**HAZEN COMMUNITY DEVELOPMENT, INC.**

**Executive Board Meeting Minutes**

December 14, 2016

Commission Room – City Hall

**Members Present**

Buster Langowski, Blaine Lemer, D. Krause, Jennifer Opp, and Derek Czywczynski - James Sayler arrived at 5:08.

**Members Absent**

Nancy Wolf, Leanne Stiefel, and Ken Miller

**Call Meeting to Order**

J. Opp called the meeting to order at 5:01 p.m.

**Approval of Agenda**

B. Lemer moved to approve the agenda as presented, second by D. Krause; motion carried.

**Minutes**

B. Lemer moved to approve the minutes of 11/09/2016 meetings, second by D. Czywczynski; motion carried.

**Review of Financial Reports**

Treasurer’s Report

The HCD Fund Balance report was reviewed:

 HCD Sales Tax Fund $78,194.52

 General Fund $86,871.48

 Hazen Renaissance Fund $18,467.40

 Total Balance of $183,533.40

Total Dollars Available **$163,330.79** (excluding Renaissance Fund & outstanding bills of $1,735.21)

Profit and Loss report was presented; Net income of $82,073.74 YTD.

Deposits received:

 Fastenal $ 2,271.00

JF Hair $ 700.00

Checks to be approved:

 Bank of ND $741.54

 AmeriPride $ 34.81

 Fitterer Oil, LLC $379.02

 City of Hazen $ 55.15

 Friends of Lake Sak. $100.00

 Roughrider Electric $101.00

 D & E Supply Co. $323.51

D. Krause moved to pay the bills and approve the Treasurer’s report, second by B. Lemer; motion carried.

**Action and Discussion Items**

Executive Director Reports

* Sale of Commerce Center – Buster reported he’s continuing to work on the sales pitch that will be added to the HCD website. He reported that the pictures that were taken by Mandy Senske turned out very well and some of those have been added as links to the website. He also reported that he updated the profile sheet from an earlier version.
* Buster reported that he did attend the GoLocal workshop that was held the day before in Beulah. It was a very good workshop, but the turnout was not as large as he had hoped for. The theme was to buy locally and collaboration is the key to making things happen. This was sponsored through Vision West.
* Buster reported that he’s planning to go to the State Housing Conference on Feb. 7 & 8 in Bismarck. He reported this is always a good workshop and felt with the legislators in session, it would be good to hear about any potential legislation.
* The members reviewed the preliminary agenda for the annual meeting that was shared with them. They did not see a need for any changes in the timeframes, etc. The fee for the annual meeting will stay at $15.00 per person. We will continue to look for local presenters for the meeting. Buster reviewed the mailing list that he would be using for the annual meeting. He also reported on the tentative ballot that was part of the packet.
* Buster reported that he attended the Energy Capital Cooperative Childcare (ECCC) workshop that was held on Dec. 13 in the high school Uncommons and was pleased with the attendance for this event. This center based childcare setting (up to 90) will be housed in the New Bethel Church near Krause’s Market. They will be advertising for an early childhood teacher who is fully certified to run the program. Of the 90 slots that they will have, 60 slots will be reserved for the investors in the program. This will include room for 12 infants. The group hopes to pay competitive salaries to its employees. D. Krause made a motion to approve a Flex Pace request by ECCC for up to a 10 year buydown on the principal amount of $120,000. The 10 year amount for HCD will be approximately $12,625.58. The first year payment will be $1,481.84. B. Lemer seconded the motion. Motion carried.
* Buster reported that up to this date in time, $104,575.53 has been collected in Sales Tax dollars according to the city records.
* Buster reported that Ace Lanahan and Marie Casper, Grand Stay Inn Hotel representatives will be in town on the date of our next meeting, 12/20/16. It was decided to invite Ace and Marie to our next meeting and report on the feasibility study that was completed. After further discussion it was decided that HCD would host an evening meeting/meal for prospective investors at the Bison Bar and Grill at 6:15 PM. Buster said that he would work with the Bison Bar and Grill about offering a limited menu. The board members felt it was a great idea to make certain our project ends up a higher end product/market than what Beulah has to offer. In regard to the feasibility study that was done by Emerald Lodging, B. Lemer moved to amend the payment from $6,000 to $6,500, seconded by D. Krause. Motion Carried.

**REPORTS**

**Goals – Primary Sector**

* Pioneer Home Updates – New sign has arrived, but we do not have it mounted as of yet. The contractors need to finish up the one footing that they missed. A discussion will be forthcoming about whether to proceed with the pouring of the foundation for the new addition.
* Expedition Estates – WBC Updates – Some walls are up, but rafters are waiting. There was a concern voiced about the materials used for this project coming from out of town vendors.

**Adjourn**

Being no further business, the meeting was adjourned at 6:12 p.m.

Respectfully Submitted,

Buster Langowski

Acting Secretary