



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

Oakes Enhancement, Inc. (OEI)

Date: January 2, 2018

Place: Oakes Community Center

Time: 11:30am

Directors present: Thompson, Schnell, Hill, Conklin, Zetocha, Sitzler,

Directors Absent: Domine, Zimmer, Forward

Development Director: April Haring – status is On Call = When needed for meeting information

Guests: Sonia Meehl

President Gary Schnell called the January 2, 2018 Meeting of the Oakes Area Chamber of Commerce Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with six directors and one guest present.

- ⇒ **Guests:** Sonia Meehl was in attendance to observe and get a better understanding of what OEI does.
- ⇒ **Secretary's Report:** M(Conklin)S(Sitzler)P: to receive and file the minutes of the December 5, 2017 meeting as printed.
- ⇒ **Treasurer's Report:** M(Thompson)S(Zetocha)P: to receive and file the treasurer's report as printed and explained.
- Treasurer's report
    - Hollingsworth
      - o O'Brien will formulate a letter and send off to Hollingsworth outlining a plan to visit with OEI concerning his outstanding debt.
    - Homan Trust
      - Report from Schnell
        - o Schnell has been in discussion with Homan.
        - o Waiting for Homan to come to some conclusions about this trust fund.
    - Renting garage at former City Hall:
      - Small Claims Court papers filed. Thank you, April.
- Gaming
- November Report: The November report was reviewed.
  - CHI Request for Funding
    - **M(Conklin)S(Hill)P: to donate \$2500 to the CHI request for funding.** Thompson abstained from voting.
- **Projects and updates**
- Included in various parts of the agenda.
- **Community Development Director Report**
- Oakes Fire District
    - o Railroad has been contacted concerning property south of Scoops Liquor.
    - o Railroad was willing to sell a few years ago but grain companies are not in favor of selling-- Are the grain companies under lease with the railroad?
    - o Haring has not heard from CDI as to the north property site.
  - Community based nursing homes
    - o Dr. Rup has been dialoging with Schnell.
  - Governor's Main Street Project
    - o No report currently.
  - Updates on the Sign
    - o Leaving until spring and waiting for the survey

- o There are more hoops to go through to get placement approval from the State.

➤ **Tabled business**

- Community Development Directorship
  - Advertise the position.
  - Advertise through Job Service and locally via print and social media.
    - Part time – 16 hours per week for \$15,000 per year.
    - **M(Stizler)S(Conklin)P: to offer the job part time -approximately 16 hours per week for an annual salary of \$15,000. Advertising should appear in the Oakes Times, Oakes web site, radio station, Job Service.**

➤ **Business /keep in mind items.**

- Food Pantry
  - All is going well.
- DaVita
  - DaVita has signed a year lease with the Nagalas.
- Annual Meeting: Meeting to take place in March.
  - O'Brien will get on PFS schedule.
- Total Home Purchase by Shawn Ulmer
  - No updates currently
- Testing site
  - No updates currently
- Weather Station
  - New parts have been received and now need to be put in place.
- Tiny Tornadoes
  - Zetocha reported – there was a board meeting before Christmas.
    - o Zetocha would like them to attend a meeting and share all the aspects of what happens at the center and how they are addressing situations that arise.

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

Respectfully Reported,

Audrey O'Brien, Secretary  
Oakes Enhancement, Inc.



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

Oakes Enhancement, Inc. (OEI)

Date: February 6, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Conklin, Hill, Zetocha, Sitzler, Rebecca Udem (New Chamber Rep)

Directors Absent: Schnell, Forward, Zimmer

Guests: Oakes Area Chamber of Commerce: Sundby, Udem, Gemar, Goetze  
Sonia Meehl and Kraig Steinhoff

Treasurer John Zetocha called the February 6, 2018 meeting of the OEI Board of Directors to order welcoming guests. The meeting was held at Oakes Community Center Meeting Suite with 5 directors and 6 guests present.

⇒ **Guests:**

- Oakes Area Chamber of Commerce
  - Web sites must follow Federal regulations.
  - The Chamber is working to bring their web site into compliance.
  - The Chamber site provides services the oakesnd.com site is not currently making available.
  - Want to group together to create a web site that is up-to date and compliant.
  - One web site for the community is the best solution and needs to be re-designed.
  - Point of contact from each entity: City, Chamber, OEI  
Haring, Goetze and O'Brien will serve.

At this time Rebecca Udem joined the OEI Board serving as the Chamber Representative. Rebecca is the current President of the Oakes Area Chamber of Commerce. Rebecca was welcomed and thanked for her willingness to serve. (We now have 6 Board Members in attendance for voting)

⇒ **Secretary's Report:**

- **M(Conklin)S(Hill)P: to receive and file the minutes of the January 2, 2018 meeting as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Hill)S(Sitzler)P: to receive the treasurer's report as presented and explained.**
  - The OEI Computer will be turned over to Ptacek Financial this weekend and they will begin work on the tax return.
- Hollingsworth: Letter written and sent certified mail -- OEI did receive the signed return card.
  - At this time, we are unaware if the Hollingsworth's have contacted Schnell.
- Homan Trust
  - Report from Schnell – unavailable to report.
- Funding Requests:
  - o BUMP Phase two for Quilt & Sew
    - **M(Conklin)S(Thompson)P: to grant Quilt & Sew \$2675 under the BUMP project guidelines for the second phase of their store front updates.**
  - o Bleacher replacement in the Community Center Gym
    - **M(Sitzler)S(Hill)P (Conklin abstained from voting): to donate \$7500 to the Bleacher Replacement Project with funds coming from the Charitable Gaming Account.**

Gaming

- December Report

- With quarterly and semi-annual payments made – there were more expenses in December showing we were over on the expenses side.

➤ **Projects and updates**

- None currently

➤ **Community Development Report**

- Oakes Fire District: Sitzler report
  - Electronic voting for survey by Moore Engineering of the proposed railroad site.
  - Moore Engineering is moving forward.
  - Opinion of Paradis Law on papers from Canadian Pacific: He is working on his recommendations.
  - Soil testing—should it be done again? -- this should be done.
- Community based nursing homes
  - No updates currently
- Updates on the Sign
  - The sign is in storage at the Community Center – the easement has been secured – waiting for warmer weather to install.

➤ **Tabled business**

- Community Development Directorship
  - Ads have been placed in the Oakes Times.
    - 4 have called concerning the position and information has been sent to them.
    - The ad was placed in the Oakes Times for four weeks, the job is posted on Facebook, and other social media sources – and Job Service.
      - *Motion from the January meeting: **M(Stizler)S(Conklin)P: to offer the job part time - approximately 16 hours per week for an annual salary of \$15,000. Advertising should appear in the Oakes, web site, radio station, Job Service.***

➤ **Business /keep in mind items.**

- Annual Meeting: Meeting to take place in March.
  - The Directorships of Conklin and Schnell are up for election and both will run again.
- Food Pantry: Any Concerns
  - Water main break == Murphy installed a shut off valve in the garage part of the structure
  - Renters insurance should take care of the cost of the clean-up.
- DaVita
  - No report currently
- Governor's Main Street Project
  - Good reports from the meeting with Governor Burgum and his staffers.
  - The staffers and Governor visited with many of the people present and dialogues will continue with community leaders.
- Testing site
  - No report currently
- Weather Station
  - Working with insurance issues
  - Problems with the ring tone
  - All parts have been installed.
    - Insurance Questions arise: Were the damaged replacement parts the result of lightening or had they outlived their functionality?
- Tiny Tornadoes
  - Made a large payment on their loan.
- ⇒ Daycare is an issue in Oakes and many communities.
  - There are issues in town with lack of daycare.
  - Is there a program to encourage people to become a licensed daycare provider either in house or starting a facility?
  - April had been researching contacting other communities.
  - Those board members seemed in favor of offering a grant to start-ups..... especially for infants: (baby to 2-year-old)

- Harring will visit with City Officials in New Rockford, ND to see how they structure their incentive program.

There being no further business the meeting adjourned at 12:45pm.

Respectfully Reported,

Audrey O'Brien, Secretary  
Oakes Enhancement, Inc.



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

Oakes Enhancement, Inc. (OEI)

Date: March 6, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Conklin, Schnell, Zetocha, Sitzler, Udem, City Auditor available upon request

Directors Absent: Forward, Zimmer, Hill

Guests: Sonia Meehl

President Gary Schnell called the February 6, 2018 meeting of the OEI Board of Directors to order following a brief annual meeting. The meeting was held at Oakes Community Center Meeting Suite with 6 directors and 1 guest present.

⇒ **Guests:**

⇒ **Secretary's Report:**

- **M(Conklin)S(Zetocha)P: to receive and file the minutes of the February 6, 2018 meeting as printed.**

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Conklin)S(Thompson)P: to receive and file the February 2018 report as presented.**
- Hollingsworth: Letter written and sent certified mail -- OEI did receive the signed return card.
  - Schnell visited with Hollingsworth. They want to sell their house and will have to pay off the Regional Council and then OEI.
  - Schnell asked to for them to make some sort of payment as an act of "good faith". They will try.
- Homan Trust
  - Report from Schnell
  - JT Homan has not gotten back to Schnell.
  - Schnell did offer \$4000 to close the agreement.
- Funding Requests:
  - BUMP: Tiny Tornadoes
    - o Information not received perhaps due to weather.
  - BUMP: Andrea Geffre Amundson
    - o Looking at a future project
  - Dickey County Fair
    - o **M(Sitzler)S(Zetocha)P: to donate \$500 to the Dickey County Fair with funds from the Charitable Gaming Account. (All voting yes)**
  - Request of the Chamber
    - o **M(Thompson)S(Zetocha)P: To request \$1500 for Irrigation Days with funds coming from the Charitable Gaming Account. (all votes yes with Udem abstaining)**

Gaming

- January Report
  - The report was reviewed.

➤ **Projects and updates**

- See below.

➤ **Community Development Report: Done by City Auditor April Haring**

- Oakes Fire District:

- o Opinion from Paradis Law on the Canadian Pacific proposal was sent to CP for approval. Most of the changes dealt with time frames from the OEI perspective.
- o City Sewer lines do not seem to be an issue according to City Supervisor Nelson and Moore Engineers
- o **M(Conklin)S(Sitzler)P: To pay Moore Engineering \$6,890.25 for work done on this project (all yes votes)**
- o **M(Sitzler)S(Conklin)P: pending review of the purchase agreement by Paradis Law, President Schnell is given authority to sign the agreement if the terms Paradis Law put forth to Canadian Pacific are met.**
- o CP: is asking \$15,000 for the land. There are also other fees involved such as building an abstract, survey, soil samples and the like.
- Updates on the Sign
  - o Easements signed and recorded.
- Day-Care: Incentive programs from other communities
  - o Plans were reviewed from various sources and the proposal by the South-Central Dakota Regional Council with a Child Care Initiative program
- **Tabled business**
  - Community Development Directorship
    - Application received and reviewed.
    - O'Brien will communicate with Schmitz and get back to the group with a time to meet.
    - It is the desire of the OEI Board to have 4 board members present for the meeting with Schmitz.
- **Election of Officers**
  - **M(Sitzler)S(Zetocha)P: To have nominations cease and cast a unanimous ballot for Gary Schnell for President, and Jeff Forward as Vice President.**
  - **M(Sitzler)S(Thompson)P: John Zetocha as Treasurer**
- 
- **Business /keep in mind items.**
  - Food Pantry: No concerns currently
  - DaVita: Lease signed for one year.
  - Governor's Main Street Project: From Auditor Haring - No additional feedback currently
  - Testing site: No report
  - Weather Station
    - o Haring reporting – need to sync times when the technicians can be there as DRN needs to be available as well.
  - Tiny Tornadoes: See above with BUMP.
  - Community based nursing homes
    - o It appears Sanford and Good Sam have joined forces.
    - o It was advised to keep abreast of this development.

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

Respectfully Reported,

Audrey O'Brien, Secretary  
Oakes Enhancement, Inc.



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

Oakes Enhancement, Inc. (OEI)

Date: April 3, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Schnell, Hill, Conklin, Forward, Undem, Zetocha

Directors Absent: Thompson, Sitzler, Zimmer

Guests: Shawn Ulmer (Change to May Meeting)

Leslie Dethlefsen: Oakes Park and Recreation (Unable to attend)

Sonia Meehl

President Gary Schnell called the April 3, 2018 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with six directors and one guest present.

⇒ **Guests:** Meehl was observing and the other guests were unable to attend

⇒ **Secretary's Report:**

- **M(Conklin)S(Hill)P; to receive and file the minutes of the Annual Meeting and Board meetings both held March 6, 2018.**
- Thank you from the family of Eyvonne Steuck.

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Forward)S(Undem)P: to receive and file the March Treasurer's report as presented.**
  - **Affirm: Electronic Voting**
    - o **M(Conklin)S(Hill)P: to cash the CD which is due at First State Bank and reinvest at Starion: terms 13 months at a rate of 1.7%.**
  - Be it resolved the following will continue as those authorized to sign on accounts.
    - o Signing on accounts for OEI will be President Gary Schnell, Treasurer John Zetocha, and board member Arthur Conklin along with the Secretary Audrey O'Brien
- Hollingsworth: No updates
- Homan Trust.
  - Schnell visited with Homan and gave him a figure of \$4000 and Homan agreed.
  - **M(Zetocha)S(Forward)P: to give JT Homan \$4000 from the Trust Agreement and have Paradis Law draft a paper to end the trust agreement with Homan.**
  - The Secretary was instructed to cash the CD upon its due date, deposit in the business checking account.
- Funding Requests: BUMP
  - o Tiny Tornadoes: No action currently
  - o Andrea Amundson: No action currently
  - o Shawn Ulmer (Change to May meeting)

Gaming

- February Report
  - The February Gaming Report from Gaming Manager Pamela Waldner was reviewed for filing.
- Charitable Gaming request from Oakes Public Schools
  - **M(Undem)S(Zetocha)P: to donate \$5000 to the request from the Oakes Public Schools for playground upgrades with funds from the Charitable Trust Account**
- Charitable Gaming request from Oakes Park Board



- **M(Conklin)S(Hill)P: to donate \$500 to the Oakes Park Board to assist with events during Irrigation Days.**
- Back up/assistant for the gaming since Eyvonne's death: Suggested name
  - Waldner suggested Jill Cox be appointed as the backup person for the Gaming Manager in the event Waldner must be gone.
  - O'Brien will visit with Waldner about this and how compensation will take place.
- **Projects and updates**
  -
- **Community Development Report**
  - Oakes Fire District
    - There has been no communication from the railroad concerning the amendments to the purchase agreement paperwork.
    - There is a concern that if there are any environmental issues, the agreement would be voided – or OEI has some way to get out of the agreement with no liability.
  - Updates on the Sign
    - Projected date of installation is the spring – however with all the recent snows – spring is being delayed this year.
- **Tabled business**
  - Community Development Directorship
    - Interview: Alyx Schmitz interviewed with Hill, Zetocha, Conklin and Schnell and it went well
    - Wondering if April would want to continue in some capacity to the group.
    - Conklin will talk to April Haring to see if she would mentor Alyx -
- **Business /keep in mind items.**
  - Food Pantry: No report currently
  - DaVita: Lease signed with the Nagalas for a year.
  - Governor's Main Street Project
    - Now beginning to move forward.
  - Testing site: No report currently
  - Weather Station
    - Still awaiting the person who will install the parts.
  - Tiny Tornadoes: no updates currently but they are exploring summer programs.
  - Daycare
    - There is a need to set up some incentive programs for opening or expanding daycare.
  - Community based nursing homes
    - Schnell visited with Carda about the connection between Sanford and Good Samaritan Society
    - Annual meeting for Good Sam is in June and a decision will be made at that time concerning a merger with Sanford.
- There is an inquiry about a dentist coming to Oakes. Ryan Nelson is the name. Schnell visited with Malmberg and he will contact the interested party.
- Empty business on Main Street
  - True Value, Kim Schmit building, Bakery and more
  - Other businesses are ready to sell -- Rudy's has recently sold.
- RV Parks:
  - There has been no forward movement.
  - Schnell will visit with the entities: Christensen, Roney, Visto (who owns property behind Casey's)

There being no further business the meeting adjourned at 12:55 pm.

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



**Oakes  
Enhancement,  
Inc.**  
BO BOD 2018

Oakes Enhancement, Inc. (OEI)

Date: May 1, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Conklin, Udem, Haring, Zetocha, Sitzler,

Directors Absent: Forward, Zimmer

Guests: Shawn Ulmer, S. Meehl

President Gary Schnell called the May 1, 2018 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with 8 board members and 2 guests present.

⇒ **Guests:**

- Shawn Ulmer: Two projects for BUMP program. Roof on the Stillwater banquet room.
    - Rubber roof == He has been consulting with Rod Garland -- \$18,500
    - Celluium a waterproof product to cover ceiling tile to take care of discoloration of the tiles. \$5000
- M(Conklin)S(Thompson)P: to separately fund the grant and loan portions of both above BUMP projects.**
- Need to revisit the BUMP program and redefine the purpose and what qualifies for the grant funds as well as the loan part of the program.

⇒ **Secretary's Report:**

- **M(Sitzler)S(Udem)P: to receive and file the minutes of the April BOD meeting as printed.**

⇒ **Treasurer's Report:**

- Treasurer's report
  - o **M(Zetocha)S(Hill)P: To receive and file the treasurer's report as presented and explained.**
- Ratify voting on BUMP project at Total Home.
  - o Motion to approve the project but would like more information.
    - This project was dropped so the voting was null.
- Ratify voting on CD due at First State Bank:
  - o Motion to move from First State Bank to Starion: 13 months @ 1.7%
    - Electronic voting ratified – **M(Hill)S(Thompson)P: to ratify the electronic voting.**
- Kelly Cooper, manager of the Oakes irrigation site has a vendor that wants to donate some product or equipment to the site. The value is approximately \$17,000. The problem, due to the affiliation to NDSU, any amount over \$5,000, they must follow a bid process. The vendor needs to have the irrigation site write a check for \$17k and then they will write a check back. I am guessing it is a tax-deductible item or exchange for the vendor.
  - o Kelly is asking if OEI would be able to write the check for \$17k to the vendor and vendor write the check back.
  - o I did reach out to Toni at PFS to see if we had any tax consequences to be concerned about for OEI.
  - o **M(Zetocha)S(Hill)P: to be the pass-through agency for the above transaction.**
- Hollingsworth
  - Homan Trust
    - o Paradis Law has been asked to draw up a form to release both entities from the Trust CD account.
    - o This matter has been taken care of - Homan was paid \$4000 and signed a dissolution of the trust agreement.

**Gaming**

- March Report: The report was reviewed.

- 1<sup>st</sup> quarter games have been reviewed by O'Brien.
  - The games were in super shape.
- Charitable Gaming request from Bear Creek Roughriders
  - **M(Zetocha)S(Thompson)P: to donate \$500 to the Rough Riders Events.**
- **From the President**
  - General Irrigation
    - Would like a photo shoot as they are working with a product to send overseas. They would like the photo to highlight the PACE interest buydown and how it helps to grow businesses.
  - Heritage Insurance Question
    - The former city hall building now owned by OEI – is covered under the city policy.
    - The OEI Board of Directors has coverage under the City Policy.
- **Community Development Report**
  - Oakes Fire District
    - Signing of the documents for purchase of the land--done
    - Up front funding of \$1500. --done
    - Haring was brought into the meeting and answered questions.
      - Questions asked and concerns voiced about the soil survey and contamination issues.
      - Action needs to move forward to meet time deadlines.
      - Other concerns: Contamination survey, Clarify the survey, how it can be done and the timeline and an escape clause if this turns out to be too big of a problem for OEI to handle.
  - Updates on the Sign
    - It appears this project is moving forward.
- **Ongoing business**
  - Community Development Directorship
    - Undem took the lead in the discussion. She has updated the Chamber Manager position and incorporated the OEI Job Description in consultation with Haring.
    - Undem will email an updated version to the BOD for approval before posting the job.
    - 0
  - Dentist
    - Some forward movement
  - Empty Main Street Businesses
    - No report currently
  - RV Park
  - Schnell is exploring different avenues.: Visto, Christenson,
  - Creator Camp
    - After school programing
    - Will need to find staff.
    - Work with local businesses on a theme
    - Looking at Kim Schmidt's and True Value buildings
    - How is this paid for == rental agreement
    - Schnell will pursue purchase price of True Value.

There being no further business the meeting adjourned at 12:55 pm.

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



Oakes Enhancement, Inc. (OEI)

Oakes Area Chamber of Commerce

Date: May 25, 2018

Place: Oakes Community Center Meeting Suite

Time: 7:30am

OEI Directors Present: Schnell, Hill, Zetocha

OEI Directors Absent: Thompson, Conklin, Sitzler, Forward

City of Oakes: Mayor Monty Zimmer

Oakes Area Chamber of Commerce Directors Present: Udem, Sundby, Gemar, Spellerberg, Dahlstrom, Fick, Wibstad

Oakes Area Chamber of Commerce Directors Absent: N/A

*Noted: Oakes Enhancement, Inc. did not have a quorum of board members present and will need electronic voting to secure the correct number of votes. (also noted: Udem can vote on the OEI board but was acting on behalf of the Oakes Area Chamber of Commerce at this meeting)*

OEI President Gary Schnell called the joint Board of Directors meeting of the Oakes Area Chamber of Commerce and OEI to order at 7:35am on Friday, May 25, 2018. The meeting was held at the Oakes Community Center Meeting Suite with three OEI Directors, seven Oakes Area Chamber of Commerce Directors and Mayor Monty Zimmer in attendance.

The purpose of the meeting was to discuss the recently held interviews with six applicants for a joint position of the Oakes Area Chamber of Commerce Director and an OEI Community Development Director.

Discussion points:

- All six candidates interviewed well and had varying attributes to bring to the position.
- Those taking part in the interviews were:
  - o OEI: Schnell, Zetocha and Thompson
  - o Chamber: Udem, Gemar, Fick, Wibstad
- Following the interviews, the above-named interviewers met and agreed to recommend Emily Ptacek for the position. Some of Ptacek's skill set included project management and data interpretation.

Measuring tools for assessing forward progress in the position

- Sales tax revenue
- Chamber Revenue generated
- Number of projects brought to the OEI Board.
- Number of existing businesses assisted (be it with finding grants/funding for expansion/improvements/updates of equipment and the like)
- New Businesses brought to the community.

**M (John Zetocha) S (Matt Hill): to offer the partnership position of Community Development Director for OEI and Director of the Oakes Area Chamber of Commerce to Emily Ptacek. The recommended salary will be \$45,000 per year with benefits: \$250 per month for health care and 13 days of Paid Time Off.** Accountability standards will have to be set forth and presented to the respective boards. Percentage of funding for this position (Salary – Benefits – PTO) was discussed and agreed on: 60% OEI and 40% Oakes Area Chamber of Commerce.

Mentions made:

- Ptacek will be able to start on June 4, 2018.
- As has happened previously, alumni should be made aware, they are encouraged to return Oakes, work, and raise their families in a wholesome environment. Oakes is here for them and will assist where they are able.

There being no further business the meeting adjourned at 8:15am

Respectfully reported,

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

PS: Thank you for recording the meeting Gary and thank you to April for the recording devices.

**PSS: With electronic voting – the above motion to hire Emily Ptacek has passed the OEI Board.**



## Oakes Enhancement, Inc. PO Box 365

Oakes Enhancement, Inc. (OEI)

Date: June 5, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Conklin, Forward, Udem, Zetocha, Sitzler, (Haring)

Directors Absent: Zimmer

Guests & Employees: DJ Jensen, Alyx Schmitz, Emily Ptacek, Sonia Meehl

President Gary Schnell called the June 5, 2018 meeting of the OEI Board of Directors to order at 11:30am. The meeting was held at the Oakes Community Center Meeting Suite with eight directors, two employees, City Auditor Haring and two guests present. President Schnell welcomed those present and introduced the guests and employees.

### ⇒ **Guests & Employees:**

- DJ Jensen
  - Humanities class at the high school
  - Funding request for tuition assistance
  - 6-7-8 students
  - \$750 per semester
  - In the past, \$1500 was given to the school to assist students in this program as well as online class tuition. The school makes the determination as to who needs assistance.
  - Conducting an electronic vote on this request
- Alyx Schmitz: See below for Alyx's report.
- Emily Ptacek: See below

### ⇒ **Secretary's Report:**

- **M(Conklin)S(Sitzler)P: to receive and file the Secretary's reports as printed.**

### ⇒ **Treasurer's Report:**

- Treasurer's report
  - o **M(Hill)S(Sitzler)P: to receive and file the Treasurer's report as printed and explained.**
  - Any action/updates on OEI as a pass through for funds: John Zetocha
  - o No further action has been taken on this matter.
- Hollingsworth
  - Nothing currently happening.
- Relay for Life: Udem
  - **M(Udem)S(Sitzler)P: to donate \$200 (Two hundred dollars) to the Relay for Life to be held in June. Funds from the Charitable Gaming Account if this qualifies.** Udem took the papers to give to the Relay for Life committee.

### **Gaming**

- April Report
  - The report was reviewed.
- 1<sup>st</sup> quarter games have been reviewed by O'Brien – left on agenda for reporting.
  - The first quarter gaming reports were reviewed by O'Brien in April. The games were in excellent shape with a minor error which ended up making the game 100% accurate.

### ➤ **From the President**

- General Irrigation
  - o Letter available for the board members
  - o Wanted a photo session concerning shipping their product to Australia and the assistance from OEI which made the development of the product a reality.
  - o Gary did not get a call as to when the photo session happened.

- o Schnell will put the letter in the Oakes Times.
- Grand Theatre
  - o Wendy Johnson has a tentative buyer for the theatre: (Kathy Erickson)
  - o Unable to attend today's meeting.
  - o All parties need to be aware the audio-visual projection equipment belongs OEI. A new lease agreement will have to be put in place if ownership changes.
- Angry Beaver: BUMP approved previously – this is a modification.
  - o **M(Conklin)S(Zetocha)P: To grant \$3500(three thousand five hundred dollars) to the upgrades at the Angry Beaver with the understanding that the OEI Board will revisit/review/redesign the BUMP program to have building/repair/upgrade costs to reflect today's pricing as well as clearly define what qualifies under this program.**
- DJ Jensen: see above.
- Nicole Cline.
  - o No request currently
- RV Park
  - o G. Visto not interested.
  - o Christenson not interested.
  - o Paul Roney: interested
    - Schnell will visit with him and get numbers together.
    -

➤ **Community Development Report: April Haring**

- Oakes Fire District; Haring reporting
  - o Environmental studies
    - Problems with nitrates
    - Release if liability
    - No basement can be built on this property due to contaminants.
  - o Other issues with this project
    - termination of the purchase agreement if there are any issues that could be too risky.
    - Ron Maddock's property on the corner of Main and 4<sup>th</sup> Street could be a possible location to consider.
    - Keep on top of this so we do not miss the deadline.
    - Monitoring wells would be needed if a building is put on the property.
    - Find out the costs of clean up and see if OEI can make the property useful.
    - At a glance Paradis Law suggests walking away
    - Haring will take steps to find answers to the questions presented at the meeting.
    - **M(Conklin)S(Sitzler)P: to hire a firm with the appropriate credentials on matters of environment seeking guidance on how to proceed and expedite the process - clearly stating who would be responsible for any future environmental issues with the properties in question, making sure all parties are complying and in agreement on how to make this project work.** Time constraints are playing a part, due to soil samples and what would be required for cleaning up the site as well as what would have to happen to make utilizing this site safe without surprises in the future. An estimate would be in order. OEI would like an "escape clause" if the findings are not favorable. Is an extension of the deadlines workable for all to be in compliance?
- Updates on the Sign
  - o Work is being done.

➤ **Ongoing business**

- Community Development Directorship combined with Chamber Manager.
  - Emily Ptacek – officially on board
  - **M(Undem)S(Zetocha)P: to allow Emily Ptacek to attend an Economic Development Conference in Jamestown. Dates: June 19-21, 2018**
  - Onboarding program was developed by Undem to measure progress in the position.
    - 3 months, 6 months a year progress points.
- Alyx Schmitz
  - Update the web site: focusing on Business information updates as well as community updates.
    - Taken lots of photos.

- Parks page
- Making the site visually friendly
  - New resident packages: also, in digital
  - Inventory of businesses –
  - Programs to assist businesses – either local projects or state
- Creator Camp
  - No report currently
- Dentist
  - No current report
- Empty Main Street Businesses
  - No report currently
- 
- Additional programs
  - None currently

There being no further business the meeting adjourned at 12:35pm.

Respectfully Reported,  
Audrey O'Brien, Secretary  
Oakes Enhancement, Inc





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

Oakes Enhancement, Inc. (OEI)

Date: July 3, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Schnell, Forward, Undem, Haring, Zetocha, Sitzler, Thompson

Directors Absent: Zimmer, Hill, Conklin

Guests & Employees: Alyx Schmitz, Emily Ptacek, Sonia Meehl

President Gary Schnell called the July 3, 2018 meeting of the Oakes Enhancement, Inc. (OEI) to order at 11:40am. The meeting was held at the Oakes Community Center Meeting Suite with 7 members, 2 employees and 1 guest present.

⇒ **Guests:**

- Janet Comeau: Director of Nursing at Good Samaritan Society Oakes
  - Will attend the August meeting.

⇒ **Secretary's Report: The Secretary's report was received for filing without additions or corrections.**

⇒ **Treasurer's Report:**

- Treasurer's report: **M(Forward)S(Zetocha)P: to receive and file the treasurer's report as presented.**
- CD's coming due: 1 in July – 2 in August - 1 in September
  - As they come due – addressing them may have to come via email.
- Kelly Cooper transaction – we have not been contacted.
  - Will work through DSLRA.
- Hollingsworth
  - No forward movement currently
- Relay for Life: requested they mail the application to OEI a few weeks ago. The application just arrived yesterday so funds can now be awarded.
- Water Assistance: \$660.00. We have not received any notices, so this dates back to July of 2017 and includes the increased rates. Two are currently enrolled in the water assistance program.

**Gaming**

- May Report
- Blackjack: certify the email concerning blackjack. The responses all came back to remain with the current plan of No Blackjack. Selling the equipment, a long time ago affirmed that OEI should not become involved at any time.

➤ **From the President**

- Grand Theatre
  - o Closing the theatre in September if not sold
  - o Kathy Erickson was interested but has not been in contact with anyone concerning the purchase.
  - o Cindy Bagley has some interest in managing but does not have funds to purchase the building.
    - An option could be contract for deed.
  - o \$50,000 is Johnson's asking price for the building.
  - o Should get financials from Wendy: Ptacek will check with this.
  - o Could be a student entrepreneurship project for which grant funding is possible.
  - o Haring is checking with other communities to see how they run their theatres.
  - o It is noted that the building is requiring major upgrades: i.e.: wiring.....
- Nicole Cline
  - o Has not approached OEI yet.

- o Ptacek will follow up with Cline.
- RV Park
  - o Paul Roney: at one point he was thinking of 20 new spots or revamping some in the Mobile Home Park
  - o Leave this on the agenda for the future.
- **Community Development Report: Haring, Schmitz, Ptacek**
  - Troy Schumacker: Haring reporting
    - o Would like to put in a kitchen at “the Last Shot” (formally Rudy’s)
    - o Possible funding application would be \$15,000 –with total projected costs of \$25,000 which does not include labor.
    - o Serving beginning at 11am to catch the luncheon crowd.
    - o Job creation for part time employees
    - o Would this be tied to jobs creation?
    - o Check with JDA.
    - o Need a business plan -
  - Oakes Fire District: Haring reporting
    - o Health department working with the railroad and Agtegra.
    - o Continue in Limbo.
    - o Investment from OEI to date is \$12, 650.75.
    - o Still considering the Maddok property
  - Updates on the Sign: Haring reporting
    - o Work is seemingly at a standstill.
    - o Perhaps starting to put the poles.
  - Revamping BUMP program
    - o O’Brien, Haring and Ptacek will work on this program.
  - Updates on Web site: Schmitz
    - o Video – business survey – have been Schmitz work projects along with updating business lists and web site. Those present compliments Schmitz for her work on the Irrigation Days video
    - o She is thinking of a series of smaller videos for people visiting the site to see what Oakes all is about.
  - Business Survey and Workforce Survey: Ptacek reporting
    - o Schmitz, Haring, Ptacek have been working on these surveys.
    - o Schmitz has an updated listing of businesses.
    - o **M(Sitzler)S(Undem)P: to move forward with the survey process sending to many businesses on the list compiled by Schmitz.**
    - o Ptacek will check with Hoelscher at Train ND for input.
  - Retail and Restaurant Incentive Program: Ptacek reporting
    - o Grant funding -- could put in a payback if the business fails.
    - o Research will continue.
  - Assessment facilitated by the North Dakota Trade Office: Ptacek reporting
    - o Community business audit
    - o There is a \$500 membership fee investment which entitles you to a community business audit.
    - o **M(Thompson)S(Undem)P: to enroll OEI in this program.**
  - Event focused on highlighting available properties within city limits: Ptacek reporting.
    - o Solicit businesses to market by hosting a walking tour of potential business location options.
    - o People attending would also include investors, bankers, realtor, contractors, and the like and perhaps making a virtual tour as well.
    - o Need to put together a tour packet.
    - o Costs would include: Promotion, refreshments, ads, newspaper, along with eliciting some sponsorships to help defray the costs.
    - o Would need to know properties that should be focused upon – Schmitz has listing.

- o On board for a ticket fee – if a person is truly interested in the program – then the fee would not be an issue.
- o Will bring a list to the August Meeting.
- o Thought was to also Include existing businesses that are for sale -- perhaps in the virtual tour of these.

➤ **Ongoing business**

- Child Care – focus on infants.
  - Meehl stated that daycare is a question interviewee for teaching positions ask.
  - Can Tiny Tornadoes be expanded to meet the growing Day Care needs and especially for infants.
  - Ptacek will research.
- Creator Camp
  - Remove from the agenda.
- Dentist
  - There is still talk of this project.
- Agtegra: Pretro Serve.
  - Looking to eliminate the C-Store / Ampride.
  - Perhaps also eliminating Oakes Tire Center
  - Schnell has been in contact with Agtegra.
  - Nice to keep all businesses local – C-store and Oakes Tire
  - Not sure the fate of the apartment complex Cennex purchased.
- Empty Main Street Businesses
  - Addressed above with Ptacek.
- Additional programs
- For the Good of the Order

There being no further business, the meeting adjourned at 12:55 pm.

Respectfully reported.

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



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

Oakes Enhancement, Inc. (OEI)

Date: August 7, 2018

Place: Oakes Community Center

Time: 6:45am

Directors: Thompson, Schnell, Hill, Conklin, Forward, Udem, Zetocha, Mayor Zimmer

Directors Absent: Sitzler

Guests & Employees: Alyx Schmitz, Emily Ptacek, Janet Comeau, Denise German, Jake Bollum, Trista Gemar, Troy Schumacker, Richard Iverson

President Gary Schnell called the August 7, 2018 meeting of the OEI Board of Directors to order at 6:45am. The meeting was held at the Oakes Community Center Meeting Suite with seven directors, four guests and two employees present. Schnell called for additional items for the agenda. There being none it was decided the guests would be taken as they arrive.

⇒ **Guests:**

- Richard Iverson:
  - Seeking funding for new equipment at “The Jim”
  - The equipment needs repair and parts are hard to come by as the equipment is old.
  - Action taken later in the meeting.
- Janet Comeau: Oakes Good Sam—waiting until September.
- Shawn Ulmer:
  - BUMP Program: Signage and parking lot paving
  - Project cost: \$3800 approximately
    - Ptacek will visit with the Ulmers about some concerns the group voiced.
- Oakes Family Pharmacy: Denise German: 7:10am
  - German presented: With the purchase of the business, upgrades are in order beginning with issued on the store front.
  - Working with the proposed budget of \$15,000 – as a start store front updates.
    - **M(Forward)S(Hill)P: to grant the 35% in the proposed new BUMP program figures and includes a cap of \$5000.**
- Trista Gemar – Schumakers – The Last Shot: 7:20am
  - Request \$31,000 in a 5-year CD Secured loan with BankNorth
  - Not requesting any grant money.
  - Cash flow on the kitchen only -- does not include the bar portion of the business.
  - **M(Zetocha)S(Forward)P: To CD secure a loan for \$31,000 at BankNorth having the UCC filing on the equipment in place and with the stipulation that the bank notify OEI immediately if there are any problems arising during the 5-year span of this CD secured loan. Action is not contingent on funding from JDA, but any funding from them would come to OEI to reduce OEI's participation in this CD secured loan.**
- Grand Theatre: Jake Bollum – presented by Ptacek.
  - Pricing on the theatre is now at \$25,000.
  - Flex Pace – CD secured loan
  - Repairs to the facility would start after the first of the year and he may request additional funding.
  - **M(Conklin)S(Zetocha)P: to participate in a Flex Pace Buydown**

⇒ **Secretary's Report:**

- Minutes of the July Meeting
  - **M(Udem)S(Thompson)P: to approve the minutes of the July meeting as printed.**
- Ratify Electronic voting on CD's due at Bank North.
  - Electronic voting was ratified stating the two CD's at BankNorth which came due on July 31, 2018 and August 1, 2018 be cashed and deposited at Starion.

- Ratify Electronic voting on AC unit for the former City Hall Building
  - Electronic voting was ratified by those present stating Schnell will contact Simek of Fullerton to install a new AC unit at the former City Hall building now occupied by the Oakes Food Pantry.
- Revamping BUMP program - first draft for discussion
  - Changing of wording that all contractors be licensed
  - Perhaps two separate applications are necessary to help define the program. One for outside work and one for work done to the structure on the inside.

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Conklin)S(Thompson)P: to accept the treasurer's report as presented.**
- CD's coming/came due: 1 in July – 2 in August - 1 in September
  - Also see note above concerning the CDs at BankNorth – electronic voting.
- The Last Shot Proposal: Discussion – Voting: see above.
- Oakes Family Pharmacy: Discussion – Voting: See above
- Grand Theatre: Discussion and voting: See above.
- Kelly Cooper transaction –
  - John Zetocha has been in contact with Cooper. Cooper should be in contact concerning use of the DSLRA account as a pass through for funds.
  - Would like to have the legislature fund the Test Plots.
- Hollingsworth
  - No forward movement currently

**Gaming**

- June Report
- 2<sup>nd</sup> Quarter Gaming Review completed
  - O'Brien completed the 2<sup>nd</sup> quarter gaming review. Games are neatly done.
- Working with the Attorney General's Office
  - New forms are needed for Gaming Manager Waldner to complete. O'Brien has printed them off and supplied to Waldner.
- E-Tabs
  - Information is being given to the Gaming Manager as it arrives. There are rules and regulations as well as applications to get into this form of gaming.

**From the President**

- Richard Iverson:
  - o Thompson and Ptacek will work with Lagodinski; "the Jim" owner.
  - o Perhaps making this a non-profit
  - o In the past OEI has assisted 'private businesses' like the golf course etc. that benefit the quality of life
- RV Park: remove from agenda.
- AgTegra
  - o No new updates currently
  - o Would like to keep the C-Store owned locally and keep it open.

➤ **Community Development Report: Haring, Schmitz, Ptacek**

- New Resident packets are being assembled. A sample was made available to the group. Work continues this project.
- Booklet being prepared to assist people who come in looking to start or grow their business.
- Oakes Fire District
  - o Directive to Moore Engineering that no more work is to be done on this land.
  - o The recent billing was in error and the payment will be returned.
  - o Moore Engineering and Paradis Law agree that this location should not be pursued.
- Updates on the Sign: Thompson reporting.
  - o Work is being done and soon will be completed with landscaping.
- Updates on Web site
  - o A continual process
- Business and Workforce Survey: No report currently
- Retail and Restaurant Incentive Program: No report currently

- **Assessment facilitated by the North Dakota Trade Office**
  - Meetings set up for today.
  - Nicole Cline: No report currently
- Future: planning an event focused on highlighting available properties within city limits.
- **Ongoing business**
  - Child Care with the focus on infants: Remains an issue and is an issue in most communities.
  - Dentist: No report currently
  - Empty Main Street Businesses: No report currently
  - Additional programs
    -
  - For the good of the order

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

Respectfully reported.

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



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

Oakes Enhancement, Inc. (OEI)

Date: September 4, 2018

Place: Oakes Community Center

Time: 11:30am

Directors: Thompson, Hill, Conklin, Udem, Zetocha, Sitzler

Directors Absent: Schnell, Forward, Zimmer

Development Director: Emily Ptacek

Guests: Jeremy Sitzler & April Haring

Treasurer John Zetocha called the September 4, 2018 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center Meeting Suite with six directors, two guests and one employee present.

⇒ **Guests:**

- Janet Comeau: Oakes Good Sam was not available to attend the meeting.
- Jeremy Sitzler and April Haring representing the Oakes Fire Department:
  - Notes from the meeting with the Oakes Fire Department: Conklin reporting
    - The Oakes Fire Department is aware of the nitrate issues on the land.
    - Quick Claim Deeds will be procured, along with title opinions. Abstracts are completed.
    - The transactions of OEI land purchase from the railroad and the turnover to the Oakes Fire Department are planned to take place very quickly to move the project forward.
  - **M(Conklin)S(Sitzler)P: To have OEI purchase the land from the railroad.**
  - **M(Sitzler)S(Hill)P: to secure Quit Claim deeds going both ways – purchase of the railroad property and then the exchange/transfer/ purchase of the fire department land noting the payment differential in compensating the Oakes Fire Department. Also, there will be a release of any liability to OEI on the railroad property going forward. All this is pending clear title to all properties.**

Sitzler left at this time.

⇒ **Secretary's Report:**

- Minutes of the August Meeting
  - **M(Thompson)S(Udem)P: to receive and file the minutes of the August meeting.**

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Hill)S(Thompson)P: to accept the treasurers report as presented and explained.**
- BUMP approval for Total Home
  - **M(Udem)S(Thompson)P: to support the entire project at 35%**
- Grand Theatre:
  - Ptacek will check on the forward movement of the Pace Buydown.
- Hollingsworth
  - Ptacek will look at this further

**Gaming**

- July Report: **M(Conklin)S(Hill)P: to receive the July Quarterly report as presented.**
- O'Brien will check on the missing figures from the report.
- E-Tabs: On the agenda to keep the board aware that E-gaming materials have been received and passed along to the gaming manager.

⇒ **From the President**

- AgTegra: No report currently

➤ **Community Development Report: Ptacek**

- Ptacek has designed updates to many forms for funding applications and commercial property listing. The object is to keep people informed about what OEI can assist with -and the particulars of the various programs -- keeping projects fair for all involved.
- Business and Workforce Survey
  - Having a reliable and qualified workforce is imperative to any community.
  - NDSCS will be coming in to educate on internships, advanced education, and workforce training.
    - September 17<sup>th</sup> noon to one at the Regional Career and Tech Center \$5 Lunch and Learn fee.
- Retail and Restaurant Incentive Program
  - Work continues.
- Assessment facilitated by the North Dakota Trade Office
  - Follow up with NDTO is being coordinated with Ptacek.
  - Work continues this project with specific targeted businesses.
  - Primary and secondary businesses
- MDU.
  - Ptacek will see what a cost would be to bring Natural Gas into the community
  - Would this impact the Propane Businesses in town?
- Nicole Cline
  - Work is progressing and a future timeline is being planned.
- Future: planning an event focused on highlighting available properties within city limits.
  - This has been postponed until next year.

➤ **Ongoing business**

- **The Jim:**
  - Ptacek is working on this.
- **The Last Shot**
  - Open for noon traffic
- **Oakes Veterinary Service**
  - Collin Galbreath sold and will be done in October.
  - Drs. Ben and Kara (sp) Galbreath from Edgeley/Ellendale will be covering this facility as well as their other veterinary businesses.
- Updates on Web site
  - A letter was read from Schmitz on updates and projects she is planning to finish up when better photos can be obtained – action shots and business photos (educational and medical areas)
- Booklet being prepared to assist people who come in looking to start or grow their business.
  - Haring continues work on this project.
- Oakes Fire District
  - See above.
- Updates on the Sign: Thompson reporting
  - Work appears to be completed. Looks great with the landscaping.
  - Sept 28<sup>th</sup> dedication
- Child Care with the focus on infants
  - Jodi Schroeder reopened her pre-school on a limited student basis.
  - Ptacek will investigate funding for expansion of Tiny Tornadoes – especially infants and toddlers.
  - Does OEI want to offer a daycare incentive program?
  - Ptacek will visit with them and suggest management training to assist them to investigate the future and embrace expansion.
- Dentist
  - No report currently
- Empty Main Street Businesses
- Covered above.
- Additional programs
  - No other programs currently
- For the good of the order
  - Letter from Schmitz
    - Schmitz thanked the OEI Board for the opportunity to work for and with them.



- Note from Computer Express
  - Quandt expressed thanks for OEI's assistance with community projects – most recently the bleacher program at the Oakes Community Center.

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

Respectfully reported.

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



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

Oakes Enhancement, Inc. (OEI)

Date: October 2, 2018

Place: Oakes Community Center

Time: 11:30am

Directors: Thompson, Hill, Conklin, Udem, Sitzler, Schnell, Zimmer

Directors Absent: Zetocha, Forward

Development Director: Emily Ptacek

Guests: Ryan Lagodinski

President Gary Schnell called the October 2, 2018 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, and one guest present.

⇒ **Guests:**

- Ryan Lagodinski arrived at 12:10pm: In need of new equipment at The Jim.
  - Three pieces of equipment are needed.
  - Asking for assistance to fund the purchase of equipment - \$10,000.
  - Ptacek has been visiting with Lagodinski.
  - It would be to their benefit to become a 501C3.
  - **M(Sitzler)S(Thompson)P: OEI will purchase and own three pieces of updated equipment and lease to The Jim for \$1 per year in a perpetual lease. All repairs and necessary insurance and liability aspects will be the responsibility of The Jim.**
  - Ptacek will meet with Lagodinski to recommend promoting the insurance rebates through various companies. Facebook and the Chamber Blasts could be used, while encouraging The Jim to become a Chamber Member.

⇒ **Secretary's Report:**

- Minutes of the September Meeting
  - **M(Conklin)S(Hill)P: to receive and file the minutes of the August meeting.**

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Sitzler)S(Udem)P: to accept the treasurers report as presented and explained.**
- Action on cashed CD
  - Common consensus to leave the proceeds of the CD in the checking account and zero out the BUMP savings funds.
- Grand Theatre
  - All paperwork was completed, and the CD secured loan is in place.
- Hollingsworth: No updates currently

**Gaming**

- August Report: the August report was favorable.
- July Report Clarification: The report from July, Pamela just forgot to fill in the monthly carryover line.
- Funding Request for Tornado Watch
  - **M(Conklin)S(Hill)P: to donate \$2500 to the Tornado Watch Program with funds from the Charitable Trust Account.**
- E-Tabs:
  - As information is received concerning E-Tabs it is being passed along to Gaming Manager: Pamela Waldner

⇒ **From the President**

- Any updates on projects since returning to the States.
  - No report currently

➤ **Community Development Report: Ptacek**

- North Dakota Trade Organization
  - Meetings are being set up for next week.
- Community Matched Sponsorship/Scholarship Program
  - Ptacek explained the program which originated with NDSCS – The program is designed to train students assisting with tuition if they return to the community to work.
  - All this would be coordinated with business taking the lead and coming to OEI for matching tuition assistance. If a student does not complete the course and return to the business to work, the funds will have to be repaid.
  - **M(Conklin)S(Undem)P: to move forward with this program capping out at \$2500 per student with an annual funding cap total being \$15,000.**
  - The board would like to see Ptacek put together a first draft of the program with the above stipulations – and having the businesses approach OEI for the matching scholarship/sponsorship funds.
- Requested use of DSLRA as a pass through when apply for upcoming Community Innovation Grant funding cycle (Jan 2019).
  - Includes overview of Community Recreation and Wellness Facility
  - **M(Sitzler)S(Hill)P: to allow the use of the DSLRA as a pass through for the grant application.**
  - Note: Construction of a Wellness Center is not a project of OEI or the Chamber and Ptacek will assist only with the initial funding application for the feasibility study after which the project reverts to the initial three people desiring to erect the Center (T. Gemar, K. Dahlstrom and R. Undem) who will organize and oversee all aspects involved with funding, building, daily operations, and maintenance of the facility.
  - What is needed is the cost of a building, equipment, as well as the operational costs (employees, maintenance of the facility and amenities included.....) also how involved will the school be which could impact the public use of a Wellness Center.
- MDU and Natural Gas
  - Ptacek continues in meetings about this issue with hopes of having cost figures available for the next meeting.

➤ **Ongoing business**

- **The Jim:** see above.
- **The Last Shot:** open for noon traffic
  - The restaurant part of this business is not completed – they are serving patrons in the bar area.
- Oakes Veterinary Service
  - Ptacek is working with Ben Galbreath's on this matter.
- Updates on Web site
  - No further updates currently
  - Alyx Schmitz has completed all her work.
- Booklet to assist people who request what is necessary to start up a building.
  - No updates currently
- Oakes Fire District
  - Work has been done from this side and now await responses – i.e., abstracts.
- Updates on the Sign
  - Dedication took place on September 28, 2018.
  - Dedication was well attended, and TJ Roney did a nice job with the dedication.
- Child Care with the focus on infants
  - Work continues.
- Dentist
  - No updates currently
- Empty Main Street Businesses
- Additional programs

- For the good of the order
  - A thank you was shared from Total Home for assisting with their new signage through the BUMP program.

There being no further business, the meeting adjourned at 12:45pm.

Respectfully reported.

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



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

Oakes Enhancement, Inc. (OEI)

Date: November 6, 2018

Place: Oakes Community Center

Time: 11:45am

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

Directors Absent:

Guests:

Minutes are missing.



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

Oakes Enhancement, Inc. (OEI)

Date: December 4, 2018

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Conklin, Forward, Undem, Zetocha, Ptacek

Directors Absent: Zimmer, Sitzler

Guests: Drew Courtney (Unable to attend)

Sonia Meehl

President Gary Schnell called the December 4, 2018 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

⇒ **Secretary's Report:**

- Minutes of the November Meeting
  - **M(Conklin)S(Hill)P: to receive and file the minutes of the November 2018 meeting as presented.**
- The Jim updates
  - 2<sup>nd</sup> Wind called and asked for a December 7<sup>th</sup> delivery, but Ryan will be gone that day. They are currently working on an alternate date. Ptacek reported there is one new piece of equipment at the Jim.

⇒ **Treasurer's Report:**

- Treasurer's report
  - **M(Zetocha)S(Thompson)P: to receive and file the treasurer's report as printed.**
- Concerns about buydowns for Harris.
  - Zetocha will check into this.
- Hollingsworth
  - Currently no updates

**Gaming**

- October Report: 😊

⇒ **From the President**

- The Last Shot
  - o Legion and Beaver have e-gaming and the Last Shot would like to have e-gaming machines.
  - o Is this something OEI wants to get into -- putting the new e-gaming machines in the back of the facility and keeping the current machines as well.
  - o Need to research and set up a meeting with OEI and Gaming Manager Pamela Waldner.
- Oakes Fire District
  - o Schnell is working on this situation – Haring keeps lines of communication open but there is no response from CP.

➤ **Community Development Report: Ptacek**

- Community Matched Sponsorship/Scholarship Program
  - o Not a great deal of activity currently with this program
  - o Ptacek continues to connect with employers – and the school.
- ND Trade Organization
  - o Visiting the community has taken place and information summarized.

- o NDTO would like to have a meeting with OEI Board in January: January 9<sup>th</sup> at 7am. NOTATION: the time has been changed to 6:30am as the meeting facility is booked at 9am.

➤ **Ongoing business**

- Child Care with the focus on infants
  - The Tiny Tornado Board is actively involved with the running of Tiny Tornadoes.
  - Ptacek will be attending a meeting with Tiny Tornadoes to bring up new avenues for funding and training.
- Dentist
  - Currently no updates
- Empty Main Street Businesses
  - Currently no updates
- The Butcher Block
  - Ptacek and Schnell are visiting Mahoney and Konstants.
  - There has been communication with an animal science student to take over the facility.
  - Need lead lender and financials.
  - Many avenues are being explored for possible ways to connect prospective qualified people to take over the facility.
  - Summer – Mahoney will be done.
- Ampride has been purchased by Matt Hill.
  - Takeover will be January 1, 2019.
- Additional programs
- **For the good of the order**
  - Date of meeting change for January as our meeting date would be New Year's Day
    - 2<sup>nd</sup> Tuesday of January---- January 8<sup>th</sup>.
    - Meeting with the trade office: Block out three hours. January 9<sup>th</sup> at 7am (See above for a noting of the time change to 6:30am)
  - Be thinking of the Annual Meeting – do you want it as you have done the past few years and just have it in conjunction with a regular meeting?
    - March 5<sup>th</sup> at the regular meeting time.

There being no further business, the meeting adjourned at 12:10pm.

Respectfully reported.

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



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

## **SPECIAL MEETING: Topic—Closing of Shopko**

Oakes Enhancement, Inc. (OEI)

Date: December 7, 2018

Place: Oakes Community Center

Time: 7:00am

Directors Present: Schnell, Hill, Conklin, Udem, Zetocha, Ptacek, Zimmer, Sitzler

Directors Absent: Thompson, Forward

President Gary Schnell called the December 7, 2018 Special Meeting of the OEI Board of Directors to order at 7:05 am. The meeting was held at the Oakes Community Center Meeting Suite with eight directors present. The purpose of the meeting was to discuss the closing of the Hometown Shopko store in Oakes, ND.

Some Reasons for closing

- Potential for growth
- Not performing up to their expectations

Also noted: High turnover and having to train new managers.

When Shopko came to Oakes, they did not ask for any City Assistance -- should some be offered now?

- Paying a portion of the rent if they would give us another year was a thought but would need to see how much the rent is.
- We need to contact Shopko to see if we would be able to save the store (what it would take)

Comments

- Online shopping is killing many businesses.
- Creative marketing - need to support locals all year around.
- Education to students and parents to shop locally and what it means -- how the dollars turn around.

Contacts to be made:

- Governor's Office
- Shopko
- Wendells from LaMoure
- Runnings
  - o Runnings was contacted 10 years ago about the Homan building, but they said there was not enough outside space. The current Shopko building site has outside space.

The meeting adjourned at 7:40am

Respectfully Reported,

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





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

Electronic voting on CD due at Bank North.

MOTION AND VOTING STARTED ON DECEMBER 10, 2018 AND CLOSED ON DECEMBER 12, 2018.

MOTION (CONKLIN) SECOND (SCHNELL) PASSED: TO REINVEST THE CD AT BANKNORTH THAT IS COMING DUE ON FRIDAY, December 14, 2018 - AT BANKNORTH WITH THE CURRENT SPECIAL OF 14 MONTHS AT 2.21.

VOTING:

- CONKLIN; YES
- SCHNELL: YES
- THOMPSON; YES
- SITZLER; YES
- HILL: YES
- UNDEM: YES
- ZETOCHA: ABSTAIN.

Continuing to sign on behalf of OEI: Gary Schnell, John Zetocha, Art Conklin, and Audrey O'Brien.

Respectfully reported:

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