TRAILL COUNTY
ECONOMIC DEVELOPMENT
promote. encourage. assist.

Executive Committee Meeting Agenda

Monday, July 12, 2010 - 8:00 a.m.
Traill County EDC Office

8:00 AM I. Call to Order
8:00 AM II. 2008 Audit
- a) State Auditor Recommendations
  - i. Remove loans from bookkeeping system
  - ii. Record loans in Excel and in receipts book
  - iii. Open checking account specifically for loans (In & Out)
  - iv. Re-Enter 2010 into Quickbooks, not including loans

8:10 AM III. 2009 Audit
- a) State Audit began last week
  - i. Cory has not contacted our office regarding the 2009 audit
  - ii. Audit materials are ready for pickup at Courthouse

8:15 AM IV. Loan Process/Lake Agassiz Proposal
- a) Lake Agassiz Proposal ($120/hr. = $1500/loan?)
- b) Process
  - i. Melissa would assist businesses with applications
  - ii. Once complete, Melissa would send applications to L.A.
  - iii. Lake Agassiz would evaluate and determine loan qualifications
  - iv. Lake Agassiz would track loan payments and pursue collections
  - v. Lake Agassiz would present reports to TCEDC monthly

8:20 AM V. 2011 Budget
- a) 2010 Budget $97,792.46 – 2011 Budget $115,105.00

8:40 AM VI. Maternity Leave
- a) Sick Leave Accumulated as of 7.12.10 (80 hrs or 10 days)
- b) Vacation Time Accumulated as of 7.12.10 (56 hrs or 7 days)
- c) Potential Sick Leave Accumulated by 9.2010 (96 hrs or 12 days)
- d) Potential Vacation Time Accumulated by 9.2010 (72 hrs or 9 days)
- e) Total Potential Accumulated 21 days = 4 weeks 2 days paid off
- f) Will have to take at least 3 weeks and 3 days unpaid
  - a. Insurance will continue to be paid by County

9:00 AM VII. Adjourn

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