** See above.

- Hometown Housing dollars– The city will be used as a pass through. They were given the check and will turn over to OEI when able to release.

NEED VOTES ON THESE

- HOSA
- Casey Cofell Duct Cleaning
- Corner C-Store: BUMP
-

➤ **Gaming**

- Lots of dealings with the Attorney General's office - getting questions answered – getting all things reported correctly and corrected..... Learning
- **NOTE: going forward if we could require any request for gaming funds to be made on the Attorney Generals application form. It would greatly assist when answering questions concerning reporting to the AG's office.**
- Bill of Sale for Mr. Ed's for the gaming machines - \$1500 each for three machines to total \$4500 – have not received a check.
- Note Gaming profit and loss from treasurer's report ()
- Gaming
 - Continue to work on duties and job descriptions – but first work to get all paperwork correct and on track.
- Gaming Application Request Funds:
 - HOSA: see above

➤ **Business item**

- Industrial Park Land Purchase
- Tiny Tornadoes updates
- Chamber updates:

- Other
- **Economic Development Directors Report: Undem:**
 - Report: (page: 3)
 - Economic Development report
- **Were these things voted upon?**
 - HOSA
 - Casey Cofell: Duct Cleaning
 - Amanda Nash: Corner C-Store
- **Ongoing business to discuss if necessary.**
 - Fine Tuning on the BUMP Application and rules: tabled
 - Parking lot on hold

For the good of the order

- **Next meeting: June 8, 2023**
-
- Adjournment

May 2023 ED Report from Growing Small Towns

Existing Businesses/Organizations Supported:

1. Casey Cofell; applying today
2. Corner C Store; applying today
3. TJ Roney
4. Bill Weisphenning - his building (both commercial leased space and apartment above)
5. Tayler Wolff - looking for a new space for her boutique

New Business Development:

1. Gevo - no updates
2. Dr. Rath's - reached out again to start discussing marketing/messaging to the community

Opportunities:

1. Main Street apartment renovation project

2023 Key Priority - Housing:

1. HTH
2. Harris Machine expansion
 - a. May indicate the difficulty we'd have trying to recruit a larger employer to Oakes; our priority will continue to be housing AND quality of life initiatives—our ability to attract people here will matter more than anything over the next decade.

Other Activity

Local:

- Lindsey Novak (Mandan) is in negotiations for the position at the NDSU Research site; we'll get a new family of 5 in Oakes!
- Community Puzzle project - on display at GST during Chamber hours
- The Rural Mastermind program kicked off April 18
- Main Street Park fundraising is going wonderfully!

Regional:

- Lisbon - collaborating on a Mother's Day event

State:

- 1 ● ND Commerce Department Tourism and Travel Conference May 15-17 in Bismarck



Oakes Enhancement, Inc.
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Oakes Enhancement, Inc, Board of Directors

Date: June 8, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Ptacek, Maier, Forward, Schnell, Bagley

Advisory/employee: Hoff, N O'Brien, Udem

Guests: Carol Oster, Jacob Bollum, FCCLA Students

Visitors:

Call to order.

Guests

➤ **Guest: Taken in no particular order**

- FCCLA presentation (page: 14)
- Carol Oster
- Jacob Bollum: Theatre Reference Udem report on pages 21 & 22

➤ **Secretary's Report:**

- Any comments on Secretary (pages: 3-4-5) /Treasurer's reports (pages 6-11)
- Correspondence:
 - Thank you from the Archery Club (page 12)

➤ **Treasurer's report:** See above.

- Hometown Housing dollars– The city will be used as a pass through: Check received and deposited from OtterTail Power: \$10,000
- **NEEDs a vote.**
 - Corner C-Store: BUMP – release funds – receipts received (Page 13)

➤ **Gaming**

- Bill of Sale for Mr. Ed's for the gaming machines - \$1500 each for three machines to total \$4500 – Transaction completed – check received and deposited.
- Note Gaming profit and loss from treasurer's report (No included as there are glitches in the report. Supplies are not being listed properly.)
- Gaming
 - Continue to work on defining duties and job descriptions – but first work to get all paperwork correct and on track -- which is happening.
- Gaming Application Request Funds:
 - FCCLA: (Page 14)
 - Devils Lake Community College (Page 15)
 - North Dakota Association of the Blind (Page 16)
 - English Lutheran Congregation in Maxbass, ND (Pages 17-18)
 - Department of Veterans Affairs (Pages 19-20)

➤ **Business item**

- Tiffany Larson and Dr. Rath's business: John Z reporting
 - Grand Theatre
 - Industrial Park Land Purchase – OTTER TAIL POWER wanting to move up start date.
 - Casey Cofell updates – Bruhn worked on this and will reach out to Casey
 - Tiny Tornadoes updates

- Chamber updates:
- Other

- **Economic Development Directors Report: Undem:**
 - Report: (page: 21-22)
 - Economic Development report

- **Were these things voted upon?**
 - Corner C-Store: BUMP – release funds – receipts received

 - FCCLA (See Gaming Requests)
 - Devils Lake Community College (see gaming requests)
 - ND Association of the Blind (see gaming requests)
 - English Lutheran Congregation in Maxbass, ND
 - Department of Veterans Affairs

- **Ongoing business to discuss if necessary.**
 - Fine Tuning on the BUMP Application and rules: tabled
 - Parking lot on hold

For the good of the order

- **Next meeting: July 13, 2023**
-
- Adjournment

June 2023 ED Report from Growing Small Towns

Existing Businesses/Organizations Supported:

1. Tayler Wolff - opening a boutique in Cline's building after Irrigation Days
2. Hearthside Winery
3. Oakes Theatre - see additional document
4. Bill Weisphenning building
5. The Butcher Shop - pursuing USDA grants

New Business Development:

1. Gevo - no updates
2. Dr. Rath's - Tiffany is back here permanently and has both Dr. Rath's practice and a home under contract
 - a) She will reach out as soon as the deal is final, and we'll begin helping her plan to create community awareness and marketing

Opportunities:

1. Main Street apartment renovation project

2023 Key Priority - Housing:

1. HTH
 - a) Actively visit with them each week with regular phone calls; they are working on developing a pilot project recommendation for Oakes based on the survey results they're seeing; they noted several times how impressed they are with our business community along with the general appearance and sense of pride Oakes displays
2. Lindsey Novak (Mandan family who was looking to work for the NDSU Research Site)
 - a) She got everything she wanted with the job but due to the challenge of navigating the FSBO network here, they decided not to come. I personally spent over 10 hours with them, and she worked really hard to make it work. They really wanted to move here. Her statement that stuck with me, "If Oakes continues to operate in a way that only insiders can access, no one from the outside will ever get in." There are a LOT of details to share and lessons we can learn.



Oakes Enhancement, Inc.
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Oakes Enhancement, Inc, Board of Directors

Date: July 13, 2023

Time: 7am

Place: Oakes Community Center Meeting Suite

Attendance: Directors: Hill, Zetocha, Peterson, Ptacek, Maier, Forward, Schnell, Bagley

Advisory/employee: Hoff, N O'Brien, Udem

Guests: Rhett Miller (Eagle Scout Project), Jennifer Klein (BUMP: Dickey County Senior Center)

Visitors:

Call to order.

Guests

➤ **Guest: Taken in no particular order**

- Rhett Miller (pages 3-9)
- Jennifer Klein

➤ **Secretary's Report:**

- Any comments on Secretary (pages:10-12) /Treasurer's reports (pages: 3-20)
- Correspondence:
 - Thank you from the FCCLA (page: 2 – with agenda)

➤ **Treasurer's report:** See above.

➤ **Gaming**

- Gaming
 - Continue to work on defining duties and job descriptions – but first work to get all paperwork correct and on track -- which is happening.
 - Extra voucher payback dollars voted on last month
- Gaming Application Request Funds:
 - Eagle Scout Project

➤ **Business item**

- Tiffany Larson and Dr. Rath's business: John Z reporting
- Grand Theatre
- Industrial Park Land Purchase – OTTER TAIL POWER move up start date.
- Casey Cofell updates –
- Tiny Tornadoes updates
- Chamber updates:
- Other

➤ **Economic Development Directors Report: Udem:**

- Report: (page: 21)
 - Economic Development report

➤ **Were these things voted upon?**

- Eagle Scout Project
- BUMP Application

➤ **Ongoing business to discuss if necessary.**

- Fine Tuning on the BUMP Application and rules: tabled
- Parking lot on hold

For the good of the order

- **Next meeting: August 10, 2023**
 -
- Adjournment

July 2023 ED Report from Growing Small Towns

Existing Businesses/Organizations Supported:

1. Dickey County Senior Center - BUMP
2. RentEase - writing APUC grant
3. Bill Weisphehning building
4. The Butcher Shop - writing a large USDA grants
5. Chamber - Main Street Park Project

New Business Development:

1. Gevo - no updates
2. Dr. Rath's - still underway

Opportunities:

1. Main Street apartment renovation project

2023 Key Priority - Housing:

1. HTH
 - a. Provided them with map of undeveloped lots; setting a meeting soon with City Council and OEI to discuss their proposed project
 - i. Date/time preferences?

Local:

- Utilized Nichole Nitschke as a bookkeeping expert for the Rural Mastermind program
- Hosted the Valley City group to present their findings from their Oakes visit for the Community Impressions program on June 27
- Chamber community gathering space has broken ground
 - Rhett Miller - presenting for Eagle Scout project

State:

- Hosted the USDA to review their programs and offerings

National:

- Talent Attraction Summit in Flint, MI