

**MINUTES OF A SPECIAL BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
INTERQUEST SOUTH BUSINESS IMPROVEMENT DISTRICT  
HELD  
NOVEMBER 5, 2020**

A special meeting of the Board of Directors of the Interquest South Business Improvement District (referred to hereafter as the “Board”) was convened on Thursday, November 5, 2020, at 1:30 p.m. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board meeting was held via Microsoft Teams. The meeting was open to the public.

**Attendance**

Directors in attendance:

Bethany Fitzgerald, Treasurer/Secretary  
Jerry Biggs, Assistant Secretary  
Gregory Tucker, Assistant Secretary

Also in attendance:

Russ Dykstra, Spencer Fane LLP  
Carrie Bartow, Seef Le Roux, Kimbrie Garcia, & Chelsea Gondeck;  
CliftonLarsonAllen LLP (CLA)

**Administrative  
Matters**

A. Call to order and Approve Agenda

The meeting was called to order at 1:31 p.m.

Following discussion, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the agenda as presented.

B. Declaration of Quorum/Director Qualifications/ Disclosure Items

Mr. Dykstra noted a quorum was present. Mr. Dykstra noted for the record, in accordance with state law, the Directors’ written disclosures describing conflicts of interest were filed with the Secretary of State.

C. Community Comment

None.

D. Review and Consider Approval of Minutes for July 2, 2020 Special Board Meeting

Following a discussion, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the July 2, 2020 Meeting Minutes.

E. Discuss District Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance & SDA Membership for 2021

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Director Gregory Tucker inquired about the cost of the District Insurance and the SDA Membership for 2021. Following discussion, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the Renewal of the District insurance and SDA membership for 2021.

**Financial Matters**

A. 2020 Audit Engagement Letter with BiggsKofford, P.C.

Ms. Bartow reviewed the audit engagement letter with the Board. Following discussion, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the 2020 audit engagement letter with BiggsKofford, P.C.

B. Unaudited Financial Statements as of September 30, 2020

Ms. Bartow reviewed the financial statements with the Board. Following a discussion on funding requests, the funding agreement, and PIF compliance issues, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the September 30, 2020 unaudited financial statements with a request to collect from missing PIF filers.

C. Ratification Previous Claims and Approval of Current Claims

Ms. Bartow reviewed the previous and current claims with the Board. Following discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Biggs and, upon vote, unanimously carried, the Board approved ratification of previous claims and acceptance of current claims.

D. Conduct Public Hearing to Consider Amending 2020 Budget; Consider Adopting Resolution Amending 2020 Budget

Following discussion, upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board opened the public hearing to consider amending the 2020 budget at 1:58 p.m.

There were no public comments.

Upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board closed the public hearing at 1:58 p.m.

Ms. Bartow reviewed the 2020 budget amendment with the Board. Following discussion, upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried,

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the Board approved the amendment to the 2020 Budget.

E. Conduct Public Hearing to Consider Adoption of 2021 Budget, Appropriate Expenditures, and certify Mill Levy; Consider Adoption of Resolution to Adopt 2021 Budget, Appropriate Expenditures and Certify Mill Levy

Following discussion, upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board opened the public hearing to consider adoption of the 2021 budget at 1:58 p.m.

There were no public comments.

Upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board closed the public hearing at 1:59 p.m.

Ms. Bartow reviewed the 2021 budget with the Board. Following discussion, upon a motion duly made by Director Biggs, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board approved the Adoption 2021 Budget, Appropriate Expenditures and Set Mill Levy.

**Legal Matters**

A. Resolution for Exclusion from Workers Compensation Coverage

Following discussion, upon a motion duly made by Director George Tucker, seconded by Director Biggs and, upon vote, unanimously carried, the Board approved the Resolution for exclusion from workers compensation coverage.

B. Other

None.

**Manager Matters**

A. Managers' Report

Ms. Gondeck reviewed the Managers' Report with the Board.

B. Review and Consider Approval of Proposal for Landscaping and Snow Removal Services

Following discussion, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the proposal for landscaping and snow removal services with Timberline.

C. Review and Consider Approval of Cost Associated with Construction of a Temporary Public Parking Lot

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Ms. Bartow reviewed the approval of the costs associated with the construction of a temporary public parking lot. It was discussed that the remaining funds would cover improvements to the roundabout. The current curb would be removed changing the center of the median. The existing medians running East and West will be shortened. All the remaining funds of \$135,850 will be used to grade and lay the base of the parking lot. If any funds remain for the District will use them to install the cross pans and curbing. Following the Discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Gregory Biggs and, upon vote, unanimously carried, the Board approved the parking lot improvements stated above with cost not to exceed \$135,850.

D. Discuss Posting and Transparency Notice and Mode of Eligible Elector Notification for 2021 on the SDA Website

Following discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Biggs and, upon vote, unanimously carried, the Board approved the posting and transparency notice and mode of eligible elector notification for 2021 on the SDA Website.

E. Review and Consider the Resolution Concerning Annual Administrative Matters

Following discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Biggs and, upon vote, unanimously carried, the Board approved the Resolution concerning Annual Administrative Matters for 2020.

**Other Business**

Confirm Quorum for the Next Regular Meeting:

The management team will reach out to confirm a quorum for the upcoming meeting.

**Adjournment**

There being no further business to come before the Board, upon a motion duly made by Director Biggs, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board adjourned the meeting at 2:24 p.m.

Respectfully submitted,

DocuSigned by:  
  
A180613786534D3  
Secretary for the Meeting

## Certificate Of Completion

Envelope Id: 83238EFAF4774CDBBF87E94F1E6C101D	Status: Completed
Subject: 11-05-2020 MEETING MINUTES (ISBID0 - Executed)	
Client Name: ISBID	
Client Number: 46210	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kimbrie Garcia
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kimbrie.Garcia@claconnect.com
	IP Address: 174.51.146.125

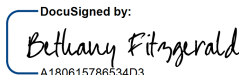
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Bethany Fitzgerald  
bethany@fredowencpa.com  
Secretary  
Security Level: Email, Account Authentication (None)

## Signature

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**Electronic Record and Signature Disclosure:**  
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## In Person Signer Events

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## Signature

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## Timestamp

## Envelope Summary Events

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## Timestamps

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Certified Delivered	Security Checked	2/28/2021 10:09:17 AM
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Completed	Security Checked	2/28/2021 10:09:32 AM

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