

BCDC
Meeting Minutes – December 12, 2016
BCDC Office – 12:00 Noon

Present: Julie Lockert, Scott Hardy, Duane Bowman, Kevin Bucholz, Allison Engelhart, Joshua Stuchl, Lyn James, Rick Braaten, Kristy Pagel, Teran Doerr, Laura Weber, Aurora Keppler, Betty Werth

Absent: Alan Peters

President Lockert called the meeting to order and established quorum.

AGENDA: Doerr requested that “2017 Goals” under New Business be tabled until the January meeting. A motion to approve the amended agenda was made by Bucholz, seconded by Bowman. AIF, MC

MINUTES: After noting that the date was incorrect in the heading of the minutes from the November 7 meeting, they were approved with the corrected date with a motion by James, seconded by Hardy. AIF, MC

FINANCIAL REPORT: Doerr presented the financial report. James made a motion to approval the financials, seconded by Hardy. AIF, MC

OLD BUSINESS:

- a. **Mission, Vision, & Value Statements:** Doerr presented reworked Mission, Vision and Value Statements. Because the changes and additions will become part of the By-Laws, a motion was made by Hardy, seconded by Engelhart, to approve the statements as presented. AIF, MC

NEW BUSINESS:

- a. **Office Chairs:** Doerr represented a request to replace the 4 office chairs and use those to replace the 4 chairs that are in bad disrepair at the conference table. Board agreed.
- b. **RDFC Loan for Kesslers:** Doerr presented application documents from REC for a \$27,000 loan to BCDC on behalf of Kesslers for the new Bronson’s Marketplace, and requested approval from the board to move forward with the process in order to get the funding in place in this year’s financials. The no interest loan requires no payment from BCDC until Kesslers begin making payments, which will start after 5 years. Stuchl made a motion to approve the transaction with RDFC, seconded by Hardy. AIF, MC
- c. **Chamber Contract & Budget Updates:** After meeting with the combined executive boards of the Chamber and BCDC, Doerr reported that the Chamber had countered the suggested \$600/month increase with \$300/month, bringing the monthly reimbursement to \$2700. Braaten reported that the County had eliminated Store Front Grant funding from their 2017 budget, but will consider such requests on an individual basis. The City has approved Store Front Grant funding. Membership dues structure is still being finalized; the executive board set a goal of 41 participating attendees at the 2017 Annual Meeting. SBDC funding will be decreased because BCDC will no longer be servicing the Dickinson office starting January 1. Budgeting for the Annual Meeting was increased to make the event more inviting to attract more attendance. Income from rentals at BGIP will eliminate the need for budgeted funds for the industrial park in 2017. Braaten asked how unused budgeted funds are allocated; they become part of the general fund are applied to continuing programs. Doerr asked whether Professional Development / Leadership Training should be added as a line item in the budget; Bucholz suggested that specific programs should be identified but not necessarily added as a separate budget item. Doerr asked the board to consider the proposed budget and is open to suggestions and feedback from the board before finalizing.

- d. **Board Member Terms Expiring:** The 3-year terms of Hardy and Bucholz and the 2-year term of Bowman will expire in 2017. All three have agreed to run again; a call for nominations will be advertised before the ballots are prepared.
- e. **Executive Session:** A motion was made by Bowman with a second by Pagel to enter into executive session. AIF, MC
A motion was made by Braaten with a second by Engelhart to exit executive session.
A motion was made by Hardy with a second by Pagel to accept the wage adjustments as recommended. AIF, MC
Wage adjustment information will be located in employee personnel files.

NOVEMBER ACTIVITY REPORT:

- a. Doerr presented highlights of the November Activity Report.

OTHER BUSINESS:

- a. **Bowman Gateway Industrial Park Update:** One item of concern was the PUD contract for the industrial park from Houston Engineering that has not yet been received. Doerr has made several attempts to contact the individual from HEI, she will email the board when she has more information about the contract. The Nalco rental contract will be renewed; Olson Construction will be adding the former Plains Aviation building to the properties in their rental agreement.
- b. **County News:** No updates.
- c. **City News:** No updates.

Next Meeting Date: Next meeting will tentatively be January 9, 2017 at 12:00 noon at the office.

Adjourn: Motion to adjourn by Engelhart, seconded by Pagel. AIF, Meeting Adjourned