

BCDC Board of Directors

- Joshua Stuchl - President
- Scott Hardy - Vice President
- Duane Bowman - Treasurer
- Alicia Hess - Secretary
- Dustin Swanson - Director
- Alan Peters – Director
- Kevin Bucholz – Director

Ex-Officio Members

- Lyn James - City of Bowman
- Rick Braaten - Bowman County
- Jason Anderson - City of Scranton
- Rocky Wallman – City of Rhame
- Kristy Pagel - Chamber

Office Staff

- Teran Doerr, Executive Director
- Kate Buer, Director of Operations

Upcoming Meetings

- October 5, 2026

Bowman County Development Corporation

Mainspace – BCDC Office

TIME 12:00pm

Monday, September 14, 2026

Agenda

1. Welcome & Call to Order
2. Review and Action on Agenda
3. Review and Action on prior Minutes
 - a. August 3, 2026
4. Financial Report
 - a. July 2026 Financials
5. Old Business
 - a. Business Loan Program Proposal
6. New Business
 - a. Secure Board Portal Review
 - b. Commercial Signage Grant Application
 - i. Benz Noreen
 - c. Board Survey Review
 - d. Building Bowman County Advisory Group
 - e. Charitable Gaming
 - f. Building Façade
7. Executive Session – CD Application
8. Activity Report
9. Other Business
 - a. City/County News
 - b. Open Forum
10. Adjourn

BCDC Board of Directors
Draft Meeting Minutes – August 3, 2026
Bowman County Development Corporation – 12:00 PM
Mainspace

Present: Teran Doerr, Lyn James, Kate Buer, Jason Anderson, Duane Bowman, Alicia Hess, Kevin Bucholz, Josh Stuchl, Rick Braaten, Scott Hardy

Absent: Alan Peters, Kristy Pagel, Rocky Wallman, Dustin Swanson

President Stuchl called the meeting to order and verified a quorum was present at 12:06pm.

AGENDA: Agenda was reviewed. Anderson motioned to approve the agenda as presented. Second from Bowman. AIF, MC.

MINUTES: Minutes from July 13, 2026, board meeting were reviewed. Bucholz motioned to approve the minutes as presented. Second from Hardy. AIF, MC.

FINANCIALS: Doerr reviewed the financial report from June. Braaten motioned to approve the financial report as presented. Second from Bowman. AIF, MC.

OLD BUSINESS:

- a. **Business Startup and Expansion Grant:** The Board revisited the proposed Business Startup and Expansion Grant program. The Board appointed Bowman, Pagel, and Anderson to serve on a subcommittee to review program guidelines with staff prior to program release.

James made a motion to approve the Business Startup and Expansion Grant program with funding of up to \$10,000 per applicant and up to \$25,000 in total program funds. Hardy seconded the motion. AIF, MC.

NEW BUSINESS:

- a. **Simply Yours Floral Commercial Signage Application:** The Board reviewed the Commercial Signage Grant application submitted by Simply Yours Floral. James made a motion to approve the Simply Yours Floral Commercial Signage Application for up to \$1,000. Anderson seconded the motion. AIF, MC.
- b. **Strategic Plan Review:** Doerr reviewed the updated responsibility matrix for the Bowman County Strategic Plan. The current strategic plan extends through the end of 2027. Board discussion was held regarding the facilitation of the next five-year strategic plan, with discussion about BCDC staff leading the planning process. No action was taken.
- c. **Business Loan Program Proposal:** Doerr reviewed the proposed Business Loan Program. The Board discussed the proposal and tabled further discussion until the next Board meeting.
- d. **Secure Board Portal Proposal:** Doerr reviewed the proposal from Mint Brand Marketing to develop a secure board portal for BCDC. The proposed portal would allow for secure storage and organization of board documents and could accommodate multiple boards.

Bowman made a motion to approve the Secure Board Portal proposal up to \$6,500. Hess seconded the motion. AIF, MC.

ACTIVITY REPORT: Doerr reported on the July Activity Report.

OTHER BUSINESS

- a. **City/County News:**
- b. **Open Forum:**

Adjourn: With no further business, Bowman made a motion to adjourn at 1:24pm, James seconded. AIF, MC.



Management Reporting Package

Bowman County Development Corporation
For the period ended July 31, 2026

Prepared by
Shelby Kinkade

Prepared on
September 10, 2026

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Financial Statement Notes

Bowman County Development Corporation

For the period ended July 31, 2026

Balance Sheet

Cash & Investments

Total bank account balances at July 31 were approximately **\$695,613**, a decrease of approximately **\$28,298** from June 30.

Bank account balances at July 31 included:

- BCDC General Account: **\$228,272**
- BCDC Money Market: **\$174,222**
- Crossroads: **\$248,879**
- Education: **\$44,239**

Receivables

Accounts receivable totaled approximately **\$17,264** at July 31, down from **\$31,590** at the end of June. This represents a decrease of approximately **\$14,326**, as outstanding receivables continued to be collected during July.

Business Incubator Capitalization

The Business Incubator building continues to be reflected as a project expense. The building will ultimately be capitalized as a fixed asset, but that accounting adjustment has not yet been completed.

Through July, approximately **\$170,220** has been recorded specifically to the Business Incubator, with total USDA Business Incubator/Visitor Center project expenditures of approximately **\$172,521**.

Statement of Cash Flows

July operating activities provided approximately **\$2,924** in cash despite a monthly net operating loss of approximately **\$14,886**. Collections of accounts receivable and reductions in short-term PACE receivables helped offset the operating loss.

Financing activities used approximately **\$3,250**, primarily for PACE interest payments.

Overall, cash decreased by approximately **\$327 during July**, remaining relatively stable for the month.

Budget vs. Actual – Year to Date January–July 2026

Revenue

Total revenue through July was approximately **\$831,850, or 73% of the annual budget**. Revenue continues to be ahead of the straight-line budget pace, although this remains influenced by the timing and recognition of the **\$170,000 USDA Business Incubator grant reimbursement** earlier in the year.

Expenses

Total expenditures through July were approximately **\$819,695, or 72% of the annual budget.**

Expenses remain ahead of the straight-line budget pace primarily due to significant project expenditures and board-approved program investments. General operating expenses are also being affected by professional services and other costs associated with maintaining operations during staffing transitions.

Salary & Benefits

Salary and benefits totaled approximately **\$182,001, or 38% of the annual budget.**

This category remains below the straight-line budget pace.

General Operating Expenses

General operating expenses totaled approximately **\$131,109, or 85% of the annual budget.**

This category remains above the straight-line budget pace. Professional fees are a significant contributor, totaling approximately **\$56,669** through July. Other significant costs include building and insurance expenses, IT subscriptions, supplies, telephone, postage, and other office operations. Professional services have been utilized to maintain while we were understaffed. We are actively moving away from this.

Program Expenses

Total program expenses through July were approximately **\$181,794, or 52% of the annual budget.**

Major program expenses included:

- **\$82,700** Community Builders
- **\$48,820** Interest Buydown
- **\$22,380** Play It Forward
- **\$10,000** SBDC Program
- **\$6,364** Facade Grant
- **\$4,591** Childcare Program reimbursements
- **\$2,500** Workforce Program
- **\$1,796** Store Front Grants
- **\$1,764** Mainspace & Education
- **\$529** Youth Programs/Ware Fair
- **\$348** Fusion Conference

Program spending remained relatively stable during July, increasing by approximately **\$2,417** from June.

These expenditures continue to represent board-approved programs, grants, reimbursements and community initiatives rather than increases in BCDC's regular administrative costs.

Project Expenses

Total project expenses through July were approximately **\$316,987, or 202% of the annual budget.**

Major project expenses included:

- **\$172,521** USDA Business Incubator/Visitor Center
- **\$103,050** RBDG Restaurant/Old Jabbrs project
- **\$34,381** Tourism & Community Projects
- **\$2,647** Annual Meeting
- **\$1,893** Business Retention & Expansion

- **\$1,385** Annual Report
- **\$852** Bowman County Map

This category remains significantly over budget because of the large project-specific expenditures associated primarily with the Business Incubator/Visitor Center and RBDG Restaurant projects. These are intentional project investments and are separate from BCDC's normal operating overhead.

Other Expense

Other expense remains at **\$7,805** and relates to flow-through uses. There was no increase in this category during July.

Overall Financial Position

Through July, BCDC shows **positive year-to-date net revenue of approximately \$12,155**, compared with approximately **\$43,369 at the end of June**.

The decrease in year-to-date net revenue reflects July activity, including continued operating, staffing and project-related expenditures. Despite the decrease, BCDC remains in a **positive year-to-date position**, compared with the annual budget projecting a **\$10,844 net loss**.

Balance Sheet

As of July 31, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 BCDC General Account (9803)	228,272
1020 BCDC Money Market (9802)	174,222
1030 Crossroads (4003)	248,879
1040 Education (1785)	44,239
Total Bank Accounts	695,613
Accounts Receivable	
1110 Accounts Receivable	17,264
Total Accounts Receivable	17,264
Other Current Assets	
1120 Pace ST Accounts Receivable	21,283
1130 Undeposited Funds	30,508
Total Other Current Assets	51,792
Total Current Assets	764,668
Fixed Assets	
1210 Furniture and Equipment	121,341
1220 Real Estate Owned	1,839,497
1230 Accumulated Depreciation	-217,817
Total Fixed Assets	1,743,021
Other Assets	
1300 Gaming Funds Investment	62,500
1400 Loans Receivable	0
1500 PACE LT Account Receivables	279,461
1600 Certificate of Deposits	363,681
1700 Internal Assets	0
Total Other Assets	705,642
TOTAL ASSETS	\$3,213,331

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	0
Total Accounts Payable	0
Credit Cards	
2200 Chase Credit Card	8,192
Total Credit Cards	8,192
Other Current Liabilities	

	Total
2300 Payroll Liabilities	6,977
Total Other Current Liabilities	6,977
Total Current Liabilities	15,169
Long-Term Liabilities	
2500 Pace Fund Interest Payable	138,019
2600 RDFC Loan	10,800
Total Long-Term Liabilities	148,819
Total Liabilities	163,988
Equity	
3000 Opening Bal Equity	533,305
3100 Retained Earnings	2,503,883
Net Revenue	12,155
Total Equity	3,049,343
TOTAL LIABILITIES AND EQUITY	\$3,213,331

Statement of Cash Flows

July 2026

	Total
OPERATING ACTIVITIES	
Net Revenue	-14,885.71
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1110 Accounts Receivable	11,180.81
1120 Pace ST Accounts Receivable:Hydro Testers	970.97
1120 Pace ST Accounts Receivable:West Plains Mill Properties	2,787.80
2200 Chase Credit Card	6,141.21
2300 Payroll Liabilities:Aflac	0.00
2300 Payroll Liabilities:BCBS Health Insurance	351.82
2300 Payroll Liabilities:Cafeteria Benefits	300.00
2300 Payroll Liabilities:FSA Dependent Care	-3,173.28
2300 Payroll Liabilities:FSA Medical	-750.07
2300 Payroll Liabilities:Retirement Benefits 403b	0.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	17,809.26
Net cash provided by operating activities	2,923.55
FINANCING ACTIVITIES	
2500 Pace Fund Interest Payable:Andrew Weiss-Pace Int Pay	-257.51
2500 Pace Fund Interest Payable:Bowman Auto Parts-Pace Int Pay	-1,617.39
2500 Pace Fund Interest Payable:Engelhart Properties-Pace Int Pay	-312.67
2500 Pace Fund Interest Payable:R&L Contracting- Pace Int Pay	-124.53
2500 Pace Fund Interest Payable:SJJ Properties/Focus Eyecare-Pace Int Pay	-224.53
2500 Pace Fund Interest Payable:Two Tired Garage-Pace Int Pay	-713.51
Net cash provided by financing activities	-3,250.14
NET CASH INCREASE FOR PERIOD	-326.59
Cash at beginning of period	726,447.78
CASH AT END OF PERIOD	\$726,121.19

Budget vs Actuals 2026

January - July, 2026

			Total
	Actual	Budget	% of Budget
REVENUE			
4100 Contracts for Economic Development	150,978	159,024	95.00 %
4200 Contracts for Service	197,432	294,780	67.00 %
4300 Grant Income	170,000		
4400 Program & Rental Income	74,468	312,647	24.00 %
4500 Project Income	20,898	46,500	45.00 %
4600 Charitable Gaming	196,415	300,000	65.00 %
4700 Interest Income	1,734	14,650	12.00 %
4800 Other Income	19,926	5,000	399.00 %
Total Revenue	831,850	1,132,601	73.00 %
GROSS PROFIT	831,850	1,132,601	73.00 %
EXPENDITURES			
5000 Salary & Benefits	182,001	485,000	38.00 %
5100 General Operating Expense	131,109	154,245	85.00 %
5400 Program Expense	181,794	347,500	52.00 %
5500 Project Expense	316,987	156,700	202.00 %
5800 Other Expense	7,805		
Total Expenditures	819,695	1,143,445	72.00 %
NET OPERATING REVENUE	12,155	-10,844	-112.00 %
NET REVENUE	\$12,155	\$ -10,844	-112.00 %

Statement of Activity by Class

January - July, 2026

	BCDC Operations	Crossroads	Education	Tourism & CD	TOTAL
REVENUE					
4100 Contracts for Economic Development	150,978.37				150,978.37
4200 Contracts for Service	164,431.57			33,000.00	197,431.57
4300 Grant Income	170,000.00				170,000.00
4400 Program & Rental Income	66,455.91	200.00	7,812.55		74,468.46
4500 Project Income				20,897.72	20,897.72
4600 Charitable Gaming	196,415.00				196,415.00
4700 Interest Income	1,733.72				1,733.72
4800 Other Income	19,675.53			250.00	19,925.53
Total Revenue	769,690.10	200.00	7,812.55	54,147.72	831,850.37
GROSS PROFIT	769,690.10	200.00	7,812.55	54,147.72	831,850.37
EXPENDITURES					
5000 Salary & Benefits	179,842.55			2,158.61	182,001.16
5100 General Operating Expense	122,964.70	1,495.02	2,140.13	4,508.67	131,108.52
5400 Program Expense	179,804.52		1,989.12		181,793.64
5500 Project Expense	281,010.40			35,976.20	316,986.60
5800 Other Expense	7,805.00				7,805.00
Total Expenditures	771,427.17	1,495.02	4,129.25	42,643.48	819,694.92
NET OPERATING REVENUE	-1,737.07	-1,295.02	3,683.30	11,504.24	12,155.45
NET REVENUE	\$ -1,737.07	\$ -1,295.02	\$3,683.30	\$11,504.24	\$12,155.45

Statement of Activity Detail

January - July, 2026

	Total
REVENUE	
4100 Contracts for Economic Development	
Bowman County	86,470.37
City of Bowman	62,508.00
City of Scranton	2,000.00
Total 4100 Contracts for Economic Development	150,978.37
4200 Contracts for Service	
Chamber of Commerce	42,875.00
Fairgrounds	9,000.00
Gaming Administration	10,500.00
Roosevelt Custer	94,209.60
SBDC	
SBDC Fed % - 3 County Contract	7,846.97
Total SBDC	7,846.97
Tourism Service Contract	33,000.00
Total 4200 Contracts for Service	197,431.57
4300 Grant Income	
USDA	
RBDG Incubator Grant	170,000.00
Total USDA	170,000.00
Total 4300 Grant Income	170,000.00
4400 Program & Rental Income	57.75
4401 Bowman County	
Facade Grant	3,182.15
Store Front Grant	897.97
Total 4401 Bowman County	4,080.12
4402 City of Bowman	
Store Front Grant	647.97
Total 4402 City of Bowman	647.97
4402.1 City of Scranton	3,432.15
4405 Corporate Supporters	4,000.00
4406 Int Buydown Payoff/Write-offs	38,954.03
4407 Registration	
Registration Other	1,576.44
Total 4407 Registration	1,576.44
4408 Rent	21,720.00
Total 4400 Program & Rental Income	74,468.46
4500 Project Income	
BC Guide Advertisers	3,488.00
Tax & Tourism	

	Total
Billboards	2,925.00
Bowman County Guides/Directories	3,910.85
Main Street Beautification	2,200.00
Murals	5,000.00
Other	41.75
Tourism Hut	2,557.00
White Butte Promotion	775.12
Total Tax & Tourism	17,409.72
Total 4500 Project Income	20,897.72
4600 Charitable Gaming	196,415.00
4700 Interest Income	
Money Market	1,733.72
Total 4700 Interest Income	1,733.72
4800 Other Income	824.54
Board Meeting Meals	1,000.00
Flow Thru Funding - Other	14,860.99
Membership Dues	3,200.00
Miscellaneous Income	40.00
Total 4800 Other Income	19,925.53
Total Revenue	831,850.37
GROSS PROFIT	831,850.37
EXPENDITURES	
5000 Salary & Benefits	
5010 Salary Expense	125,212.85
5020 Employee Benefit Plan	49,562.94
5030 Payroll Taxes	7,150.37
5040 Growth Rewards	75.00
Total 5000 Salary & Benefits	182,001.16
5100 General Operating Expense	
5101 Buildings	
Repairs & Maintenance	3,800.23
Utilities	8,505.16
Total 5101 Buildings	12,305.39
5102 Insurance	
Liability Insurance	4,389.00
Property Including Auto Insurance	9,046.00
Worker's Comp Insurance	436.24
Total 5102 Insurance	13,871.24
5103 Office	
Advertising-Other	3,928.15
Board Meetings	818.80
Cleaning	3,950.00
Community Outreach	4,972.30

	Total
Dues	530.00
Equipment & Equipment Repair	1,733.08
Gaming Operating Expenditures	0.00
IT Subscriptions	6,197.28
Payroll Management (Gusto)	1,148.00
Postage & Postage Meter	2,095.33
Printing	809.10
Professional Fees	56,668.78
Rugs	473.40
SBDC	
SBDC Dues & subscriptions	345.00
SBDC Supplies	120.00
SBDC Travel - In State	30.00
Total SBDC	495.00
Supplies	11,704.13
Telephone	
Cell Phone (Executive Director)	648.98
Cell Phone Stipend	537.50
Office Phone	3,073.22
Total Telephone	4,259.70
Training Registration	250.00
Travel, Lodging & Meals	4,858.84
Website	40.00
Total 5103 Office	104,931.89
Total 5100 General Operating Expense	131,108.52
5400 Program Expense	
Childcare Program - Fixed Cost Reimbursement Program	4,591.21
Community Builders	82,700.00
Facade Grant	6,364.29
Fusion Conference	
Advertising & Marketing Fusion	348.00
Total Fusion Conference	348.00
Interest Buydown	48,820.34
Mainspace & Education Expenditures	
Advertising & Marketing Mainspace & Education	269.00
Speaker Mainspace & Education	1.62
Supplies Mainspace & Education	1,493.76
Total Mainspace & Education Expenditures	1,764.38
Play it Forward Program Expenditures	22,380.00
SBDC Program Expenditures	10,000.00
Store Front Grants	1,795.94
Workforce Program	2,500.00
Youth Programs - Ware Fair	529.48

	Total
Total 5400 Program Expense	181,793.64
5500 Project Expense	
Annual Meeting	2,646.67
Annual Report	1,385.32
Bowman County Fair	12.36
Bowman Map	852.38
BR&E	1,893.33
Closing Costs	220.00
Housing Initiative Expenditures	25.00
RBDG-Restaurant Old Jabbrs (2023)	
Other Expenditures	1,199.74
RBDG Expenditures	101,849.83
Total RBDG-Restaurant Old Jabbrs (2023)	103,049.57
Tourism & Community Projects	
Billboards	975.00
Boulevard + Path Trees - Denbury Grant Expenditures	9,400.00
Festival of Lights	182.52
Main St. Beaut.	5,995.00
Main Street Garden	322.52
Murals	5,409.48
Other Tourism & Community Projects	283.98
Table Tents	201.25
Tourism - Binders & Guides	10,164.06
Tourism - Main St. Flags	205.86
Tourism - White Butte Promotion	1,241.40
Total Tourism & Community Projects	34,381.07
USDA Business Incubator/Visitor Center	
Business Incubator	170,220.00
Other Expenses	455.27
Visitor Center	1,845.63
Total USDA Business Incubator/Visitor Center	172,520.90
Total 5500 Project Expense	316,986.60
5800 Other Expense	
Flow Thru Uses - Other	7,805.00
Total 5800 Other Expense	7,805.00
Total Expenditures	819,694.92
NET OPERATING REVENUE	12,155.45
NET REVENUE	\$12,155.45

Bowman County Development Corporation

Expense Report

July 2026

Transaction date	Transaction type	Vendor name	Description	Amount
07/02/2026	Check	Ken Dobitz	Repair of flags reimbursement	26.75
07/03/2026	Check	Gusto	Monthly Base Fee	80.00
07/03/2026	Check	Gusto	Monthly BCDC Employees	132.00
07/03/2026	Check	Gusto	Monthly Gaming Employees	36.00
07/05/2026	Check	Mint Brand Marketing	Monthly Retainer - Invoice 2859	3,000.00
07/05/2026	Check	Newby's Ace Hardware	Paint Supplies	107.98
07/05/2026	Check	Newby's Ace Hardware	Paint Supplies	39.99
07/05/2026	Check	Newby's Ace Hardware	Supplies	76.12
07/05/2026	Check	Newby's Ace Hardware	Supplies - Visitor Center	17.98
07/05/2026	Check	Newby's Ace Hardware	Supplies	38.31
07/05/2026	Check	Newby's Ace Hardware	Soil for Flower Pots - Office	9.98
07/05/2026	Check	Newby's Ace Hardware	Paint for Windows	79.40
07/05/2026	Check	Newby's Ace Hardware	Keys	17.96
07/05/2026	Check	Newby's Ace Hardware	Basement Paint	54.19
07/06/2026	Check	City of Bowman	June 2026 Acct 02721-00	61.61
07/06/2026	Check	City of Bowman	June 2026 Acct 0967-00	19.00
07/06/2026	Check	City of Bowman	June 2026 Acct 01035-00	174.00
07/06/2026	Check	City of Bowman	June 2026 Acct 0271-00 Main Office	76.50
07/06/2026	Check	Dakota Dust-Tex	June 2026 Office Rugs	64.80
07/06/2026	Check	ProPoint Cooperative.	Fuel	40.25
07/06/2026	Check	ProPoint Cooperative.	Fuel	34.95
07/06/2026	Check	Frontier Travel Center	Fuel	63.71
07/06/2026	Check	Frontier Travel Center	Fuel	37.95
07/06/2026	Check	Rhame American Legion Post 188	250th Celebration Donations	885.00
07/06/2026	Check	Bowman American Legion Post 48	250th Celebration Donations	885.00
07/06/2026	Check	Scranton American Legion Post 151	250th Celebration Donations	885.00
07/08/2026	Check	Gusto	25% Gaming Assistant wages	400.00
07/08/2026	Check	Gusto	25% Gaming Assistant wages	-400.00
07/08/2026	Check	Gusto	25% Gaming Assistant payroll taxes	-36.00
07/08/2026	Check	Gusto	25% Gaming Assistant payroll taxes	36.00
07/08/2026	Check	Gusto	Gaming Supervisor & Blngo payroll taxes	250.39
07/08/2026	Check	Gusto	Gaming Supervisor & Bingo Payroll taxes	-250.39
07/09/2026	Check	WEX Health, Inc.	June 2026 monthly benefits mgmt fee	70.00
07/09/2026	Check	Roosevelt/Custer Regional Council	Technical Assistance - 25% FTE Jan - Dec & 50% FTE May - Dec	7,224.76
07/09/2026	Check	Ken Dobitz	Repair of flags reimbursement	16.05
07/09/2026	Check	Peoples Contracting	Remove ceiling tiles and grid, patch roof - INV 221	1,500.00
07/09/2026	Check	Bucholz Family	Payroll Consulting INV1059	675.00
07/10/2026	Check	M.D.U.	July 2026 Office utilities	436.46
07/10/2026	Check	M.D.U.	July 2026 New addition	152.70
07/13/2026	Check	North Star Mutual Insurance Company	Umbrella Policy	500.00
07/13/2026	Check	Boss Office Supplies	INV 881362-0 - Paper, Rubberband	68.97
07/13/2026	Check	Coyle Electric	Bow Damper, Tech	275.98
07/13/2026	Check	Quadient Leasing USA, Inc	Lease No. N23081576 INV No.	177.51

Transaction date	Transaction type	Vendor name	Description	Amount
			Q2432742	
07/13/2026	Check	Verizon Wireless Inc.	July 2026	52.71
07/13/2026	Check	Verizon Wireless Inc.	July 2026 Gaming Phone	52.71
07/13/2026	Check	Verizon Wireless Inc.	July 2026 Ellipsis Jetpack	40.01
07/13/2026	Check	Tot-Lot Child Care	April Reimbursement	1,256.44
07/13/2026	Check	Tot-Lot Child Care	May Reimbursement	644.69
07/13/2026	Check	Buried Treasures Garden Center	Watering & care of 44 hanging pots 2026 - Final 50%	1,100.00
07/14/2026	Check	Coca-Cola Bottling Co.	Supplies	168.00
07/15/2026	Check	Shannon Ellig.	Supplies for Office	16.79
07/15/2026	Check	Consolidated Telcom	July 2026	481.55
07/21/2026	Check	Wild & Weiss Law Office	Prepare Opinion of Counsel - J & H Realty	60.00
07/21/2026	Check	Boss Office Supplies	INV 881362-0 - Rubberbands	9.99
07/21/2026	Check	Bowman Chamber of Commerce	Reimbursement for BCDC Expenses	13.78
07/21/2026	Check	Bowman Chamber of Commerce	Reimbursement for BCDC Expenses	173.82
07/21/2026	Check	Bowman Chamber of Commerce	Reimbursement for BCDC Expenses	346.73
07/21/2026	Check	Sarah Nagel	Reimbursement for gas for work car	56.38
07/21/2026	Check	Emersyn Hlebechuk	Dickinson - Supplies at Menards	109.20
07/22/2026	Check	Gusto	25% Gaming Assistant wages	400.00
07/22/2026	Check	Gusto	25% Gaming Assistant wages	-400.00
07/22/2026	Check	Gusto	25% Gaming Assistant payroll taxes	-36.00
07/22/2026	Check	Gusto	25% Gaming Assistant payroll taxes	36.00
07/22/2026	Check	Gusto	Gaming Supervisor & Blngo payroll taxes	250.39
07/22/2026	Check	Gusto	Gaming Supervisor & Bingo Payroll taxes	-250.39
07/22/2026	Check	Braun Distributing	water for water cooler - Inv - 420187	21.95
07/24/2026	Check	Advanced Business Methods	August 2026 copier contract	186.17
07/28/2026	Check	Slope Electric Cooperative	July 2026 Crossroads	170.51
07/29/2026	Check	Admin Partners	BCDC 5500 Plan Year 2025	950.00
07/29/2026	Check	Frontier Travel Center	Fuel	41.04
07/29/2026	Check	Newman Signs Inc.	July Bowman County Billboard	975.00

Business Improvement Loan Draft

Concept Draft for Board Review and Feedback

This draft is intended to introduce a potential Building Improvement Loan Program for possible implementation in 2027. Program funding, interest rates, repayment terms, application procedures, collateral requirements and final eligibility standards have not been established. Board members are asked to review the concept and provide feedback before staff develops a final program policy and supporting documents.

Total Budget Request: To be determined by BCDC Board.

BCDC may set an annual funding pool based on available funds. Applications may be reviewed on a first-come, first-served basis or during designated application rounds, depending on available program dollars.

Start Date: TBD, 2027

Program Description

The Bowman County Development Corporation Building Improvement Loan Program would provide low interest loans to eligible commercial property owners and business owners for permanent building improvements in Bowman County.

The program would support projects that improve the appearance, safety, accessibility, energy efficiency, code compliance, and long-term viability of commercial buildings. Eligible improvements may include exterior upgrades, roofing, structural repairs, electrical and wiring improvements, plumbing, HVAC, accessibility improvements, lighting, energy-efficiency upgrades, and other permanent building improvements approved by BCDC.

Objectives

- Stimulate revitalization of commercial properties
- Support local business retention and expansion
- Enhance the long-term viability of aging commercial buildings

How It Works

Loans may be approved up to \$25,000 per eligible property or project. Repayment terms are based on the loan amount, with terms of up to 5, 7, or 10 years. Loan funds may be paid directly to contractors or vendors, or reimbursed to applicants after submission of paid invoices, receipts, and proof of completion.

Applicants must submit a project description, itemized budget, contractor estimate or bid, photos of existing conditions, and any other documentation requested by BCDC. Self-performed work may be allowed, but funds may generally only be used for eligible materials and documented third-party costs unless otherwise approved in advance.

Loans must be secured by a promissory note and may require a personal guaranty, business guaranty, mortgage, lien, or other collateral depending on the loan amount and ownership structure. If the

business closes, relocates, sells, or the improved property is transferred, the outstanding loan balance may become immediately due unless BCDC approves other arrangements in writing. Final approval is subject to BCDC review, project eligibility, repayment ability, available program funds, and execution of required loan documents.

Eligible Applicants

- Commercial property owners located in Bowman County.
- Business owners located in Bowman County with written approval from the property owner.
- For-profit businesses operating from a commercial location.
- Non-residential properties used for commercial, mixed-use commercial, retail, service, office, hospitality, or similar business purposes.

*Residential-only properties are not eligible.

**BCDC may require the applicant to be in good standing with local, state, and federal obligations, including property taxes, special assessments, and required business registrations.

Eligible Improvements

Loan funds may be used for permanent building improvements that enhance the safety, appearance, efficiency, accessibility, or long-term viability of the property.

Eligible uses may include:

- Exterior improvements, including windows, doors, siding, awnings, painting, masonry, signage attached to the building, and façade improvements.
- Roofing, foundation, and structural repairs.
- Electrical, wiring, plumbing, mechanical, and other building system improvements, especially where needed for safety, code compliance, or long-term building use.
- HVAC improvements.
- Accessibility improvements, including ADA-compliant entrances, ramps, restrooms, handrails, and doorways.
- Lighting improvements, including interior, exterior, security, and energy-efficient lighting.
- Energy-efficiency improvements, including insulation, windows, doors, HVAC, and related upgrades.
- Fire suppression, alarm systems, emergency exits, and other safety-related improvements.
- Other permanent commercial building improvements approved by BCDC.

Ineligible Uses

Loan funds may not be used for:

- Operating expenses
- Inventory
- Payroll
- Working capital
- Equipment not permanently affixed to the building
- Furniture, décor, or movable fixtures
- Personal property
- Routine maintenance that does not materially improve the property
- Improvements completed before loan approval, unless specifically authorized by BCDC

- Residential-only improvements

Contractor Bids and Self-Performed Work

Applicants must submit a detailed project description, itemized budget, and at least one written contractor estimate or bid.

Self-performed work may be allowed under the following conditions:

- The applicant must disclose which portions of the work will be self-performed.
- A contractor bid or third-party cost estimate must still be provided to establish reasonableness of project cost.
- Loan funds may reimburse or pay for materials used in eligible improvements.
- Loan funds may not be used to pay the applicant, business owner, family member, employee, or related party for labor unless specifically approved by BCDC in advance.
- Receipts, invoices, photos, and proof of completion must be submitted before final disbursement or reimbursement.
- Work must comply with applicable zoning, building, fire, safety, and code requirements.

This allows flexibility for businesses that can complete some work themselves, while protecting the program from becoming an operating-cash substitute.

Loan Details

- Maximum Loan Amount: Up to \$25,000 per eligible property/project
 - Recommended structure:

Loan Amount	Suggested Term
\$1 – \$10,000	Up to 5 years
\$10,001 – \$20,000	Up to 7 years
\$20,001 – \$25,000	Up to 10 years

- Interest Rate: 0%-4%
- No prepayment penalty.
- Payments begin within 30–60 days after final disbursement, unless otherwise approved by BCDC.

This keeps the program fair and predictable while still allowing manageable payments. For example, a \$20,000 loan over 5 years is about \$333/month, while a 10-year term is about \$167/month.

Disbursement of Funds

BCDC may disburse funds in one of the following ways:

- Direct payment to contractor/vendor, preferred when a third-party contractor is performing the work.
- Reimbursement to applicant after submission of paid invoices, receipts, and proof of completion.
- Progress payments for larger projects, subject to invoices, inspection, photos, or other documentation acceptable to BCDC.

BCDC should avoid issuing full loan proceeds directly to the applicant upfront unless there are strong controls in place.

Collateral and Security

Because the program involves public or development corporation funds, BCDC should have a mechanism to secure repayment.

Recommended approach:

For loans under a certain threshold, such as \$10,000, BCDC may allow the loan to be unsecured but require a promissory note and personal/business guaranty.

For loans above that threshold, BCDC should consider requiring one or more of the following:

- Promissory note
- Personal guaranty from business owners/principals
- Business guaranty, if applicable
- Mortgage or lien against the improved property
- UCC filing, if applicable
- Assignment of insurance proceeds, if appropriate

For property not owned by the business applicant, BCDC should require written property owner consent and may require the property owner to sign the loan agreement, guaranty, or mortgage documents.

Business Closure, Sale, or Transfer

If the business closes, sells, relocates outside Bowman County, or the improved property is sold or transferred, the outstanding loan balance may become immediately due and payable unless BCDC approves an assumption, transfer, or revised repayment agreement.

Commercial Signage Grant Program Application

Please fill out the contact and project information form below.

Name: Benz Noreen Financial

Business: Leah or Katie

Phone: 704-523-5696

Email: leah@benznoreen.com
Katie@benznoreen.com

Please list a Description of the Project.

Black sign with white font

Estimated total cost of the Project:

1000

Amount of Grant applying for:

500

(Grant is available for 50% of the total project up to \$500.00)

Source allocation of funds for the project: BCDC Store Front Grant _____

Other: _____

Other: _____

Projected start date of project: 9/1/26

Projected completion date: 11/1/26

Sketch or design of desired end product.

(If additional space is needed, please attach additional sheet)

(See attached)

Signed Kate Noreen

8/20/26
Date

B|N Benz Noreen
FINANCIAL

2026 BCDC GAMING BUDGET ESTIMATE

2026 Gaming Funds

2025 Community Builders Account Balance as of 12/31/2025

2026 Gaming Funds Estimate

ACTUAL

\$40,822

\$357,847

estimated lower than what
was projected in 2025

\$398,669

2026 Actual

Community & Capital Investments

Boulevard Trees

\$3,400

Bowman Parks & Recreation

\$10,000

Festival of Lights

\$10,000

250th Celebration

\$500

Community Giveback Program

Additional Rhame Contributions

\$0

\$23,900

Community Partnerships & Contributions

Rhame Community Club

\$10,000

Bowman Area Chamber of Commerce

\$7,500

Free Services for Businesses (SBDC)

\$10,000

\$27,500

Play It Forward Awards

2026 Spring Awards - additional

\$25,000

2026 Fall Awards

\$50,000

2027 Spring Pledge

\$50,000

\$125,000

Staff-Led Initiatives & Program Delivery

Program Delivery

\$98,060

\$98,060

TOTAL BCDC Donations

\$274,460

Carryover (Community Builders Account)

\$124,209



August 2026 Activity Report

Bowman County Development Corporation

This report shares the work BCDC and its partner organizations moved forward in August. It is written for board members, local leaders, members, and community partners.

PUBLIC RELATIONS

Staff continue to maintain strong community visibility and engagement across digital platforms and in-person outreach.

- **Social media reach:** Growing Bowman Facebook: 2,177 followers; Bowman Chamber Facebook: 1,744 followers; Instagram: 486 followers; BCDC LinkedIn: 179 followers.
- **Cookie Cart:** The Cookie Cart program resumed in August, when our staff delivered cookies to four automobile services in Bowman. This initiative provides an additional touchpoint with our business partners without requiring specific follow-up or action items. It is a simple way to show our appreciation and remind businesses that we are available as a resource.
- **Business Highlights:** Staff continued building local business features and Chamber member spotlights. August work included research, graphics, newspaper and social media content, and internal coordination to keep promotion consistent. In the month of August, we featured Brethren Auto and The Branded Brew.
- **Business Outreach:** Staff continued informal drop-ins and conversations with local businesses. One larger staff outreach was attending the Amidon Fire Department's annual Pat Lorge Memorial.
- **Digital information:** Staff kept community event information and graphics current across social media, the website and online calendar. August focused on showing our investment in Bowman County.
- **Access Channel:** Staff continued updating the Consolidated Access Channel with events.
- **Rhame Burgers in the Park:** Staff handed out free ice cream and Rhame stickers at Rhame Burgers in the Park.
- **Messtival Festival:** Staff members handed out popsicles at the Messtival Festival hosted by Pioneer Trails Regional Museum and Bowman Regional Public Library.
- **Bowman County Fair:** BCDC had a booth at the Bowman County Fair while staff participated in a variety of events, including a float in the Fair Parade.
- **Business Boost Day:** Staff attended the Chamber's first Business Boost Day at Out West Mercantile, showing our support to the local Chamber business.

BUSINESS DEVELOPMENT

- **Small Business Marketplace and Incubator:** Planning continued for the Small Business Marketplace and Incubator, with staff focused on preparing the general construction bid package. The Visitor Center remained open throughout August before closing for the season.
- **Business Incentives:** Staff continued administering and promoting BCDC incentive programs. August work included a signage grant application and interest in facade and signage applications.
- **Ribbon cutting:** Staff started planning a ribbon cutting for Simply Yours Floral that will take place in September.
- **Workforce:** BCDC continued sharing workforce resources. Since fall 2022, the workforce incentive programs have supported 55 hires and represent a \$88,511.20 investment in workforce attraction and retention. Applications must be submitted before hiring to remain eligible. Staff also promoted the free job boards at bowmannd.com and swnorthdakota.com.
- **Education:** We are currently planning some fall education opportunities for local businesses and

community members.

- **Canva for Beginners:** We will be offering two sessions of this beginner-level Canva class. The first session will be held at The Rural Collective in Hettinger on Tuesday, Oct. 13, from 4:00–6:00 pm. The second session will be held at Mainspace in Bowman on Wednesday, Oct 14, from 11:00 am–1:00 pm.
- **Canva Advanced:** We will be offering two sessions of this advanced-level Canva class. The first session will be held at The Rural Collective in Hettinger on Tuesday, Nov 3, from 4:00–6:00 pm. The second session will be held at Mainspace in Bowman on Wednesday, Nov 4, from 11:00 am–1:00 pm.
- **QuickBooks Online for Beginners:** This beginner-level QB Online class will be held at Mainspace in Bowman on Tuesday, Nov 10, from 10:00 am–12:00 pm.
- **Mainspace:** Staff continued managing Mainspace, preparing meeting space and supporting community use. The conference space was rented 8 times in August, and one office is currently available for daily, short term, or long term rental.
- **Ware Fair:** BCD, in partnership with the ND SBDC, is working to confirm a fall date for the 2026–2027 Bowman County Schools Ware Fairs. We are also excited to announce that Scranton Public School will host its first Ware Fair this fall on Wednesday, October 14, from 3:00–4:00 p.m. at the school.
- **Business visits:** Formal business visits slow during the summer, but businesses can still contact the office to schedule a visit. Regular outreach is expected to pick up again in September.

TOURISM & COMMUNITY DEVELOPMENT

- **Play It Forward:** Administration of the Spring 2026 awards continued, and public relations continues as projects are completed. Planning for the next application round opening October 15 has begun.
- **Charitable Gaming Impact Report:** Printed copies of the 2025 Charitable Gaming Impact Report remain available at the office, and the report is also posted on bowmannd.com.
- **Bowman County Tourism Materials Distribution:** The 2026 Bowman County Guide is in five state rest areas, local businesses and hotel rooms. Guides, maps, and updated hotel binders continue to help visitors find local attractions, events and services.
- **Visitor Center:** The visitor center is now closed for the season.
- **Interstate Billboard:** The Bowman promotional billboard along Interstate 94 went live again for the month of September and will continue until the end of October.
- **Table Tents and Event Calendar:** Table tents covering October through December have started. Monthly events also continued to be promoted through Growing Bowman County and the website calendar.
- **Wayfinding signs:** Staff followed up on agreements to move the project into the next steps. The plan has been sent off to the DOT for the final approval before moving into the stage of ordering the signage.
- **Main Street Garden:** Staff finalized the removal of the main street garden.
- **Festival of Lights:** We have reached out to a lighting company to do professional lighting in the park this year. Staff will begin kickoff meetings this month to begin project planning.
- **Community Partners Meeting:** We held our quarterly community partners meeting, bringing local organizations together to share upcoming events and projects, discuss ways to support one another, and identify opportunities for collaboration.

OTHER

- **Staffing:** Hayden Cristaldi was hired as Deputy Director and we welcomed Shelby Kinkade back to the team as Finance & Administrative Coordinator.

- **Secure Board Portal:** Staff worked with Mint Marketing to build a secure board portal, where board members for all of the boards our office manages will have access to information and documents in one secure spot.

CHAMBER

- **Business Promotion:** The first Business Boost Day was held at Outwest Mercantile, and the 1st Shop Chamber, Win Local program kicked off in August. We had a great response with over \$4,800 in receipts turned in supporting local Chamber businesses. Chamber bucks were given to our three winners. September's Business Boost Day will be at Repeat Outlet.
- **Ag Banquet planning:** Staff is working with the Ag committee to choose Farmer/Rancher of the year, reaching out to sponsors, as well as planning the 2026 banquet.
- **Administration:** Regular Chamber work included deposits, payables, reconciliations, statements, board packet preparation, vendor communication, and event administration.
- **Board and program planning:** Staff supported Chamber board preparation and internal transition work, including task review, budget coordination and planning for upcoming events and programs.
- **Chamber board opening:** Joe Blankenship was appointed to the open chamber board position.
- **New Chamber Business:** We would like to welcome three new Chamber businesses: North Winds Lodge, The Branded Brew, and Simply Yours Floral.

ROOSEVELT CUSTER REGIONAL COUNCIL

- **CDBG projects:** RCRC currently administers seven projects for a combined total of \$7,417,485.25 in funding and approximately \$310,179.00 in administration dollars.
 - **Bowman ABLE Landing Apartments:** Construction has been completed and the final draw requests have been submitted. This project will move into close out this fall.
 - **Mott Clinic Renovation:** All the final punch list items have been completed, and all invoices have been paid. This project can now move into close out.
 - **Mott Water Main Repairs:** All work on this project has been completed. There is approximately \$30,000 remaining of funding for this project that can be used with an amendment to the scope of work.
 - **Wing Sanitary Sewer Improvements:** Construction is ongoing. First group of employee interviews have been completed.
 - **Regent Water and Sewer Main Replacement:** Construction on this project is ongoing. Staff have been working to complete employee interviews for the general and nine subs.
 - **Medora Lift Station:** Construction has been completed. Pay request are currently being submitted for the project.
 - **Belfield Lift Station:** The full application corrections were approved, and the project received the financial award. The environmental review can now start.
 - **FY2026:** The City of Hettinger submitted a pre-application in July. Scoring and Ranking day will take place in September and funds will be allocated to selected projects.
- **Rural Healthcare Transformation Program:** Year one of the program is coming to an end and HHS has started planning for year two. Regional councils are working on reporting for year one and are supporting planning efforts. RCRC provided substantial grant-development assistance to Dickinson Public Schools and Dickinson Parks and Recreation on a joint proposal focused on helping children reduce screen time and increase physical activity, family engagement, and access to inclusive recreation.
- **Housing Planning Grant:** RCRC received a \$35,000 housing planning grant that requires a 30% match. Staff will meet with regional stakeholders in September to confirm the plan's scope, priority deliverables, and approach to completing the work.
- **Hettinger County JDA:** Staff conducted business visits, prepared board materials and activity

updates while continuing general technical assistance for Hettinger County.

- **Regional Tourism Plan:** Staff continued outreach and began to work on a sustainable plan for the WOW Relocation guide.
- **NDARC communications:** Staff continued the NDARC newsletter, website resources, article coordination and communication support for North Dakota regional councils and is working to begin the virtual resource call series in October.
- **Dickinson office:** RCRC continues to maintain a regular presence in the Dickinson office, with ND SBDC services available at least one day per week and other RCRC staff utilizing the space as needed.
- **Leadership and Education:** The Arena Leaders Leadership Program begins with the first session in September. Staff also worked to build the My First Job resources and fall education sessions on Canva and QuickBooks.
- **Southwest SBDC:** The Southwest SBDC continues client advising, business-plan development, financial projections, lender follow-up, regional meetings and weekly service in Dickinson. In August, the center reported 38 active clients: 7 in Bowman County, 7 in Adams County, 19 in Stark County, 2 in Dunn County, 2 in Slope County, and 1 in Hettinger County.
- **Regional BR&E grant:** Staff developed an RFP and continued outreach to potential consultants for the USDA RBDG Grant. The RFP is expected to be released in the coming weeks, while staff continues to refine the scope and identify the desired content and functionality for the regional CRM.
- **Lending programs:** RCRC loans continue to be utilized and we closed on 3 loans in the past couple of months. All of our loans are current and we have just over \$2,000,000 lent out.
- **SW Developers:** Staff continue to work with area leaders to develop legislative priorities, conduct research on housing and water projects, and coordinate planning meetings with regional representatives. The next meeting is planned for September to discuss and outline legislative priorities.

AUGUST MEETINGS & MAJOR ACTIVITIES

DATE	ACTIVITY
August 3	<i>BCDC Board Meeting</i>
August 6	<i>Business Boost Day- Out West Mercantile</i>
August 6-9	<i>BC Fair Booth, Fair Parade, and Event Participation</i>
August 11	<i>Chamber Board Meeting</i>
August 12	<i>Community Partners Meeting</i>
August 20	<i>North Plains Connector Brunch</i>
August 25	<i>SW Developers, Dickinson Chamber Banquet</i>
Throughout August	<i>RHTP weekly calls and office hours; CDBG project meetings; SBDC client and partner meetings; NDARC meetings; EDND meetings; Rotary</i>