

**Valley City-Barnes County Development Corporation Board Meeting**

**Monday, September 14, 2015**

**6:45 a.m., Regional Technology Center, 415 Winter Show Road (Large Conference Room)**

**PRESENT:** Paige Bjornson, George Gaukler, Tisa Mason, Wade Bruns, Mary Simonson, Luke Trapp, Mike Metcalf, Bobby Koeplin, Josh Kasowski, Bill Carlblom, Leighton Smith, JoAnn Hooper, Jennifer Feist and Alicia Hoffarth

**ABSENT:** Tony Kobbervig

**EX-OFFICIO:** Matt Pedersen and Bob Werkhoven, City Commission; Chad Petersen, KLJ; Keith Andersen, ICTC  
President Paige Bjornson called the meeting to order at 6:45 a.m.

**AGENDA:** No Change

**MINUTES:** Mary Simonson moved to approve the August 10<sup>th</sup> minutes as submitted. Luke Trapp seconded. Funding for City Park concession stand was not subject to raising all other funds. Motion carried unanimously. Mike Metcalf-absent and not voting.

**FINANCIAL STATEMENTS:** Unrestricted Funds-paid \$112,787 of \$200,000 cash pool for Flex PACE. Tisa Mason moved to approve the financial statements as presented. George Gaukler seconded. Motion carried unanimously. Mike Metcalf-absent and not voting.

**EXECUTIVE SESSION:** 6:55 a.m. Mary Simonson moved to go into Executive Session. JoAnn Hooper seconded. Motion carried unanimously. Mike Metcalf-absent and not voting.

**CLOSE EXECUTIVE SESSION:** 7:25 a.m. Mary Simonson moved to close the Executive Session. Tisa Mason seconded. Motion carried unanimously. Mike Metcalf-absent and not voting.

Note: 7:15 a.m. Bill Carlblom left-absent and not voting on subsequent motions. 7:15 a.m.-Mike Metcalf arrived

**PROVIDENCE PRESCHOOL & CHILDCARE:** George Gaukler moved to approve a \$12,000 child care grant to access the Flex PACE program for Tim and Carol Huber for Providence Preschool and Childcare. Mary Simonson seconded. Ayes- George Gaukler, Tisa Mason, Wade Bruns, Mary Simonson, Luke Trapp, Bobby Koeplin, Mike Metcalf, Josh Kasowski, Leighton Smith and JoAnn Hooper; Paige Bjornson abstained. Motion carried.

**WOODLAND STEAKHOUSE:** George Gaukler moved to table and request additional financial information. JoAnn Hooper seconded. The request is \$33,333 to access the Flex PACE program. Should we approve funds pending further committee review? Motion and second withdrawn. Bobby Koeplin moved to approve Flex PACE loan of \$33,333 subject to additional information provided and approval by review committee for Wade and Diane Hatcher and Woodland Steakhouse and Lodge. If there are questions, the request will come back to the Board. Tisa Mason seconded. Ayes-Paige Bjornson, George Gaukler, Tisa Mason, Wade Bruns, Mary Simonson, Luke Trapp, Bobby Koeplin, Mike Metcalf, Leighton Smith and JoAnn Hooper; Josh Kasowski abstained. Motion carried.

**ACB SNOW REMOVAL:** George Gaukler moved to approve up to \$22,000 as a loan to access the Flex PACE Program for Aaron Bulow and Josh and Phillip Kleymann for ACB Snow Removal. Mary Simonson seconded. Ayes-Paige Bjornson, George Gaukler, Tisa Mason, Wade Bruns, Mary Simonson, Luke Trapp, Bobby Koeplin, Mike Metcalf, Leighton Smith, and JoAnn Hooper; Josh Kasowski abstained. Motion carried.

**VCSU:** Applying to the National Science Foundation for a STEM grant. Request is \$300,000 as matching funds. VCSU has applied in the past, but applications have not been approved. Funds would support recruiting scholarships in year 1 and 2 for software engineering and year 3 for environmental science. Grant is \$400,000 over 5 years and in partnership with Dakota College at Bottineau. VCSU is developing a vertical learning structure but not ready. We can provide a letter of support from DC Board and individual members who support the college through general VCSU scholarship programs. Funding would fit the VDG Roundtable.

Employability of students is positive. Mary Simonson moved to approve \$10,000 per year for 5 years from VDG Roundtable contingent on the STEM grant being approved. Bobby Koeplin seconded. Ayes-Paige Bjornson, George Gaukler, Wade Bruns, Mary Simonson, Luke Trapp, Bobby Koeplin, Mike Metcalf, Josh Kasowski, Leighton Smith, and JoAnn Hooper; Tisa Mason abstained. Motion carried.

**CHAMBER:** Request is \$3,000 for marketing and \$5,000 for administration. Mike Metcalf moved to approve \$3,000 from VDG Roundtable and \$5,000 from Barnes County Economic Development mill levy fund. Mary Simonson seconded. Motion carried unanimously. Suggested the Chamber work with CVB on marketing plan.

**SOUTH CENTRAL DAKOTA REGIONAL COUNCIL:** Request for membership is \$18,765, a 3% increase from last year. Membership benefit is helping smaller communities to access grant funds, 194 RDC funds and City assistance with flood buyouts. Bobby Koeplin moved to approve \$18,765 funded by the Barnes County Economic Development mill levy fund. JoAnn Hooper seconded. Motion carried unanimously.

Note: Mary Simonson left meeting at 7:45 a.m.-absent and not voting on subsequent motions.

**BUDGETS:** City approved \$27,000 for administration. County approval expected for \$27,000. Membership-revenue is short \$1,030 for current budget. Anticipate new members and some outstanding that would be paid. Revenue includes \$11,400 from VCDC; need to determine how it would be covered. Noted the age of laptops and one printer; equipment would need to be approved and funded separately. Determine sources for \$11,400; \$4,000 deficit and any salary changes. Need to review Flex PACE and project fees, along with asset management fees. Need budgets that show where projects are and how funds are flowing among several projects. Tech II-\$5,000 asset management fee for administration. Will provide data and plan for next meeting.

**DIRECTOR'S REPORT:** Planning Meeting Reminder

NOTE: Alicia Hoffarth and Jennifer Feist left the meeting.

**PERFORMANCE EVALUATIONS:** Alicia Hoffarth-Salary is based on 32 hours a week. Actual work time has been 35 hours, Jennifer recommended increase base \$1 per hour and performance increase of \$1 per hour for a total of \$3,328 per year (based on 32 hours/week) bringing her salary to \$45,416 (an 8% increase over last year's salary of \$42,088). Director provided comments for Alicia's evaluation. Level of increase is based on bringing salary up to a competitive salary in the marketplace. She would be difficult to replace and also need to consider potential for future responsibilities.

By comparison, City adjustments have been significant for some employees based on cost of living and job responsibilities. Likewise, the County is also trying to catch up and has made significant changes in some cases but not able to do 100% of the adjustments at one time. South Central Dakota Regional Council is paying about \$32/hour for staff and over \$90,000 for the Director.

Jennifer Feist-Board discussion included recommended base increase of \$2,000 and a 3% performance of \$2,500, bringing her salary to \$83,600 (up from current salary of \$79,103). Need to catch up to comparable directors around the state. Consider larger increase based on value of her work and as an asset to the Corporation. Working through funding for the administrative budget will be important.

Discussion and/or decisions regarding salary adjustments will be made at the next/future meetings.

There being no further business, President Paige Bjornson adjourned the meeting.

Respectfully Submitted

Jennifer Feist  
Director of Development