

**WAHPETON COMMUNITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
MEETING MINUTES**

**Wednesday, November 16, 2016  
12:00 – 1:00 PM  
City Hall**

Pursuant to due call and notice thereof, a regular meeting of the Community Development Corporation Board of Directors was held at City Hall on the 16th day of November, 2016 beginning at noon.

**MEMBERS PRESENT [X]**

<input checked="" type="checkbox"/> Bruce Weeda ('19)	<input checked="" type="checkbox"/> Dale Rubish ('17)	<input checked="" type="checkbox"/> Randy Pope ('18)
<input checked="" type="checkbox"/> Craig Caspers ('19)	<input checked="" type="checkbox"/> Perry Miller ('17)	<input type="checkbox"/> Jon Razink ('18)
<input type="checkbox"/> Victor Klosterman ('19)	<input checked="" type="checkbox"/> Kurt Wickstrom ('17)	<input type="checkbox"/> Rick Steckler ('18)
<input type="checkbox"/> Dan Zink ('19)	<input type="checkbox"/> Joel Sirek ('17)	<input checked="" type="checkbox"/> Brad Pauly ('18)
<input checked="" type="checkbox"/> Steve Diederick ('19)	<input type="checkbox"/> Brad Odegard ('17)	<input type="checkbox"/> John Richman ('18)

**EX-OFFICIO PRESENT [X]:**

<input checked="" type="checkbox"/> Darcie Huwe	<input checked="" type="checkbox"/> Jane Priebe	<input checked="" type="checkbox"/> Steve Lies
<input checked="" type="checkbox"/> Wanda Seliski	<input type="checkbox"/> Justin Nepl	

OTHERS PRESENT:  Dennis Miranowski       Cheryl O'Meara       Steve Dale  
 Renelle Bertsch       Frank Stanko       Chris DeVries

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**OPEN MEETING MINUTES OF November 16, 2016**

Pope called the meeting to order at 12:03 p.m.

• **Approval of Minutes**

Minutes from the October 26, 2016 CDC meeting were provided for review.

**Motion was made by Diederick, seconded by Caspers, to approve the minutes. Motion carried** with all voting 'aye'.

- **Q2 Financial Report** – Total assets of \$3.1 million, the only debt is to the city for the JCPenney building. Income of \$39,891 with regular operating expenses. Net income -\$4,600.
- **Q3 Financial Report** – Revenue is at \$55,000. We gained a little bit. Net Income of \$6,400 at the end of Q3. **Motion was made by Miller, seconded by Rubish, to approve the Q2 and Q3 financial reports. Motion carried** with all voting 'aye'.
- **Focus Group Update** – The focus groups will meet tomorrow at NDSCS in the Red River Valley Room. There are three timeslots with 12-14 people per group. Breckenridge and NDSCS are both doing focus groups in the near future. We may have a summary back by the January meeting.
- **Insurance Policy Renewal** – We currently have insurance with Farmers Union Insurance, Kyle DeVries office, for the JC Penney building. Last year the cost was \$2,221 with an additional \$750 for the Umbrella policy. We have received the renewal at a cost of \$2,539, an increase of \$318. We have not received the new umbrella policy yet. We did submit a claim for water damage last year, this could be a reason for the higher premium. We are insuring 10 different roof levels. The roof warranty is expiring in 2017. **Motion was made by Miller, seconded by Weeda, to approve the insurance renewals. Motion carried** with all voting 'aye'.
- **Annual Meeting – January 30, 2017** – The nominating committee will be made up of Diederick, Weeda and Zink. The following board members have expiring terms: Rubish, Miller, Sirek, Odegard and Wickstrom. Possible speakers for the event could include Governor Elect, Doug Burgum or Mike Allmendinger regarding the Main Street Initiative. We could have the focus group recap. We could try the Lt. Governor, Brent Sanford, Mayor of Watford City. James Leiman, City Administrator of Ada, is from New Jersey and would be a good speaker. The bylaws state that we need to appoint someone to the Exec Committee at the Annual Meeting. The language will be changed to appoint this member at the first meeting after the Annual Meeting.

- **Other Business**

- **Nuveen Lease** – Dr. Nuveen is the Orthodontist located on the 2<sup>nd</sup> floor of the JCP Building. The rent is \$550.00 per month and they would vacuum the hallways, clean the bathroom and change the lightbulbs. We received an email from Dr. Nuveen and he wants to only be responsible for his area and nothing in the hallways. If Dr. Nuveen doesn't do this maintenance, we will need to raise the rent and hire someone to do it.

**Motion was made by Pauly, seconded by Miller, to leave the lease as is for next year with rent at \$550.00 per month and Nuveen doing the hallway maintenance. Motion carried** with all voting 'aye'.

- **Miscellaneous**

- **Next Board Meeting** - Wednesday, January 18, 2017 – No Meeting in December.

- **Adjourn**

**Motion by Pauly, seconded by Caspers and carried, to adjourn at 12:39 p.m.**

Respectfully submitted by Cheryl O'Meara