

Oakes Enhancement. Inc. (OEI)

Date: January 3, 2017

Place: Oakes City Hall and Civic Center

Time: 11:30am

Directors Present: Zetocha, Hoelscher, Hill, Sitzler, Conklin, Schnell, Forward, Domine, Haring

Directors Absent: Zimmer

Guests: No Guests currently

President Art Conklin called the January 3, 2017 meeting of the OEI Board of Directors to order at 11:40am. The meeting was held at the Oakes Armory Meeting Room with board members nine and no guests in attendance. Additions to the agenda: **M(Schnell)S(Sitzler)P; to approve the agenda as presented.**

⇒ **Guests:** No guests

⇒ **Secretary's Report: M(Schnell)S(Sitzler)P: to receive and file the minutes of the December meeting as printed.**

⇒ **Treasurer's Report:**

- Treasurer's report: **M(Hill)S(Schnell)P: to receive and file the report as printed and including the below listed items concerning office space and equipment.**
- Office space vs. tax return
 - In visiting with tax professionals, it would be in the best interests of those involved to perhaps purchase some equipment and leave remaining funds until another date.
- **Gaming Report: M(Hill)S(Forward)P: to receive and file the November Gaming Report.**
 - Eyvonne Steuck's retirement
 - She will be done the end of March but will continue until the time the quarterly reports have been completed in April.
 - Invite Steuck to the Annual meeting and present her with gift to show our appreciation for her years of faithful service.
 - **M(Forward)S(Hoelscher)P: to give Steuck \$250 in Oakes Bucks in appreciation of her years of service.**
 - Steuck's replacement will begin the first of February working with Steuck. Steuck will work into April to complete the first quarter reports.
 - Ad in Oakes Times: continue for one more week. Haring will make the updates on the ad's deadline to submit a letter of interest or a resume.

➤ **Projects and updates:**

- Date for Annual meeting:
 - o The date for the annual meeting is tentatively set for February 7, 2017. The board will meet first and the annual meeting will take place directly after the board meeting.
 - o This will be published in the Oakes Times and include the facts there will be election of board positions and voting on bylaw changes.
 - o Positions for re-election are Hoelscher and Sitzler. The nominating committee is comprised of Zimmer, Forward and Sitzler as per the November meeting.
 - o The board will meet to elect a presidium following the annual meeting or conduct this via electronic messaging.
 - o Points for the Annual Meeting Agenda
 - Election of Board Positions
 - Voting on Bylaw Changes
 - Recognition of Steuck for years as the gaming manager
 - Introduction of the new gaming manager
 - Financials presented by Ptacek Financial.
 - other
- Renting garage at former City Hall
 - o 1st month rent received.
 - o Lease signed.
 - o Security deposit has not been received – Schnell will contact Wiek.

- o Will start billing out utilities in January.
- Land in the industrial park – Schumacker
 - o Schnell will meet with Schumacker concerning the purchase of a parcel of land for a shop and truck storage.
 - o The board decided on \$.10 per square foot for the 150X300 parcel only the parcel needs to be turned and expanded to eliminate a dead spot in the remaining surrounding land.
- Nominating committee work
 - o See Annual meeting above.
- New pole banners
 - o There are some changes taking place at the Chamber office.
 - o The files will be turned over to O'Brien and she will work with Community Development Director Haring and perhaps Deputy Auditor Zasha Johnson to develop and design new banners.
- Weather Station
 - o The component is being built and installation is targeted for March.

➤ **Community Development Director Report**

- There are infrastructure improvements scheduled for the upcoming spring. Grants have been approved for these projects. Lagoon and lift stations.
- Two new police officers have been hired.
- Dollar General has interviews scheduled for later in January.
- Casey's will once again be closing completely for another remodel project.
- The Bakery Shoppe is working through some issues and hopes to be up and running in the next couple of weeks.

Business /keep in mind items.

- Mention of the Bylaws review (Forward, Hill, Sitzler)
 - They are ready to be reviewed at the annual meeting for approval which will take place at the annual meeting.
 - Sitzler will present for voting.
- Testing site
 - No updates currently
- Good Samaritan Society Oakes
 - No updates currently
- Bakery updates
 - See update under the Community Development Directors report

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

Respectfully reported,

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

Oakes Enhancement. Inc. (OEI)

Date: February 7, 2017

Place: Oakes City Hall and Civic Center

Time: 11:00am

Directors Present: Zetocha, Hoelscher, Sitzler, Conklin, Forward, Haring, Zimmer

Directors Absent: Hill, Schnell, Domine

Guests:

President Art Conklin called the February 7, 2017 meeting of the OEI Board of Directors to order at 11:00am. The meeting was held at the Oakes Armory Meeting Room with 7 board members and no guests in attendance. The agenda for the annual meeting was reviewed.

⇒ **Guests:** No guests

⇒ **Karla Hoelscher** was thanked for her years of service to the community through her tireless work on the OEI Board. Her insight into projects brought much to the table. She was also giving invaluable advice on the job market. Karla decided not to seek another term on the board. She will be missed.

⇒ **Secretary's Report: M(Sitzler)S(Zetocha)P: to receive and file the minutes of the January 2017 meeting as printed.**

⇒ **Treasurer's Report:**

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

- Gaming

- Hiring replacement: Two applications

- o Pam Waldner and Zasha Johnson

- o Discussion ensued concerning both candidates.

- o M(Sitzler)S(Zetocha)P: to offer the job to Zasha Johnson.

- Roll call vote: Forward, No; Sitzler, Yes; Hoelscher, No; Zetocha, No

- o **M(Forward)S(Hoelscher)P: to offer the job to Pam Waldner.**

- **Roll Call Vote: Hoelscher, Zetocha, Forward, Sitzler all voted yes.**

AT THIS TIME, THE BOARD MEETING ADJOURNED TO HOST THE ANNUAL MEETING

- December Report: the report was reviewed and received.

- Games for 4th quarter 2016 have been reviewed.

- Fund requests

- o Blind Association: consensus was to not fund this request.

- o OCH Foundation

- o M(Forward) to fund Oakes Community Hospital Foundation in the amount of \$500. The motion failed for lack of a second.

- o **M(Sitzler)S(Forward)P: To fund the Oakes Community Hospital Foundation in the amount of \$2,500.**

-

⇒ **Projects and updates**

- Annual meeting

- See annual meeting minutes.

- Recreational hookups: April Haring reporting

- A third request has been made by Dave Novak.

- A map of where his proposed site would be located was circulated.

- Paul Roney

- Proposed site in Huebner Mobile Home Park

- Brian Christenson

- Proposed site: Weiss Mobile Park

- o The decision of the board

- These projects should have approval of the city and zoning regulations should be adopted and put in place.

- If they are going to request funding, they should put together a business plan and approach OEI.
 - o RV Dumping site
 - Renting garage at former City Hall
 - o Lease and utilities: Lease payments received for December and January. Not February or the utilities
 - o Security deposit: this has not been received.
 - Social Services office space in former City Hall
 - The rental amount decided upon for the offices would be \$675 per month for the two spaces and would include utilities and some upgrades,
 - This fee is based upon .60 to \$.75 per square foot.
 - Land in the industrial park – Schaumacker
 - Schnell gave Schumacker the information concerning purchase – he was to discuss with his wife but did not get back to Schnell.
 - Pole Banner report
 - Haring, Johnson, and O'Brien are taking over this project working with the City crew whom we depend upon for putting up the banners.
 - Weather Station
 - Waiting for parts and service – hopefully in March
- ⇒ **Community Development Director Report:** completed during the meeting.
- ⇒ **Clarification:**
- The Oakes Area Chamber of Commerce has been hosting meetings to determine the future direction of the organization.
 - Clarification for those present was that the City, Chamber and OEI should work together but not combine and be together.

Business /keep in mind items.

- Testing site
 - No updates currently
- Good Samaritan Society Oakes
 - No updates currently
- Bakery updates
 - To be opening soon.

- ⇒ Final order of business for the day was to elect a new executive committee:
- **M(Sitzler)S(Forward)P: to elect Schnell as President, Forward as Vice President, and Zetocha as Treasurer.**

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

Respectfully reported,

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



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

Oakes Enhancement, Inc. (OEI)

Date: March 14, 2017

Place: Oakes City Hall and Civic Center

Time: 11:00am

Directors Present: Thompson, Schnell, Hill, Conklin, Domine, Haring, Zimmer, Zetocha, Sitzler,

Directors Absent: Forward

Guests: Oakes Area Chamber of Commerce, Dave Novak

President Gary Schnell called the March 14, 2017 meeting to order at 11:30am. The meeting was held in the south room of the former armory with nine directors and five guests present.

Representatives of the Oakes Area Chamber of Commerce were called upon to present.

⇒ Guests (Chamber of Commerce board members: Udem, Gemar, Praska, Sundby, Novak)

▪ Oakes Area Chamber of Commerce

- The Chamber of Commerce is currently working without a manager.
- Scope of the Chamber: Tourism, Civic, Commerce
- Want the person hired to be full time with benefits.
- Incorporate a volunteer data base.
- Calculate the numbers to run the office was \$50,000.
- Need to become self-sufficient.
- Not offering specific value to the membership
- Multiple levels of membership
- Seeking help with finding the funds to support this endeavor.
- Whose roll is what -- do not want to tie into economic development but collaborate.
- OEI has committed to assist for three years once the business plan is received and approved.

⇒ **Secretary's Report:**

- **M(Conklin)S(Hill)P: to receive and file the minutes of the February Board and Annual Meeting as presented and printed.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Sitzler)S(Zetocha)P: to receive and file the Treasurer's Report as printed**
- Determine who will be signing on accounts for the upcoming years.
 - **M(Sitzler)S(Hill)P: to have the following people sign on accounts for OEI at Starion, First State Bank and First Community Credit Union: Gary Schnell, John Zetocha, Art Conklin, and Audrey O'Brien. (Accounts include Business Checking, Charitable Trust, Savings, CD's, and the like)**
 - **These people will be able to transact business, open accounts, invest in CD's and such on behalf of OEI.**
- Gaming
 - Salary for Pam Waldner
 - History: Steuck: 2003 went from \$25 to \$30 per day: 2008 @ \$31.50 per day: 2010 @ \$35 per day; 2011 @ \$40 per day, 2013 @ \$45 per day; 2015 @ \$50 per day.
 - **M(Sitzler)S(Thompson)P: to offer Waldner \$35 per day with a review in 6 months.**
 - **M(Sitzler)S(Conklin)P: to set up a Gaming Expense Savings Account. Monies from the Gaming Expense checking account would sweep to the above listed account when the balance became higher than \$10,000.**
 - January Report: The January Gaming report was reviewed and received for filing.
 - Who do you want signing on the Gaming Accounts?

- **Signing on the Gaming Expense Account will be Pamela Waldner, Gary Schnell, John Zetocha, Art Conklin, and Audrey O'Brien.**
- Tickets for the Oakes Community Foundation Casino Night.
 - With the donation to the Foundation – OEI was granted 8 tickets. They are available for board members. Please contact Audrey.

➤ **Projects and updates**

- Recreational hookups: these do not create jobs, but they do fulfill a need.
 - Dave Novak: RV Park by Westside Park
 - Dave is investigating this plan further.
 - Paul Roney
 - Proposed site in Huebner Mobile Home Park
 - Would like to have 15 spots.
 - Did not have a business plan yet.
 - Need estimates on the work.
 - Open seasonally -- not open during the winter months.
 - Paul's question is will OEI be able to assist.
 - No action until approved by the City.
 - Brian Christenson
 - Proposed site: Weiss Mobile Park
 - Christenson has not gotten back to the Community Development Director
 - RV Dumping site
 - Site will be installed by the city garage/shops.
- Renting garage at former City Hall
 - Garage Lease and utilities
 - Schnell reported Wiek will be sending in two payments.
 - Current Billing: \$1,512.56
 - Jan. Utilities: \$176.18 -- Feb. Utilities: \$237.60 Mar. Utilities: \$198.78
 - Security deposit: \$200
 - Rent: February: \$350
 - Rent: March: \$350
 - **Total owed: \$1,512.56**
 - Rental of Former Police Department Room
 - Quote given: \$.70 per square foot for 450 square feet: \$315 plus utilities.
 - Offer \$400 per month – which included \$85 monthly for the utilities.
- Land in the industrial park – Schaumacker
 - Going to pass on this for now.
- Pole Banner report
 - Pole banners have been designed and quotes received.
 - Ordering 11 of each design: \$1770 which includes shipping.
 - Haring will investigate what is called AB sided banners to see if there is a cost difference.
- Weather Station
 - Paid for and should be installed this month.

➤ **Community Development Director Report**

- Construction for summer = lagoons
- Main lift station being moved to town.

Business /keep in mind items.

- Testing site
 - Kelly Cooper is managing this – dividing his time between here and Forman.
- Good Samaritan Society Oakes
 - No updates currently
- Bakery updates:

- Up and running and seemingly successful
 - From Steve Dahlstrom -- the CD secured loan with Kelsen's is being paid monthly so as not to tap into these secured funds.
- ⇒ Shawn Ulmer is looking for financing some proposals – Would OEI be willing to do an interest buydown if he receives an SBA loan? Wanting to buy out the contract on Total Home. \$22,000 to \$25,000 in interest. Employs 3 to 4 people.

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

Respectfully reported,

Audrey O'Brien, Secretary

The minutes for April 2017 are lost



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

Oakes Enhancement, Inc. (OEI)

Date: May 2, 2017

Place: Oakes City Hall and Civic Center

Time: 11:30am

Directors Present: Thompson, Schnell, Conklin, Domine, Sitzler, Haring,

Directors Absent: Hill, Zetocha, Forward, Zimmer

Guests: Cindy Bagley, Tara and Alyx Schmitz

President Gary Schnell called the May 2, 2017 meeting to order at 11:30am. The meeting was held in the south room of the former armory with six directors and 3 guests present.

⇒ **Guests:**

▪ **Alyx Schmitz**

- Wants to add a mural to the side of Sweets 'N Stories
- Making it a community event – soliciting volunteers from the community
- Goal is to have it completed by Irrigation Days in June
- Alyx would like to receive some funding for this program:
- Cost analysis for materials: estimate would be approximately \$1,500.
- **M(Sitzler)S(Domine)P: to gift this project \$500 towards the mural project from gaming funds running through the DSLRA.**

▪ **Cindy Bagley**

- Cindy has a desire to provide memory care in the community.
- Cindy has done her homework on this issue.
- Currently Cindy wanted the group to know what she is working on which is to open a memory care facility in Oakes === either at the Samaritan Center or another location -- Basic Care, Memory Care
- OEI is interested in this project and would participate in some fashion.

⇒ **Secretary's Report:**

- **M(Sitzler)S(Thompson)P: to receive and file the minutes of the April meeting.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Conklin)S(Domine)P: to receive and file the treasurer's report.**
- Fund request from Bear Creek Roughriders
 - **M(Conklin)S(Sitzler)P: to donate \$500 to the Bear Creek Roughriders with funds coming from the Charitable Trust.**

•
Gaming

- March Report
- 1st quarter review completed:

➤ **Projects and updates**

- Harris Machine: Flex Pace program for Harris Machine Company
 - No Job creation required.
 - Purchasing 2 robotic welders
 - \$325,000 -- 5-year loan -- local part: \$10, 269.
 - With problems finding welders – this would assist with the production.
 - **Motion to have Starion move forward with this project was put before the group with four yes votes and one nay.** (concrete figures are needed by OEI)
 - Harris might be willing to pay off some of their current interest buydowns to assist in facilitating this new project.

- Total Home Purchase by Shawn Ulmer
 - Had committed to assist in the past.
 - Does not qualify for Flex Pace since it has been 3 years –
 - Tabled until the next meeting when more members can be present.
- Recreational hookups
 - Paul Roney is not interested at this time.
 - Christenson is moving forward but may not require any funding.
- Renting garage at former City Hall: currently owing \$1,956.18
 - Garage Lease and utilities
 - Billings go out monthly.
- Golf Course Proposal
 - No action on this proposal
- Oakes Area Chamber of Commerce
 - Still needing to approach other entities to seek out funding.
 - **Motion on the floor to grant the Oakes Area Chamber of Commerce startup funding for the updated chamber position. This would be a scaled decrease in percentage of revenue over three years starting at 30% the first year, 25% the second year and 20% the third year. The dollar amount would be determined by the tax revenue allotted OEI from the previous year.**
- Oakes American Legion
 - **M(Conklin) S(Sitzler)P: to assist the Legion with a donation of \$5,000 with funds from the Charitable Trust Gaming account.**
- Weather Station
 - Phase one completed.
 - Checking with the adjusters

➤ **Community Development Director Report**

- Reported throughout the meeting.

Business /keep in mind items.

- Testing site
- Good Samaritan Society Oakes
 - Note: see comments by Bagley at the beginning of the meeting

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

Respectfully reported,

Audrey O'Brien, Secretary



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

Oakes Enhancement, Inc. (OEI)

Date: June 6, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Conklin, Forward, Domine, Haring, Zetocha, Sitzler,

Directors Absent: Zimmer

Guests: None currently

President Gary Schnell called the June 6, 2017 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center with nine directors present.

⇒ Guests: No guests for today

⇒ **Secretary's Report:**

- **M(Sitzler)S(Thompson)P: to receive the Secretary's report for filing.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Hill)S(Zetocha)P: to receive the Treasurer's report for filing.**
 - CD at First Community Credit Union
 - o **M(Conklin)S(Hill)P: to leave this CD at FCCU and renew for 24-month time frame.**
 - Fund request OHS Music Department
 - o Tabled for additional information.
 - Billing from the Nursing Program with Good Samaritan Society
 - o O'Brien will contact Mr. Carda again to get information on the program and its viability.

Gaming

- The April Gaming Report was reviewed.

➤ **Projects and updates**

- Cindy Bagley
 - o Updates on her proposal to Good Sam
 - Good Sam from Sioux Falls communicated with Cindy and said they were not interested in her proposal at this time, but she is supposed to keep in contact with them on a regular basis.
- Harris Machine: Flex Pace program for Harris Machine Company
 - o No Job creation required.
 - o Purchasing 2 robotic welders
 - o Work continues this proposal.
 - o Perhaps a meeting at the plant might be a good thing to witness the operation.
 - o The amounts first proposed have increased.
 - o
- Total Home Purchase by Shawn Ulmer
 - o Had committed to assist in the past.
 - o Looking into different ways to finance as Flex pace will not work.
 - o
- Sitzler proposal for using the Former City Hall space
 - o Oakes Food Pantry, Dickey County Social Services, Business incubator, Tornado Watch, and the like
 - OEI would no longer have the building for sale but just own and maintain and allow the above entities to utilize the building at a very low rate.
 - Sitzler had done research on the cost to maintain the facility.
 - It appears this is agreeable to the group.

o

o **M(Conklin)S(Sitzler)P: to utilize the former city hall building to house a variety of entities drawing up 5-year lease agreements with rent based upon ability to pay.** More details will be worked out in the future.

o M(Sitzler) but the motion was withdrawn for lack of details.

- The essence of this motion involved leasing the building to the Oakes Ministerial Association who will oversee rental of the facility and in the rental agreements there will be a clause included that the building remains on the market and if sold renters would have 90 days to vacate and find a new location.

- Community Development Director

- o Mental Health Counseling proposal by Haring

- In consultation Sylvia Carlson who has been involved with facilities like the one Cindy Bagley has been visioning.

- Concerns with a mental health facility if open to all ages is involvement of these clients in the school system.

- Bakery Shoppe

- o Is there a sticker price on the business: Currently there is not a price on the business?

- o If someone comes forward to purchase, a flex pace buydown will probably be forthcoming for OEI.

- Renting garage at former City Hall: currently owing \$1,956.18

- o Garage Lease and utilities

- Did not send a May billing as I did not know if he was still in residence.

- O'Brien will bill again and not include rent for May.

- Weather Station

- o Phase one completed.

- o Another adjuster is being sought.

➤ **Community Development Director Report**

- There is a discussion going on concerning setting up a fund to assist with tuition for young students to complete college course work and return to the community to work.

Business /keep in mind items.

➤ Testing site

➤ Good Samaritan Society Oakes: see above.

➤ Oakes Area Chamber of Commerce

- Moved to a new location.

- Taking applications until June 15th

➤ Recreational Vehicle site: Christenson

- Work is going to start work on this facility.

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

Respectfully reported,

Audrey O'Brien, Secretary



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

Oakes Enhancement, Inc. (OEI)

Date: July 11, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Schnell, Hill, Conklin, Forward, Domine, Haring, Zetocha, Sitzler,

Directors Absent: Zimmer

Guests: Austin and Lynee English, Dorothea Rath and Kathy Sitzler

President Gary Schnell called the July 11, 2017 meeting of the OEI Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center with nine directors present.

⇒ **Guests:**

- **Guests from the Oakes Food Pantry**
 - Rev. and Mrs. English, Dorothea Rath and Kathy Sitzler
 - Having the food pantry in the former City Hall would be very convenient – no steps.
 - Paying \$50 - \$75 per month
 - Insurance issues -- April will check.
 - Social Services
 - Does not want to pay rent initially.
 - The Oakes Food Pantry will oversee sub leasing the remainder of the facility.
 - Upkeep and maintenance will be up to the Food Pantry.
 - Tornado Watch
 - Need a space for overflow inventory.
 - **Motion (Sitzler)S(Conklin)P: OEI lease the former city hall building to the Oakes Food Pantry changing from a five-year lease to a three-year lease at \$600 per year.**
 - **Motion (Sitzler)S(Domine)P: OEI to make a three-year commitment to donate \$10,000 per year to the Oakes Area Food Pantry with 2017 being pro-rated for this first year of the commitment. Funds coming from Charitable Gaming as they are a 501 C-3.**
 - Sitzler will contact Paradis Law about drawing up the lease agreement.
 - The Oakes Food Pantry will draw up sub lease agreement.

⇒ **Secretary's Report:**

- **M(Conklin)S(Hill)P: to receive the Secretary's report for filing.**
- Thank you from the Oakes Area Chamber of Commerce and the Dickey County Fair were passed around.

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Domine)S(Thompson)P: to receive the Treasurer's report for filing.**
 - Bank of North Dakota statements for Kustom Machine and Harris Industries
 - O'Brien has been in contact with Mr. Carda at the Good Samaritan Center Oakes concerning the nursing program. He is waiting for information from Wahpeton and will pass this along as soon as it is received.
 - CD at First Community Credit Union
 - o Will check rates when available after July 20th.

Gaming

- May Report was reviewed.
- April/May/June game reviews will be completed when the tickets are available.

➤ **Projects and updates**

- **Tiny Tornadoes:** John Zetocha
 - o Seem to be keeping on top of client payments and collecting on non-payment.

- o Good job at keeping their board informed.
- Tornado Watch: Becki Thompson
 - o Tornado Watch -- backpack program – about 20 per weekend are packed during the school year.
 - o Organize a meal for the holidays.
 - o Clothing and athletic needs
- Sitzler proposal for using the Former City Hall space: See above.
 - o Oakes Food Pantry, Dickey County Social Services, Business incubator, Tornado Watch,
- Renting garage at former City Hall: currently owing \$1,956.18
 - o Garage Lease and utilities
 - A letter/ billing was sent following the June meeting. No response to date
 - Schnell will check with Mr. Wiek.
- Harris Machine: Flex Pace program for Harris Machine Company
 - o A meeting/tour was held at the Harris Machine facility on June 28th.
 - o Starion has secured approval for the program updates but no dollar amounts have yet been decided upon
- Total Home Purchase by Shawn Ulmer
 - o Domine is working with Ulmers and trying to finalize plans and a course of action.

➤ **Community Development Director Report**

- **Social Services:**
 - o Discussed above with the Food Pantry.
- Update on Good Sam and Cindy Bagley
 - o No calls returned but Cindy continues to contact Sioux Falls Headquarters and leave messages.

Business /keep in mind items.

- Testing site
 - Kelly Cooper is the new manager at the site and divides his time with other entities.
 - Garrison funding is still in place but other funding via the legislature will not be happening at this time.
- Oakes Area Chamber of Commerce
 - Two applicants
 - Lauren Goetz from First State Bank has been hired and will begin work once she has given proper notice to her current employer.
- Weather Station
 - o Phase one completed.
 - o Schnell remains in communication with the insurance adjusters.
- The Bakery Shoppe
 - No new updates on this project.
 - Need a dollar figure on the Bakery Shoppe – An appraisal is needed.
 - What is keeping people from interest in the bakery -- workers or finances?

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

Respectfully reported,

Audrey O'Brien, Secretary



**Oakes
Enhancement,
Inc.**
DO BOY 365

Oakes Enhancement, Inc. (OEI)

Date: August 1, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Hill, Domine, Zimmer, Zetocha, Sitzler,

Directors Absent: Schnell, Forward, Haring

Guests:

Treasurer, John Zetocha called the August 1, 2017 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center with six directors present. Zetocha asked for any additional items for the agenda – there were none.

⇒ **Secretary's Report:**

- **M(Sitzler)S(Domine)P: to receive and file the minutes of the July 11, 2017 Board of Directors meeting.**
- Thank you from Alyx Schmitz was passed through out the group. She was grateful for OEI's assistance in paying for the wall mural she organized and carried through.

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Hill)S(Domine)P: to receive and file the treasurer's report as printed and explained.**
 - CD at First Community Credit Union
 - o Invested for 13 months @ .71.
 - Billing from the Nursing Program with Good Samaritan Society
 - o Those gathered were content to wait until there is a report on the program before continuing their support.
- Renting garage at former City Hall: currently owing \$1,956.18
 - A letter/ billing was sent following the June meeting. No response to date. Schnell was to contact him following the July meeting.
 - Zetocha will check with Jason Paradis to write a letter requesting payment or a reason why payment has not been made.

Gaming

- June Report
 - The June report was negative but there are reasons: Rent was paid for 6 months and quarterly wages for O'Brien.
- April/May/June game reviews completed.
 - This was the first time Waldner did a quarterly review. All was good as it came out to the sheets and tickets I was given to review.
 - The report went back to Waldner for storage and the tickets are now being stored in the vault at the Community Center.

➤ **Projects and updates**

- Former City Hall space being leased by the Oakes Food Pantry: Updates
 - o A lease has been drawn up by Paradis Law Office
 - o **M(Sitzler)S(Thompson)P: to allow the food pantry to alter the former City Hall building to suit their immediate needs and going forward to seek written approval before proceeding with any changes to the building space.**
 - o **M(Sitzler)S(Domine)P: to approve the lease drafted by Paradis Law.**

➤ **Community Development Director Report**

- o Haring was unavailable for the meeting due to a family emergency.

Business /keep in mind items.

- Harris Machine: Flex Pace program for Harris Machine Company
 - o **M(Domine)S(Hill)P: to participate in an interest buydown with the Bank of North Dakota for Harris Machine Company at a 25% buydown rate based on the loan figure of \$603,000.** Not all figures are yet confirmed.
- Total Home Purchase by Shawn Ulmer
 - o Domine reported there are no updates at this time. Ulmers are reviewing information.
- Testing site
 - o Watch for their Trial Days.
- Cindy Bagley
 - o Updates on her proposal to Good Sam
 - Bagley did not receive approval on beds from the state so any clients would be private pay.
 - o Bagley will keep in touch with the group.
- Weather Station
 - o No further update currently
- The Bakery Shoppe
 - o No update currently
- Tornado Watch
 - o Thompson reported the Tornado Watch program is excited to be sharing space with the Oakes Food Pantry
 - o Getting these groups together sharing space is a good fit.
- Tiny Tornadoes: John Zetocha
 - o All is going well, and the non- payment families are being worked with

There being no further business the meeting adjourned at 12:20 pm.

Respectfully Reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.

Oakes Enhancement. Inc. (OEI)

Date: September, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Thompson, Hill, Domine, Zimmer, Zetocha, Sitzler, Forward, Haring, Conklin

Directors Absent: Schnell,

Guests: Taylor Roney, Kraig Steinhoff

Treasurer, John Zetocha called September 5, 2017 meeting of the Oakes Enhancement, Inc. Board of Directors to order at 11:35am. The meeting was held at the Oakes Community Center with nine directors and two guests present. Zetocha asked for any additional items for the agenda – there were none. The guests were called upon.

⇒ **Guests:**

▪ **Taylor Roney**

- Taylor Roney is working on her Girl Scout Project: Enhanced Oakes signing on north end of Oakes on Hospital property.
- She will be utilizing the Oakes Sign that was removed from its Burlwood location.
- She is working with Indigo Signs for the signing and Phillip Homan for landscaping
- \$8500 for the sign and \$6000 for the landscaping - \$15000 for this project
- She is doing fundraising and contacting local organizations.
- Hoping to have the project completed in spring.
- Looking for funding

▪ **M(Sitzler)s(Thompson)P: to donate \$2500 to this project. _**

▪ **Kraig Steinhoff**

- Superintendent Steinhoff will be rotating attendance at the meetings of OEI, Chamber, and City Council to keep the school up to date on city happenings and the city up to date with the school.

⇒ **Secretary's Report:**

- **M(Forward)S(Conklin)P; to receive and file the Secretary's report from the August 1, 2017 meeting.**

⇒ **Treasurer's Report:**

- **Treasurer's report: M(Forward)S(Sitzler)P: to receive and file the Treasurer's report as printed.**
 - Billing from the Nursing Program with Good Samaritan Society
 - o Still no word I will continue to contact.
- Renting garage at former City Hall: currently owing \$1,956.18
 - Garage Lease and utilities
 - No response to date on this
 - Do you wish would proceed to small claims court: This is the wishes of the group?
 - O'Brien will contact Paradis Law and get the small claims proceedings started.
 - In visiting with Paradis, O'Brien found out that Schnell had a conversation with Paradis and the discussion on this issue was to be scheduled payments through September and if nothing happens within this time frame then proceed with other avenues. O'Brien will email the board members with this finding and see if this is agreeable with the group.

Gaming

- The July Report was shared.
- Problems with the quarterly gaming return being have been corrected.

➤ **Projects and updates**

- Updates on Food Pantry work: an entry way has been erected.
- Open house on Wednesday (September 6, 2017) from 6-7pm
- Other groups are interested in utilizing the space within the building so the Food Pantry Board is looking into setting up guidelines and practices for sub-letting parts of the building.

➤ **Community Development Director Report**

- Nothing currently. She continues searches for new businesses and fielding questions about properties within in the community that could be utilized.

▪

Business /keep in mind items.

- Harris Machine: Flex Pace program for Harris Machine Company (Zetocha)
 - o Paperwork should be carried out in September.
- Total Home Purchase by Shawn Ulmer (Domine)
 - No updates currently – work continues this purchase.
- Testing site
 - Field Day date is in September.
- Cindy Bagley (Haring)
 - o Cindy has chosen to move on to different projects but will keep the door open with Good Sam.
- Oakes Good Samaritan Center – nursing facilities
 - We need to be proactive with a nursing facility, so we do not lose it.
 - Economic Development organizations are beginning to get these facilities up and functioning.
 - Locally owned is the best choice for a nursing home/assisted living/senior care.
 - Hire someone to pursue this project and how to go about it. Need an expert in the health care profession.
 - Thompson will do some leg work into the health care industry and who could assist.
 - Do we need to visit with Sioux Falls?
 - Direction of the board: Go for it now. Things will not change in a month.
 - o Committee for this will Be set up with representatives from many different backgrounds.
 - o Haring will start the ball rolling with research --
- Weather Station
 - o Handed off to insurance adjusters - with new adjusters' things are delayed.
 - o The parts are in and have been paid for.
- The Bakery Shoppe
 - No updates currently
- Tiny Tornadoes (Zetocha)
 - All is going well.
 - Loan payments are being made on time.

There being no further business the meeting adjourned at 12:25 pm.

Respectfully Reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



Oakes Enhancement, Inc. DO BOY 365

Oakes Enhancement, Inc. (OEI)

Date: October 3, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Domine, Zetocha, Haring, Conklin, Schnell

Directors Absent: Thompson, Hill, Zimmer, Forward, Sitzler

Guests: Lauren Goetze

President Gary Schnell called the October 3, 2017 meeting of the Oakes Enhancement, Inc, Board of Directors to order at 11:35 am. The meeting was held at the Oakes Community Center Meeting Suite with five directors and one guest present. President Schnell asked for any additions to the agenda. There being none, the business meeting began.

⇒ **Guests:**

- Lauren Goetze: Lauren is the recently hired executive director of the Oakes Area Chamber of Commerce.

⇒

⇒ **Secretary's Report:**

- **M(Conklin)S(Domine)P: to receive and file the September 5, 2017 report as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Zetocha)S(Conklin)P: to receive and file the Treasurer's report as printed.**
- Homan Trust
 - CD invested for 1 year.
 - Thanks to those who came to sign on the CD.
 - Action: Let Paradis Law review the agreement with Homan and give opinion.
 - O'Brien will give him a copy of the agreement.
- Harris Machine Company interest buydown is complete and OEI's first installment has been paid.
 - OEI buydown will be taking place over 5 years.
- Fund Request from Friends of Fine Arts and Academics
 - **M(Zetocha)S(Domine)P: to donate \$100 to Friends of Fine Arts and Academics for the variety of projects they spearhead.**
- Renting garage at former City Hall: Wiek
 - Schnell visited with Wiek. As in the past, he continues without making any efforts to compensate for the money owed OEI.
 - Action to take: **M(Conklin)S(Zetocha)P: to begin small claims court proceedings.**

Gaming

- August Report: The report was reviewed.
- E-gaming: Waldner visited with the representative.
 - Our machines cannot be converted.
 - Her opinion was at this time it was not something we would be interested in

➤ **Projects and updates**

- Updates on the Sign: Haring
 - Haring has been working with Roney to make sure all paperwork is in place as in easements, DOT, and the like. A survey does need to be conducted for proper location of the sign.

- o \$5000 has been sent to Indigo Signs as a down-payment so work can commence.
- o Solar lighting is to be incorporated in the signage.
- o Ownership of the sign is in question. It should belong to some entity for purposes of liability, insurance, damage, vandalism, upkeep....
- o Ownership issues should rest with the Chamber and the City.
- Updates on Food Pantry work: Haring
 - o Thoughts of naming the facility: Community Resource Services.
 - o Social Services and other entities are interested in leasing space.
- The Bakery Shoppe
 - o Dahlstrom indicated the CD tied to the Kelsen's bakery – taken over by Dahlstrom will be returned to OEI. Mid-October is the target date.
 - o There is new ownership at the Bakery Shoppe, and they would like to be open by October 15th.
 - o Justin Long is the purchaser and Llayce Pahl will manage.

➤ **Community Development Director Report: Haring**

- Oakes Fire District
 - o Plans to construct a new Fire Hall.
 - o Plans have been approved.
 - o Location to be determined.
 - o Will have to do fund raising as they have used all their inherited finances.
- Nursing homes
 - o Haring has carried on conversations with communities where the nursing facilities have become locally owned.
 - o Forman
 - Owned by the development corporation.
 - Managed by a separate four-member board of directors.
 - o Carrington
 - Waiting to hear
 - o New Rockford
 - Waiting to hear
 - o Thoughts: Write a letter to Good Samaritan Society stating we would like to purchase the current facility and bring it back to local ownership
 - o The facility needs to be a non-profit entity.

Business /keep in mind items.

- Total Home Purchase by Shawn Ulmer
 - Updates: None currently
- Testing site
 - Did anyone attend Field Days?
 - o Zetocha attended and reported– about 40 in attendance – many from NDSU.
 - Lots of discussion of Dicamba -- chemical put on beans.
 - Leonard Besemann is retiring
- Cindy Bagley: Haring
 - Working to flip a house.
 - She continues to hear the same response from Good Sam -- check back in a couple of months.
- Weather Station: awaiting workmanship.
 - Third week in October as per Schnell
- Tiny Tornadoes: Fall Enrollment – Pre-school?
 - No change currently as per Zetocha
- Main Street project from the Governor: Haring
 - Making sure Main Streets in communities are attractive with empty buildings being taken care of and store front windows decorated to take away that vacant look.
 - Is there any BUMP money available?
 - BUMP money -- available is \$10,498.16.
- Billing from the Nursing Program with Good Samaritan Society

- No further billing on this project has been received.

Sad news: Haring announced she would be resigning from the position of Community Development Director as of December 31, 2017. She stated she will continue to assist with all projects, and we are free to call upon her expertise in all matters. Matter tabled until the next meeting.

There being no further business the meeting adjourned at 12:32pm.

Respectfully Reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



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

Oakes Enhancement, Inc. (OEI)

Date: November 7, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Domine, Zetocha, Haring, Conklin, Schnell, Hill, Sitzler

Directors Absent: Thompson, Zimmer, Forward

Guests: Pam Waldner and Kraig Steinhoff

President Gary Schnell called the November 7, 2017 meeting of the Oakes Enhancement, Inc, Board of Directors to order at 11:35 am. The meeting was held at the Oakes Community Center Meeting Suite with seven directors and two guests present. President Schnell asked for any additions to the agenda. There being none, the business meeting began.

⇒ **Guests:**

- **Pamela Waldner:** Gaming Manager
 - Gaming is going well, and she is figuring out how all the forms work.
 - How much time does this job take: Pam does not keep track of time –
 - Beginning to understand the quarterly reports.
- **Kraig Steinhoff** (Superintendent of Oakes Public Schools) was welcomed.
 - He is attending community meetings to see how they operate and how the school can fit in and assist in the functioning of Oakes.

⇒ **Secretary's Report:**

- **It was agreed to receive, and file October 3, 2017 report as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Sitzler)S(Hill)P: to receive and file the Treasurer's report as printed.**
 - Action to take on **Prairie Printing** – do we write this off this year? Ptacek Financial will have to be made aware of action.
 - Owe South Central Dakota Regional Council \$22,000 and making monthly payments.
 - Owe OEI: \$7,741.42
 - M(Conklin)S(Zetocha): to take this action to small claims court. After discussion, the motion failed.
 - Recommendation: Send communication to Prairie Printing -- requiring full payment. If they would like to intercede, we need to come up with a plan. Schnell will investigate this matter.
- Review of repurchase agreement.
 - O'Brien will do more research and will discuss at the next meeting.
- Homan Trust
 - The advice of Paradis Law was to approach Homan stating the agreement no longer has meaning and should be dissolved.
 - Action: President Schnell visit with JT Homan to see if an agreement can be reached
 - Haring will check on the tax issues since Alco vacated the property.
- Renting garage at former City Hall: Wiek
 - Paradis Law drafted a letter, and it was sent certified giving him until the end of October to pay what was owed for rent/lease and utilities. \$1,406.18
 - Nothing has been received and no contact has come forth by Wiek.
 - With the action taken at the October meeting – small claims court proceedings will now be started.

- Action from October meeting
 - o Schnell visited with Wiek. As in the past, he continues without making any efforts to compensate for the money owed OEI.
 - o **Action to take: M(Conklin)S(Zetocha)P: to begin small claims court proceedings.**

Gaming

- September Report: The report was reviewed.
- Review for Waldner – she has been employed for 7 months.
 - O'Brien will be in contact with Waldner to keep track of her hours for a month or two so they can better judge how wages should be paid. After receiving this time log, a review of salary will be brought before the group.

➤ **Projects and updates**

- Updates on the Sign: Haring
 - o Survey crew coming in so correct/legal placement of the sign will be made.
- Updates on Food Pantry work: Haring
 - o Name of facility: No name yet
 - o Additional tenants: Social Services
 - o Still dropping off food supplies at Grace Lutheran until December.
 - o Tornado Way is working with the Food Pantry.
 - o
- Davita (Schnell)
 - o Tax exemption on the property has run out.
 - o Davita lapsed in renewing their lease and will now go on an annual basis.
 - o 12 – 15 patients and 4 employees
 - o Sanford sounds interested in the facility. If they took over the tax exemption would kick in again as it would be a new business
 - o Keep this project in mind.
 - o
- Oakes Fire Department (Schnell/Haring)
 - o Schnell visited with Jeremy Sitzler concerning the location of a new fire hall.
 - o CDI Property would be a great location (curved corner of Fir Avenue and 4th Street)
 - o Fire department paid \$50,000 for the lots behind the Angry Beaver.
 - o Haring will look up how much actual property is there to utilize in the CDI location -- some of this could be owned by the railroad – also looking at to the water system being in a loop and not at the end of a water run which could put sand in the water.
 - o To make this work OEI would have to purchase property and demo the building –
- Tiny Tornadoes
 - o Financials have been provided to OEI and Zetocha explained
- The Bakery Shoppe
 - o The Leverage CD has returned to OEI.
 - o At the end of the year, Ptacek Financial will move the CD from leveraged funds to OEI CD's.

➤ **Community Development Director Report: Haring**

- Oakes Fire District
 - o See Above: Any further updates on this project.
- Community Based Nursing Homes
 - o No additional information currently
 - o A letter was drafted by Haring to Good Sam stating OEI would like to meet with them at their convenience.
- Governor's Main Street Project
 - o Haring is taking care of this matter.
 - o Haring will keep us informed once the Governor has finalized this project.

➤ **Tabled Business**

- o Community Development Directorship
 - Will this position be opened to the community?
 - The Oakes Area Chamber of Commerce is not ready currently to combine the two positions.
 - The current Chamber Manager is recently hired.
 - Does not have an established network at the present time.
 - She is also learning the position.
 - Haring and Conklin will write a job description for the Community Development Director position

Business /keep in mind items.

- Total Home Purchase by Shawn Ulmer
 - Updates: None currently
- Testing site
 - No updates currently
- Weather Station
 - New equipment installed but there are more issues.
- Nursing Program
 - The ball is in their court.

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

Respectfully Reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.



**Oakes
Enhancement,
Inc.**
DO BOY 365

Oakes Enhancement, Inc. (OEI)

Date: December 5, 2017

Place: Oakes Community Center

Time: 11:30am

Directors Present: Haring, Conklin, Schnell, Hill, Sitzler, Forward, Thompson

Directors Absent: Zetocha, Domine, Zimmer

Guests:

President Gary Schnell called the December 5, 2017 meeting of the Oakes Enhancement, Inc, Board of Directors to order at 11:35 am. The meeting was held at the Oakes Community Center Meeting Suite with seven directors present.

⇒ **Guests: No guests**

⇒ **Secretary's Report:**

- **M(Forward)S(Sitzler)P: to receive and file the minutes of the November 7, 2017 as presented.**

⇒ **Treasurer's Report:**

- Treasurer's report
 - **M(Hill)S(Thompson)P: to receive and file the Treasurer's report as printed.**
 - Any feedback from Hollingsworth
 - o No report currently
- BUMP request
 - Quilt & Sew.
 - o **M(Sitzler)S(Forward)P: to offer a grant of \$1850 and a CD secured loan for \$1850 using the financial institution rates the Quilt and Sew shop is working with.**
- Salary and retirement
 - Waldner
 - o Waldner figures she works 2.5 to 3 hours per day which does not include work on the quarterly reports.
 - o **M(Hill)S(Sitzler)P: to offer Waldner \$45 per day.**
 - **M(Conklin)S(Sitzler)P: to offer 5% of total annual wages as a retirement figure for Waldner and O'Brien.**
 - O'Brien
 - o **M(Sitzler)S(Thompson)P: to offer O'Brien a 5% increase in wage based on last year's wage total.**
 - o O'Brien is instructed to check with Ptacek Financial to make sure the pay for O'Brien complies with federal mandates making this a strait salaried position beginning in January 2018.
- Review of repurchase agreement.
 - O'Brien did calculate and stated: OEI is still over \$250,000 in total investments at Starion and the bank president said there would be no fees to the account even if funds in the business checking account were reduced. It was recommended to remain in the repurchase agreement. Those present agreed.
- Homan Trust
 - Report from Schnell
 - o Schnell awaits a call back from Homan.
 - The OEI Board granted Schnell the authority to negotiate this matter using figures from \$0.00 to a max of \$5,000.00.

- Once an agreement is reached a letter should be drafted to release OEI from the current document and signed by Homan and OEI Representative Schnell.
- Renting garage at former City Hall:
 - File small claims –Haring will begin the paperwork – working with O'Brien for the total figures.

Gaming

- October Report: The report was reviewed.
- Review for Waldner: hours calculated: Please see above for action.
-

➤ **Projects and updates**

- Updates on Food Pantry
 - o The door locks have been set in place.
 - o Food deliveries are being accepted at the new location.
- Davita
 - o With Dr. Rup Nagala on vacation, Schnell could not obtain answers to his questions concern DaVita.
- Good Sam and Sanford negotiating
 - o Is this a merger or is Sanford looking to buy the beds?
- Annual Meeting

M(Conklin)S(Sitzler)P: To move the annual meeting to March – the first Tuesday. Meeting to be held at the Oakes Community Center Meeting Suite. This action is in compliance with the bylaws:

ARTICLE IV– Section 1 – a. The annual meeting shall be held within the first quarter of each year.

o

➤ **Community Development Director Report**

- Oakes Fire District
 - o Sitzler and Haring are working on this project.
 - o Blueprints for a new fire hall were viewed.
 - o The fire department does own the lot behind the Angry Beaver -- the CDI location is property leased from the Railroad.
 - o Estimate for the building is one million dollars.
 - o Haring will continue work to find a good location as not all are in favor of using the lot behind the Angry Beaver.
 - o OEI is in favor of this project up to \$100,000. Details to be worked out in the future as to how payment would be made. The location is critical to the appropriation of this funding.
 - o **M(Conklin)S(Forward)P: to pledge \$100,000 to the Oakes Fire District Project once a favorable location has been secured.**
- Community based nursing homes
 - o See the notes above concerning Good Sam and Sanford
- Governor's Main Street Project
 - o Plans not finalized.
- Updates on the Sign
 - o Still working on the survey of the property

➤ **Tabled business**

- Community Development Directorship: Conklin
 - Hiring a director of Economic Development –
 - Conklin put together information from many different locations. The description was comprehensive as to what services OEI would want/expect from a Development Director.
 - O'Brien will email the board members with information from Charlie Kraemer's employment days.

➤ **Business /keep in mind items.**

- Total Home Purchase by Shawn Ulmer
 - o No updates currently.
- Testing site:
 - No report currently
- Weather Station:

- Most parts are installed.
- Tiny Tornadoes:
 - No report currently.

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

Respectfully Reported,

Audrey O'Brien, Secretary
Oakes Enhancement, Inc.