



**Oakes
Enhancement,
Inc.**
PO Box 365

Oakes Enhancement, Inc. (OEI)

SPECIAL MEETING

Date: January 11, 2013

Place: Oakes Armory

Time: 11:45am

Directors Present: Skjefte, Hoelscher, Schnell, Schmaltz, Dahlstrom, Conklin, Forward, Ulmer,

Directors Absent: Quandt, Haring, Zimmer

Guests: Harris Machine 5 employees

President Steve Dahlstrom called January 11, 2013 Special Meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:45am. The meeting was held at the Oakes armory with eight board members and five guests present.

The purpose of the special meeting was to hear a proposal by Harris Machine Company concerning another PACE Loan interest buydown.

Presenting was Jay Harris with comments from additional Harris Machine employees

Presentation Points:

- Purchase a piece of machine tooling equipment to enter work in the oil and gas fields.
- Doubled employees since the purchase of the new facility: 26 to 52.
- Cash flow constraints comes with growth.
- PACE loans allow cash to remain in the company.
- Need to diversify.
- Looking to diversify the customer base.
- Working on entering oil and gas market for approximately one year to lay the groundwork to enter the market.
- The equipment would be the first in the state -- and it appears there is a return policy in place if the use of the machine is not profitable for the business.
- With this machine other business could be tapped to bring in extra revenue
- 3 to 5 people could possibly be added to their workforce with this machine.
- The purchase of this machine could lead to better productivity on the existing machines in the building -- some of these machines are only operating at 30 – 40% capacity.
- The machine would cost approximately \$400,000.
- Community buydown would be approximately \$10,885.75 over 5 years -- but the loan basis points seem a bit high.

M(Conklin)S(Hoelscher)P: to participate in an interest buy down with Harris Machine on the purchase of equipment to break into the gas and oil market contingent upon the basis buydown points possibly being lowered. The total dollar amount of the loan would be \$326,640. If the basis points are not lowered the community buy down portion on the loan would be \$10,885.75

Housekeeping Items:

- Next meeting scheduled for the end of January to review financials prior to the annual meeting.
- Annual meeting scheduled for February 7, 2013 -- 5pm at the Angry Beaver. Light meal followed by a presentation on the area housing survey. The presenter would be Deb Kantrud. Also, some thoughts to hear from a cross section of local businesses.

- Skjefte stated Billy Henjum would like to come to the meeting on January 29th. He has a new proposal to bring to the group.

There being no further business the meeting adjourned at 1:00pm.

Respectfully reported.

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



**Oakes
Enhancement,
Inc.**
PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: January 30, 2013

Place: Starion

Time: 11:30am

Directors Present: Hoelscher, Schnell, Schmaltz, Dahlstrom, Conklin, Forward, Schnell, Haring, Zimmer

Directors Absent: Quandt, Skjefte, Ulmer

Guests: Bill Henjum, Jerry Hollingsworth, Toni Ptacek (financial advisor)

Proxy Transfers:

Funding Forms: None

President Steve Dahlstrom called the January 30, 2013 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:35am. The meeting was held at Starion Financial in Oakes, ND with nine board members and two guests present.

⇒ Guests:

- Jerry Hollingsworth
 - Loan with Prairie Printing
 - Would like to entertain a grant for the remainder of the loan as the people who were leasing from him have pulled out leaving him with debt, they have not paid.
 - Would like to see another business in the current facility --
 - There is someone interested in the Printing aspect of the business but not the building or equipment.
 - **M(Schmaltz)S(Schnell)P: to table until more information is available.**
- Bill Henjum
 - **M(Schnell)S(Hoelscher)P: to table until Henjum is available to attend the meeting.**

⇒ Secretary Report:

- Minutes: **M(Conklin)S(Schnell)P: to receive and file the minutes of the January 11, 2013 meeting.**

⇒ Treasurer's Report:

- Review financials with advisor Toni Ptacek
 - Ptacek went through the 2012-year end financial statements and the folder for the annual meeting.
 - Question before the group -- should the financial statement be published in the Oakes Times.
 - Suggesting sending 1099's to the bad debt entities so they will have to pay tax on the amount.
 - Suggested to fill out small claim's papers.
- Report – **M(Schnell)S(Forward)P: to receive and file the balance sheet as printed.**
 - Investing some of the dollars in the checking account: tabled
- Chamber funding for 2013
 - **M(Hoelscher)S(Schnell)P: to grant up to \$5000 to the Oakes Area Chamber of Commerce to use for projects and advertising throughout 2013.**
- Gaming:
 - Report:
 - Manager Retirement Bonus:
 - o **M(Hoelscher)S(Schnell)P: to continue with the end of year retirement bonus for Steuck using the formula of 5% of wages earned in 2012.**

⇒ Workforce/Education updates: Hoelscher

- Hoelscher attended the meeting in Jamestown and reported to the group.
 - Housing issues in the area are a concern.
 - Nothing to rent in town -- needing larger apartments for rent.
- ⇒ Theatre Updates (Schnell and Haring)
- \$30,439.00 collected -- there is an expense budget of \$3800.
 - Dawson suggested OEI donate to the Theatre now to assist with getting the thermometer up in the theatre.
 - Hoelscher has spoken to Don Frye concerning the theatre and he has done this type of work in the past.
 - Should OEI Challenge the community for a dollar-to-dollar match?
 - **M(Conklin)S(Schmaltz)P: to challenge the public -- OEI would match dollar for dollar, donations going forward until the project is completed. Funds coming from the Charitable Trust account.**
- ⇒ Annual Meeting---- some features
- Date: Thursday, February 7, 2013
 - 5PM
 - Angry Beaver Lodge
 - Light meal followed by program and meetings.
 - Guest Presenter: Housing Study (20 minutes): Deb Kantrud of the South-Central Dakota Regional Council
 - Business Updates (perhaps half a dozen each with 5 minutes)
 - City Update
 - Financial report
 - Elections
 - Skjefte will be retiring from the board.
 - Dahlstrom agreed to have his name on the ballot.
 - John Zetocha has agreed to run for the board and nominations from the floor will be taken at the meeting.
 - Sitzler could be interested and will be asked.
- ⇒ Bright Beginnings financials and updates (Quandt)
- Report not available
- ⇒ Portable Bleacher Updates (Haring)
- Bleachers are in and the bill has been paid.
 - Assembly is required.
- ⇒ Follow up:
- Oakes Police Department
 - Haring will keep us posted.

Development Director

- ⇒ Report
- Park board work continues to work on ball parks.
 - New grant programs are being investigated to assist with projects.

Business /keep in mind items.

Announcements:

National Guard Future was discussed.
 Lincoln Oakes Project was updated.
 Ellendale is planning to participate in the Career and Tech Center

No updates on the below items.

- ⇒ School property for Housing Development (Dahlstrom and Conklin)
- ⇒ Police Report (mentioned above)
- ⇒ Golf Course Updates
- ⇒ Business updates
- General Irrigation
- ⇒ Housing information

⇒ Community updates

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

The meeting reopened.

M(Hoelscher)S(Schmaltz)P: to give the secretary a retirement stipend of 5% of the entire 2012 wage.

Meeting adjourned at 1:10pm

Respectfully reported.

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



**Oakes
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PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: March 5, 2013

Place: Oakes Armory

Time: 11:30am

Directors Present: Hoelscher, Schnell, Dahlstrom, Forward, Ulmer, Haring, Zimmer, Zetocha, Sitzler

Directors Absent: Schmaltz, Conklin, Quandt

Guests: Norman Haak, Walt Albus,

President Gary Schnell called the March 5, 2013 meeting of the OEI Board of Directors to order at 11:30am. The meeting was held at the Oakes Armory with nine directors and two guests present. Welcome to John and Doug as members of the Board.

⇒ Guests:

- Walt Albus and Norman Haak. Albus has taken another job so the Irrigation Research Facility is needing to make changes.
- The conservation district is not willing to put in the necessary funds upgrade the facility.
- Need to raise funds to save the facility.
- NDSU pays the lease on the land.
- Grants operate the facility -- and the grants are going away.
- The state is not obligated to keep the facility open ---- and this should be changed.
- Garrison Diversion has a lease agreement on the land with Bob Titus.
- NDSU has no obligation to the Irrigation Test Plots --- salaries are through NDSU with grant dollars.
- Someone must take ownership --- logically the state of North Dakota.
- Need to look at long term life of this facility.
- Closing the facility would impact the producers the most.
- Research is in irrigation but carries over to dry land.
- Need the additional 20 acres to the west – and if they had this land more grants would open. The land is available for research.
- Wants from the group directed at OEI.
 - Need to go to the legislature –
 - Fund raising campaign in the area.
 - Participation from local entities
 - Need to upgrade the infrastructure first before approaching the legislature to put the package together.
 - Need office, lab, shop, etc. ---
- Haring will check with the Williston about how the Williston District continues with their research center.
- APUC, Water District, etc.... are being looked at for participation and assistance.
- Need to get the support of the legislature first especially in lieu of the situation –that being the building a facility on leased land.

⇒ Secretary Report:

- **M(Dahlstrom)S(Zetocha)P: to receive and file the minutes from the January 30th, 2013, Annual meeting, and meetings following the annual meeting on February 7th.**

⇒ Treasurer's Report:

- **M(Forward)S(Dahlstrom)P: to receive and file the treasurer's report as printed.**
 - Investing some of the dollars in the checking account – leave for the time being as there are projects pending.
- Gaming:
 - Report: the report was reviewed
 - Rent increase: increase from \$75 per month per machine to \$100 per month per machine.
 - **M(Forward)S(Hoelscher)P: to raise rental space to \$100 per machine per month for the three gaming machines at Rudy's.**

- Gaming review completed – one error in addition.

⇒ Theatre Updates (Schnell)

- o Haring updated the figures raised to date: \$81,709.36 – expenses are not taken out of this funding but there are dollars available for fund raising expenses and they have not all been utilized.
- o OEI matching funding to date is \$23, 135.00.
- o A lease agreement should be in place prior to the equipment being purchased.
- o The building has value, but the business does not.

⇒ Bright Beginnings Updates: (Quandt)

- o Quandt was unavailable to attend the meeting.

⇒ Fund for Education

- o Some of the teachers are providing supplies to student who need hygiene, and clothing.
- o Food program is also needing funding for kids to have seconds who really need assistance.
- o Teacher supplies -- school budgets are not very much.
- o Safety programs
- o Community garden -- kids who need an outlet and guidance -- there is seed money available, but no land is available ----- Forward's mind was working on the land issue.
- o Haring continues work with this area and is working to get funding figures.

⇒ Research Site – reference April Haring email 2-19-13

- o Discussed above with the guests.

⇒ Housing Summit: appointment of a housing task force:

- o Dahlstrom, Zimmer, Zetocha, Sitzler and lending institution reps.
- o Dahlstrom will take the lead in setting up this committee.
- o Dahlstrom, Zimmer, Trista Gemar and Gary White attended the summit coming back with the following recommendations.
 - Do not be in a rush to put in new but look to what you already have and upgrade the existing facilities.
 - Work with the existing inventory.
 - Need to manage what we have.
- o It is hard to put a real estate loan together.
- o When you do not have to put in the infrastructure= you can keep the cost down
- o Need rental property.

⇒ Community Development Director Report

- o Call center went to Columbus, Georgia.
 - Could reevaluate when the Georgia center is up and going.
- o No updates on the Nursery
 - Looking to lease to an organic farm from the Minot area.
- o

⇒ Loan Status

- Tara paid off.
- H&D Cycles paid off.

Business /keep in mind items.

⇒ School property for Housing Development (Dahlstrom and Conklin)

⇒ Police Report

- o No updates
- o Paperwork is being turned in to be eligible for FEMA funding.

⇒ Golf Course Updates

⇒ Business updates

- General Irrigation

⇒ Housing information: See above.

⇒ Wind tower: see above.

⇒ Community updates

⇒ K & J Food Building

- Millers purchased the inventory and business aspect of the building.
- The lease is still with the K&J foods
- It appears the building is available for a business.
- Could this be used as a business incubator?

There being no further business the meeting adjourned at 1:00 pm

Respectfully reported.

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



**Oakes
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PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: April 2, 2013

Place: Oakes Armory

Time: 11:30am

Directors Present: Hoelscher, Schnell, Schmaltz, Conklin, Forward, Haring, Zimmer, Zetocha

Directors Absent: Sitzler, Dahlstrom, Quandt, Ulmer

Guests: DECA, Post Prom

Dinner supplied by Economy Oil.

President Gary Schnell called the April 2, 2013 meeting of the Oakes Enhancement, Inc. Board of Directors to order welcoming guests. The meeting was held at the Oakes Armory, beginning at 11:30am with eight directors and guests present.

⇒ Guests

- Post Prom: Cari Haugen
 - Request for funds as funding is down from past years.
 - They have enough for entertainment which went up \$2000.
 - Needing funding for the prizes, supplies, food
 - **M(Schmaltz)S(Forward)P: to donate \$250 in Oakes Bucks with funds from the Charitable Trust account to the post prom committee.**
- DECA Students
 - Going to National Competition
 - Brianna: Outstanding new member in the state and will compete at national.
 - Dana Courtney: Mock business role play
 - Nationals in California
 - April is the month of the competition.
 - \$1550 per student-
 - **M(Conklin)S(Hoelscher)P: To donate \$250 per student according to the pattern established in the past. Funds coming from the Charitable Trust Account.**

⇒ Secretary Report:

- **Minutes – M(Conklin)S(Schmaltz)P: to receive and file the minutes of the March 5, 2013 as printed.**

⇒ Treasurer's Report:

- **Report – M(Forward)S(Hoelscher)P: to receive and file the treasurer's report as printed along with the gaming report.**
- Note: The Chamber of Commerce used \$1000 of their allotted \$5000 per year stipend from Oakes Enhancement, Inc. to help fund the Easter Egg Hunt and games. The event was a huge success. The Chamber wishes to thank OEI for their support.

⇒ Insurance policy: Part of the policy still includes the wind tower – do we leave on -- the Best Family members are included in the policy.

- o Consensus of the group to leave on until the wind tower project is completely disassembled and hauled away.

⇒ Housing Committee Report: (Zimmer) –

- o Zimmer, Dahlstrom, Trista Gemar, Zetocha met as part of the local housing committee.
 - Discussion on the 14th plex by the softball complex
 - Interested in putting up another west of the current facilities.
 - Contracting Don Frye as a consultant
 - Trying to meet every two to three weeks.

- Figure out a plan/incentive to keep up some of the older homes --- how could this be accomplished? Looking at something like the BUMP program
 - There are properties but the families are not willing to give up the house.
- ⇒ Theatre Updates (Schnell)
- o Goals are surpassed.
 - o OEI may get some of their funding returned.
 - o O'Brien will talk with Paradis Law to draw up an agreement on the lease with certain specifics on who covers what expenses incurred in the operation of the equipment, theatre, building and grounds.
- ⇒ Bright Beginnings Updates: (Quandt)
- o No report currently
- ⇒ Community Development Director Report
- o North Dakota Dairy Association -- starting a dairy in the area.
 - 160 acres for facility and 7000 acres in addition
 - o Calling Center went to Georgia -- give the information to Jerry Maley to see if they want to purchase his equipment.
 - o Warehouse and Manufacturing facility contacted the Director -- Haring made contacts with locals who have facilities, but they were not interested.

Business /keep in mind items.

- ⇒ School property for Housing Development (Dahlstrom and Conklin)
- ⇒ Nursery and Test Plot Site – no updates currently
- ⇒ Community updates: none currently
- ⇒ Community Gardens for kids still in discussion
- ⇒ Other
 - Airport to have a complete re-do of the runway this year.
 - **M(Hoelscher)S(Schmaltz)C: to donate \$500 to the Bear Creek Roughriders for the Rodeo during Irrigation Days. Funds will come from the Charitable Trust Account**
 - As per the K&J Grocery Store building -- some inquiries from Ken's Foods based in Aberdeen.

There being no further business the meeting adjourned at 12:15pm

Respectfully reported,

Audrey O'Brien Secretary
Oakes Enhancement, Inc.



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Oakes Enhancement, Inc. (OEI)

Date: May 7, 2013

Place: Career and Technology Center

Time: 11:30am

Directors Present: Hoelscher, Schnell, Schmaltz, Dahlstrom

Directors Absent: Conklin, Ulmer, Haring, Zimmer, Sitzler, Zetocha, Quandt, Forward

Guests: Skills USA Students and Steve Thompson

President Gary Schnell called the May 7, 2013 meeting of the Oakes Enhancement, Inc. (OEI) Board of Directors at 11:45am. The meeting was held at the Career and Technology Center in Oakes, ND with 4 directors and 5 guests in attendance. Lunch was provided by First State Bank.

- ⇒ Guests: 4 SKILLS USA students, along with their advisor Steve Thompson reported seven students would be traveling to Nationals in June. Some of the student's present will be running for National office. There will be 7 total students attending. **M(Hoelscher)S(Dahlstrom)P: to follow the guidelines set forth for these types of donations of \$250 per student.**
- ⇒ Secretary Report:
 - Minutes – **M(Dahlstrom)S(Schmaltz)P: to receive and file the minutes of the April 2013 meeting.**
 - Thank yous received from the Post Prom, Grand Theatre and Bear Creek Roughriders
- ⇒ Treasurer's Report:
 - **Report – M(Hoelscher)S(Schmaltz)P: to receive and file the treasurer's report as printed.**
 - CD coming due -- **M(Hoelscher)S(Schmaltz)P: to accept the bid from FCCU for 35 months at .80%**
 - Gaming:
 - Retirement – cannot be paid to O'Brien as then she would be considered an employee of OEI.
 - Review to be done Review of the first quarter games have been completed. All was in complete order.
 - Currently Steuck is doing a compliance review as requested by the state.
 -
- ⇒ Theatre Updates (Schnell)
 - o As per Audrey -- not sure underutilized matching gaming funds can be returned.
 - o Lease agreement – waiting on possible transfer of ownership of the Theatre.
 - o **Point of Clarification: The dollar-for-dollar match on the fund raising had limits that being until the necessary dollar amount was received to complete the project.**
- ⇒ NDSU Test Plots: comments from meeting held 5.1.13.
 - o There are three sites in ND -- Carrington, Williston, and Oakes. Carrington and Williston are partially funded by the state --- Oakes is not.
 - o In need of a building and would like OEI or an Oakes entity to own the building as well as purchase the land where the building would be located.
 - o Would like to expand to 40 acres and purchase equipment to work the land and add one person.
 - o **M(Dahlstrom)S(Schmaltz)P: to be involved in this project but not to spearhead. OEI would consider owning the buildings contingent upon other entities doing the fund raising for the amounts necessary and any additional leg work required for this project.**
- ⇒ JDA updates
 - o Not involved in projects at this time
 - o JDA should be involved with the NDSU Test Plots (see above)
- ⇒ Housing Updates

- o The committee continues to meet and move forward.
- ⇒ Bright Beginnings Updates: (Quandt)
 - o No report currently
- ⇒ Community Development Director Report
 - o No report currently

Business /keep in mind items.

- ⇒ Nursery – updates
 - o Schnell has been in communication with Bismarck (Parent company) – asking if they considering selling to keep OEI in the loop as it would be a nice location for a development.
- ⇒ Community updates
 - Gardens for kid's project
 - No updates
- ⇒ Wind tower: the Quandts will be dismantling soon.
- ⇒ K & J Grocery Store: Schnell is in conversation with Shearer as owner of the building. 1.5 years left on the lease agreement. Need to look at the lease to see about the terms of sale and the remainder of the lease agreement.

There being no further business the meeting adjourned at 12:40pm

Respectfully reported,

Audrey O'Brien Secretary
Oakes Enhancement, Inc.



**Oakes
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PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: June 4, 2013

Place: Armory

Time: 11:30am

Directors Present: Schnell, Conklin, Ulmer, Haring, Zetocha, Quandt, Forward,

Directors Absent: Dahlstrom, Schmaltz, Hoelscher, Sitzler, Zimmer

Guest: Kim Schmit

President Gary Schnell called the June 4, 2013 meeting of the Oakes Enhancement, Inc. (OEI) Board of Directors at 11:35am. The meeting was held at the Armory in Oakes, ND with seven directors and one guest in attendance. Lunch was provided by O'Brien.

⇒ Guests: Kim Schmit

- Plans for the PJ's Building on Main: the intent to turn it into a Thrift Store.
- Create 501 (c) 3 --- proceeds to provide activities for venerable persons.
- Also provide a business incubation opportunity in the building as well renting to business to provide income to pay lights, sewer etc.
- Create 4 jobs.
- Kim Raatz will be the manager.
- See below for the vote.

⇒ Secretary Report:

- Minutes – **M(Forward)S(Zetocha)P: to receive and file the minutes of the May 2013 meeting.**
-

⇒ Treasurer's Report:

- **Report – M(Quandt)S(Forward)P: to receive and file the treasurer's report as printed.**
- Ratify email donation from Charitable Gaming for the Baseball Boosters: Donation of \$1000 for a pitching machine with a pledge to assist with extra costs if fund raising efforts come up short. Referencing back to the original price for a machine of \$5000.
 - **Common consensus: to ratify the email voting in which the motion passed. All voted in favor.**
 -
- Gaming:
 - Report
 - Steuck submitted the compliance review to the state gaming association and has not heard anything back.
-

⇒ Theatre Updates (Schnell)

- o June 15th weekend will be the first movie.
- o Grand Opening on July 20th -- movie marathon -- tentative date
- o All is installed and ready to go.
- o Paradis Law should write up a lease agreement.

⇒ NDSU Test Plots:

- o No updates currently but work continues behind the scenes.

⇒ JDA updates

- o No report currently

⇒ Housing Updates

- o No report at this time as all entities have been too involved to meet.

- ⇒ Bright Beginnings Updates: (Quandt)
 - Finances are presently good.
 - They have a large percentage of school age youth, so they are revamping for the summer.
 - Working with Head Start --
- ⇒ Community Development Director Report
 - Schwan Depot will be closing -- affecting 15 local families directly and more businesses indirectly.
 - Building a new facility in Aberdeen and closing Oakes and Faulkton, SD

Business /keep in mind items.

- ⇒ Discussion on Thrift Store proposal by Kim Schmit
 - PACE loan is more than likely out of the question since the building has already been purchased.
 - Check with JDA -- see if this qualifies.
 - **M(Conklin)S(Quandt)P: to support this project: Offering a zero percent loan for \$10,000 to assist with startup costs (namely those dealing with upgrading the facility). It was then suggested the project be presented to Dickey County JDA and if they agree to funding, OEI will match their grant up to \$5000.**
 - NOTE: if 501(c)3 status is obtained – grant funds could possibly come from the Charitable Gaming Account.
- ⇒ Nursery – updates
 - None currently.
- ⇒ Community updates
- ⇒ Wind tower
- ⇒ Other
 - Committee to work on an agreement as per retirement for OEI employees.
 - John Zetocha and perhaps a representative of the Oakes Chamber.

There being no further business the meeting adjourned at 12:40pm.
Respectfully reported,

Audrey O'Brien Secretary
Oakes Enhancement, Inc.



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Oakes Enhancement, Inc. (OEI)

Date: July 2, 2013

Place: Oakes Armory

Time: 11:30am

Directors: Schnell, Schmaltz, Dahlstrom, Conklin, Haring,

Directors Absent: Zetocha, Hoelscher, Ulmer, Sitzler, Forward, Quandt, Zimmer

Guests:

President Gary Schnell called the July 2, 2013 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:35am. The meeting was held at the Oakes Armory with five in attendance.

⇒ Secretary Report:

- **M(Dahlstrom)S(Conklin)P: to receive and file the minutes from the June 2013 meeting as printed.**

⇒ Treasurer's Report:

- **M(Dahlstrom)S(Schmaltz)P: to receive and file the treasurer's report and the gaming report as printed.**
- Ratify e-mail voting for donation to the Legion for Fireworks.
 - **M(Conklin)S(Dahlstrom)P: to ratify donation of \$500 to the American Legion for July 4th Fireworks. Funds coming from the Charitable Trust Account.**
- Sponsorship of Dickey County Fair:
 - **M(Dahlstrom)S(Conklin)P: to donate \$500 to the Dickey County Fair from the Charitable Trust Account**
- Gaming:
 - Report: Gaming manager report for May 2013 included in the agenda. Gaming is down considerably.
 - Compliance review: Letter from the Attorney General included in the agenda. Very favorable. Only minor changes in the paperwork as new forms are available and we were using old forms.

⇒ Theatre Updates (Schnell)

- o Paradis preparing a lease agreement but will need to know the terms and lease payment.
 - Lease agreement to be drawn up with Wendy Johnson the current owner.
 - Term -- one year and review at the end of each year -
 - insurance and maintenance the responsibility of the theatre owner
 - **M(Dahlstrom)S(Schmaltz)P: to have the lease payment of \$10 per year and the term would be for one year with a review at the end of each year.**

⇒ NDSU Test Plots

- o No further updates currently

⇒ JDA updates

o Action from the OEI June meeting

- Discussion on Thrift Store proposal by Kim Schmit
 - *PACE loan is more than likely out of the question since the building has already been purchased.*
 - *Check with JDA -- see if this qualifies.*
 - **M(Conklin)S(Quandt)P: to support this project: Offering a zero percent loan for \$10,000 to assist with startup costs (namely those dealing with upgrading the facility). It was then suggested the project be presented to Dickey County JDA and if they agree to funding, OEI will match their grant up to \$5000.**
 - *NOTE: if 501(c)3 status is obtained – grant funds could possibly come from the Charitable Gaming Account.*

o **New action by the OEI Board at the July 2013 meeting**

- o JDA voted to loan \$5000 and grant \$5000.
- o Amend the above motion to clarify -- the motion.
 - With the motion by JDA -- the new OEI motion would read
 - **M(Dahlstrom)(Schmaltz)P: To invest in the project with the \$10,000 listed above. \$5000 would be a grant and the other \$5000 would be in a CD secured loan with the lending institution the interest rate to be determined.**
- ⇒ Kelsen's Bakery
 - o A sale on the Bakery is pending.
- ⇒ Housing Updates
 - o Housing committee is meeting with a developer.
 - o Housing survey has been emailed to members however with it being close to 400 pages it was not all printed off. Dahlstrom gave an overview of issues that may pertain to Oakes.
 - o **M(Dahlstrom)S(Schmaltz)P: to pay the bill of \$830 to Moore Engineering – the cost for mapping of land behind the current Huebner Mobile Home Park.**
- ⇒ Bright Beginnings Updates: (Quandt)
 - o No updates currently
- ⇒ Community Development Director Report
 - o Advertising in North Dakota tourism publications
 - There is interest in perhaps setting aside funds for these types of advertising.
 - **M(Conklin)S(Dahlstrom)P: to split the fees for an add going up to \$1500 a piece between Oakes Enhancement, Inc, and the city. (The city would use lodging tax dollars for their portion) These funds would purchase a half page ad for the upcoming 2014 edition - Total cost of the half page ad would be \$3050.**
 - o Call from Steve Green with the Family Dollar
 - Haring is in contact with Steve Green receiving some specifics on what a Family Dollar Store would like for space --
 - Schnell will talk with Dale Shearer who currently owns the Food Pride building Mr. Green has in mind.
 - The Family Dollar would want to purchase the building.

Business /keep in mind items.

None currently

With no further business the meeting adjourned at 12:40pm

Respectfully reported.

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



**Oakes
Enhancement,
Inc.**
PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: August 6, 2013

Place: Oakes Armory

Time: 11:30am

Directors: Hoelscher, Schmaltz, Dahlstrom, Conklin, Haring, Sitzler, Zetocha

Directors Absent: Quandt, Schnell, Ulmer, Forward, Zimmer

Guests: Kenny & Lauri Kelsen,

The Oakes Enhancement, Inc. Board of Directors met Tuesday, August 6, 2013, at the Oakes Armory. Vice President, Art Conklin called the meeting to order at 11:40am with seven board members and two guests in attendance.

⇒ Guests:

- Kenny and Lauri Kelsen --- Kelsen's Bakery
- Laurie gave a brief history of Kelsen's Bakery—Kenny is the fourth generation
- They are looking for new accounts -- out of town (LaMoure, Lidgerwood) and local – (Alco – Circle R) -

⇒ Secretary Report:

- Minutes –**M(Hoelscher)S(Schmaltz)P: to receive and file as printed the minutes of the July 2013 meeting.**
- A thank you was read from Kenny and Lauri Kelsen

⇒ Treasurer's Report:

- Report – **M(Dahlstrom)S(Schmaltz)P: To receive and file as printed the treasurer's report.**
- Gaming:
 - Report: gaming is not doing as well due in part to the absence of construction crews in Oakes.

o Documentation of authorized signers on accounts

- Authorized to sign on accounts going forward.
- **MM(Schmaltz)S(Zetocha)P: to have as authorized signatures on accounts the following persons: President (Gary Schnell), Vice President (Art Conklin), Treasurer (Karla Hoelscher), Secretary (O'Brien). Any two will be able to sign on behalf of OEI.**

⇒ PROJECTS

o Kelsen's Bakery

- Ratify e-mail voting for Kelsen's Bakery.
- **MM(Schmaltz)S(Zetocha)P: to ratify the electronic voting concerning Kelsen's Bakery authorizing Gary Schnell and Audrey O'Brien as the signatures on the loan and CD paperwork.**

o Electronic voting proposal:

- The Kelsen Bakery LLC loan request was presented to the Dickey County Jobs Development Board last evening at their quarterly meeting in Fullerton. The attached summary gives you an idea of how we propose to structure the purchase between Judy, Kenny, and Lauri. As explained in the summary, we feel the business can support the debt service, Kenny and Lauri do not have the funds to apply towards the purchase price, which would leave the bank outside of loan policy regarding loan to value ratios. The request last night was to pledge a \$30,000 time certificate as additional collateral for a five-year term by both OEI and JDA. After the presentation last night, the JDA board decided to grant \$10,000 and pledge \$20,000 in a five-year time certificate as additional collateral, contingent upon OEI approving the same. The JDA board members wanted to grant a portion of funds knowing there are 12 existing jobs in this bakery that would probably go away if Kenny and Lauri were not willing to step up and purchase the business from Judy.

Everyone would like to close on the purchase next Friday August 2nd, with our next OEI meeting being August 6th, both Audrey and I thought it best to get this presentation out today. I am here at the bank all day and will respond to any questions or concerns you may have regarding this credit request, whether it be by email or phone call.

- o Kim & Doug Schmit
 - Loan closed.
 - Remodeling is going well.
 - Tentative Date to open is September.
- ⇒
- ⇒ Theatre Updates (Schnell)
 - o With no movement in change of hands as the result of a meeting on Friday, August 2, 2013, Paradis Law is in the process of drafting the lease agreement with the current owner.
 - o Good reports on the new quality of picture and sound
- ⇒ Weather Sensor
 - o The weather sensor for Oakes is missing malfunctioning – the location of the sensor and the company who services it is trying to be determined so this can be fixed.
 - o
- ⇒ Bright Beginnings
 - o Quandt will no longer be reporting as she is no longer on the Bright Beginning Board
 - o Dahlstrom will check on the appropriation of the funds.
 - o Dahlstrom or Quandt will report at the next meeting.
- ⇒ Community Development Director Report
 - o Tourism update
 - An ad was put together for Oakes with the tag line: Oakes, Open All Seasons
 - New Photos of Evening in the Park will be captured this evening during the event --
 - o CDI is closing the Oakes plant.
 - Operation is in Valley City
 - o Building another apartment complex: Terry Welle is the contact
 - 18 units where the other apartment complexes are located on the west side of town.
 - Two and three bedroom – with 2 stall group
 - Local investors at \$500,000 with the investment of \$100,000
 - o Family Dollar update
 - Still interested in the K&J Building owned by Dale Shearer.
 - The company is working directly with Shearer.

Business /keep in mind items.

- ⇒ NDSU Test Plots
 - o No word from the entities
- ⇒ JDA updates
- ⇒ Housing Updates
 - o Reference Community Development Directors Report
- ⇒ Nursery –
 - o Trucks for sale
 - o Skeleton crew working
- ⇒ Community
 - Novak building on Main is being sold along with the business.
 - Quilted Blessings will be renamed Main Street Quilters
 - Hoping to close this week.
- ⇒ Other
 - Any movement on another grocery store – people are seeing a need for competition.
 - City is investigating bringing licensing to Oakes -- Motor Vehicle Department
 - It would have to be self-funding.
 - A nice to have the service locally.

- Doug Sitzler mentioned the landfill is full so they are looking at a new option but there are many hoops to go through.
 - If a new site is not located and pass inspection, we could be full and closed by fall.

⇒ New playground equipment is coming on Monday, August 12, 2013 – volunteers are needed to assist with the process. Oakes Elementary School

With no further business the meeting adjourned at 12:40pm

Respectfully reported.

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



**Oakes
Enhancement,
Inc.**
PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: September 3, 2013

Place: Oakes Armory

Time: 11:30am

Directors: Dahlstrom, Conklin, Haring, Sitzler, Zetocha, Forward, Hoelscher

Directors Absent: Quandt, Schnell, Ulmer, Zimmer, Schmaltz

Guests: Cindi Bagley, Kim Schmit, Jeff Breker, Norman Haak

The Oakes Enhancement, Inc. Board of Directors met Tuesday, September 3, 2013, at the Oakes Armory. Vice President, Art Conklin called the meeting to order at 11:40am with board seven board members and three guests in attendance.

⇒ **MSP: to approve the agenda.**

⇒ Guests:

- Cindi Bagley: unable to attend.
- Kim Schmit: BUMP
 - BUMP Application was handed out to the group.
 - Grand opening of R&R is Wednesday, September 4, 2013.
 - **M(Forward)SP: to approve a grant of \$3952 to R&R under the BUMP program**
- Jeff Breker & Norman Haak: Garrison Diversion – Oakes Research – Test Plots
 - The test plots and research site are valuable assets for the area.
 - Need to have another entity take the project over -- NDSU is not interested as it seems the facility is under maintained.
 - \$800,000 project is being proposed to keep the site active and functioning.
 - There seems to be support from elevators, implements, seed companies, etc.
 - Need more information backed by facts and figures so a case can be made to prospective financial investors and presenting to the state.
 - Would like to see OEI own the building and the land where the building sits to keep the operation of this facility viable.
 - Two-part question -- own the building and fund raising.
 - Will \$350,000 cover the costs of the building and is this a fair price?
 - If OEI owned the building, they would have to enter a contract with a using entity.
 - OEI would have to set up a separate entity to be the pass through for funds.
 - Contact for OEI will be April Haring.
 - **M(Forward)S () DahlstromP: to assume ownership of the building and a minimum of 5 acres of land for the research facility.**
 - Need to draft a clear document as to OEI involvement in ownership of the building.

⇒ Secretary Report:

- Minutes –**M(Dahlstrom)S(Zetocha)P: to receive and file as printed the minutes of the August 2013 meeting.**

⇒ Treasurer's Report:

- Report – **M(Hoelscher)S(Dahlstrom)P: To receive and file as printed the treasurer's report.**
 - Secretary will bring a payment sheet from Donna's Diner, Prairie Printing and Oakes Bowling Lanes to the next meeting --- also Irrigation City Electric
- Gaming: The report was reviewed and accepted as printed

⇒ PROJECTS

- o Cindy Bagley: no formal application at this point
- o Kim Schmit: After discussion, a vote was taken at this time -- please see above for action taken.
- o Test Plots: After discussion, a vote was taken on this project; Please see above for the action taken.

- ⇒ Theatre Updates (Haring)
 - No forward movement on the price and sale of the facility.
- ⇒ Weather Sensor
 - The weather sensor for Oakes
 - The situation is being investigated and rectified.
- ⇒ Bright Beginnings
 - No report currently
- ⇒ Community Development Director Report
 - Bleachers
 - Spellerberg is working on modifying the transport system.
 - **M(Hoelscher)S(Zetocha)P: To cover the cost of modifying the transport system.**
 - City may be coming to OEI for dollars for furnishing the south room at the armory.
 - No updates on taking over the Motor Vehicle Department
 - Tourism update
 - Ad was submitted to the tourism department and will be billed after the first of the year.
 - Theme: Oakes – Open all Seasons

Business /keep in mind items.

- ⇒ Schwan-- will continue for the next two months.
- ⇒ NDSU Test Plots
 - Guest Breker & Haak- information stated above.
- ⇒ JDA updates
- ⇒ Housing Updates
 - Building of the 14 plex continues to move forward.
- ⇒ Community
- ⇒ Other
 - Any movement on another grocery store – people are seeing a need for competition.
 - Motor Vehicle Department – licensing to Oakes: see above.
 - Any updates on the landfill situation
 - Hoping to have a facility approved by the state.

With no further business the meeting adjourned at 1:15pm

Respectfully reported.

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



**Oakes
Enhancement,
Inc.**
PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: October 1, 2013

Place: Oakes Armory

Time: 11:30am

Directors: Schnell, Schmaltz, Conklin, Haring, Zetocha, Sitzler, Ulmer

Directors Absent: Hoelscher, Zimmer, Quandt, Forward, Dahlstrom

Guests: Jeff Breker, Roberta Forward & Kathy Sitzler (Active Arts Club, Inc), Cindy Bagley

President Gary Schnell called the October 1, 2013 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:40am. The meeting was held at the Oakes Armory with six directors and four guests present.

⇒ Guests:

- Roberta Forward & Kathy Sitzler
 - Active Arts Club, Inc. is bringing art awareness to the community and will once again be sponsoring their annual Art Show to be held during the Craft & Merchant Fair in November.
 - They are looking to purchase portable walls to be used displaying the submitted artwork.
 - Oakes School is willing to participate in this purchase, store and use the walls for their own student art displays.
 - Active Arts Club, Inc. is requesting funding for the purchase.
 - **M(Conklin)S(Zetocha)P: to donate \$1995 to this project with funds coming from the overage of Theatre donations remaining in the Dakota State Line Regional Alliance account.**
- Jeff Breker: Garrison Diversion --- Oakes Research
 - A timeline was shared with those present.
 - Meeting on the 10th in Carrington -- commodity group listings and the like will be put together for mailings requesting involvement with the implementation of this project.
 - For the advertising – wishing to include OEI as a supporter of this project --- looking at a brochure or a cover letter.
 - Need to involve the Ag Department to fund once it is up and functioning.
 - Need people to attend the meeting on October 10th and meetings later in the month and November.
 - Contact person for OEI will be: John Zetocha -- but some of the dates conflict with his schedule -- Haring will also work with John.
 - Walt Albus is a good resource for Haring in writing letters and putting information together to gather support for the project.
 - Conduit for the funding will be Dakota State Line Regional Alliance
- Cindy Bagley
 - Interest Assistance for building a duplex or triplex on land located on Highway 1 behind the house she now lives in.
 - Cindy is waiting to visit with the current owners of some of the land where she would like to build – after an initial visit, the current owner said perhaps sometime in the spring.
 - Cindy has had people stop at her house to get on a list for this type of housing.
 - Looking to rent instead of purchase as in a condominium.
 - Handicap accessible is a key factor and the older community likes to be downtown.

⇒ Secretary Report:

- **Minutes – M(Conklin)S(Schmaltz)P: to accept and file the minutes as printed.**

⇒ Treasurer's Report:

- **Report – M(Conklin)S(Zetocha)P: to accept and file the report as printed.**

- Outstanding loans: Donna's Diner, Oakes Bowling, Prairie Printing, (Sent reminder to Irrigation City Electric)
 - Send out letters to each of the businesses listed.
 - Would you be willing to pay a small fee for rental space in the KDDR building to use for storage of files?
 - **M(Zetocha)S(Schmaltz)P: to offer \$25 for rental space in the KDDR building.**
 - Lease agreement with the Best Family
 - Offer to pay the lease agreement off to each of the
 - **M(Ulmer)S(Conklin)P; to buy out the lease on the land with the Best Family.**
 - With this buyout the insurance can be dropped on this parcel of land
 - Gaming:
 - Report:
 - **M(Zetocha)S(Schmaltz)P: to increase the salary for Eyvonne from \$40 to \$45 per day.**
- ⇒ PROJECTS
- o Updates on any projects
 - A new runway is being looked at – work could start in the spring.
- ⇒ Theatre Updates
- o Lease is ready but Paradis is out of town and forgot to drop it by
 - o Schnell will sign the lease.
 - o Concerns about “No Movie” weekends
- ⇒ Weather Sensor
- o This is now up and running.
- ⇒ Bright Beginnings: Funding update --
- o No report currently
- ⇒ Community Development Director Report
- o The motor vehicle department was given to the City of Ellendale.
 - o Working with Garrison Diversion
 - o Marked off land for building a new apartment complex -- 14 unit.
 - o No news on the Family Dollar
 - o State has denied the site for the new landfill -- too close to a drain area.

Business /keep in mind items.

- ⇒ NDSU Test Plots: See above
- ⇒ JDA: No updates
- ⇒ Housing: See above with Bagley
- ⇒ Community: No report currently
- ⇒ Zetocha and Schnell -- visited with O'Brien about a retirement as it is tricky due to the fact O'Brien does the gaming reviews. Should not be salaried by OEI to remain above board.
 - Perhaps paying a lump sum for the past years -- and increasing the lease payment to the chamber and thus increase in compensation. This will be worked out between the Chamber President and OEI president.
- ⇒ Meeting lunches should be taken out of the general funding.
 - **M(Zetocha)S(Conklin)P: to pay for the meals out of the general checking account.**

With no further business the meeting adjourned at 12:35pm

Respectfully reported.

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

Minutes from November and December have been lost.

