

**BCDC- CITY OF BERLIN RLF  
Meeting Minutes  
OCTOBER 25TH 2022.**

**Roll Call:**

**Present:**, Dale Kuklinski, Peter Mael, Terry Przybyl, Tim Demaster, Josh Nigbor and Emmett Durtschi

**Absent:-** Tom Malchetske, Mary Brott, Pam Mork

**Also Present:** Jeff Walker, Tim Ludolph, Sara Rutkowski and Matt Chier

The meeting was called to order by Kuklinski at 7:02 AM

**Review and approval of minutes from the September 27<sup>th</sup> meeting**

Demaster made a motion to approve the minutes as presented. Nigbor seconded the motion which was carried by a voice vote.

**Review and approve City RLF Financials for September 2022**

Demaster made a motion to approve the financials as presented. Przybyl seconded the motion which was carried by a voice vote.

**Discussion of Northern Express Special Covenant**

Jeff Walker presented the background of why he was requesting an extension.

Mael Motioned to extend for two years to present to council for approval considering Northern Express Bus Service, LLC is to be responsible for all expenses accumulated as a result of the extension. Demaster seconded the motion which was carried by a voice vote.

**Discussion of Personnel**

Demaster, Kuklinski and Mael discussed with Rutkowski the practicality of having this position being 15-20 hours depending on workload factors. Mael motioned to have Attorney Chier draft the Job Description, to send to Common Council, to hire an Economic Development Assistant, seconded by Nigbor.

**Loan Interest Rate Policy for City RLF**

Demaster motioned adopting a policy of having a regular interest rate set to be at 2% below prime with the flexibility to adjust on a case by case basis, analogous to how the local banks calculate reacting to risk factors. Mael seconded the motion and it passed by roll call.

**Old Business**

There was no old business to discuss.

**New Business**

There was no new business to discuss.

**Next Meeting**

The next meeting will be held on Tuesday November 29<sup>th</sup> at 7 AM

**Adjourn**

Demaster made a motion to adjourn the meeting at 7:34 am, Nigbor seconded the motion.

*Respectfully Submitted by Timothy Ludolph, Planning & Development Director*