

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

**Monday, January 11, 2016**

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

**PRESENT:** Paige Bjornson, George Gaukler, Bill Carlblom, JoAnn Hooper, Mary Simonson, Josh Kasowski, Mike Metcalf, Jennifer Feist and Alicia Hoffarth

**ABSENT:** Tony Kobbervig, Bobby Koeplin, Wade Bruns, Luke Trapp and Leighton Smith

**EX-OFFICIO:** Tisa Mason, VCSU, Chad Petersen, KLJ, Matt Pedersen and Bob Werkhoven, City Commission, Keith Anderson, ICTC, and Dean Kinney, LaFarge

President Paige Bjornson called the meeting to order at 6:45 a.m.

### **CHANGES TO THE AGENDA: 6 D-Clarification of What Developers Need to Provide, 9 F-Job Service and 9 G-NW Industrial Park Building-Professional Services**

**MINUTES:** Mary Simonson moved to approve the minutes of the December 14, 2015 and January 6, 2016 meetings as submitted. George Gaukler seconded. Motion carried unanimously.

**FINANCIAL STATEMENTS:** Child Care Grant Program-\$48,000 committed but will be less because VC Children's Center received a large state grant; Flex PACE-31 projects; Marketing-add \$14,000 committed for studies; and VDCD-\$10,700+\$1,500 rent received from Archery Club less \$12,600 in payables. Josh Kasowski moved to approve the financial statements as submitted. Bill Carlblom seconded. Motion carried unanimously.

**EXECUTIVE SESSION:** 6:50 a.m. Mary Simonson moved to go into Executive Session. JoAnn Hooper seconded. Motion carried unanimously.

**CLOSE EXECUTIVE SESSION:** 7:10 a.m. JoAnn Hooper moved to close the Executive Session. Mary Simonson seconded. Motion carried unanimously.

**LAND FOR SALE:** ND Housing Finance Agency expects a March 31<sup>st</sup> deadline for the next round of funding and announcement of April 30<sup>th</sup> or sooner. Bank of ND funds of \$5 Million are for communities 12,500 and under. Mike Metcalf moved to extend the January 29<sup>th</sup> deadline to March 15<sup>th</sup> and developers' proposals should include 1) purchase price 2) if purchase is contingent on Flex PACE and/or HIF financing 3) impact of Indian burial mounds including the ability to build a specific or minimum number of units 4) rent levels and 5) other requirements that would impact the offer/sale. Bill Carlblom seconded. Ayes: Paige Bjornson, JoAnn Hooper, Mike Metcalf, Bill Carlblom, Josh Kasowski and Mary Simonson. George Gaukler abstained. Motion carried.

**FLEX PACE:** Guidelines were provided including modification of ineligible projects. Only real change was the addition to not fund storage units. Also clarify the principal deferment is the local loan. Josh Kasowski suggested adding information about the fees. George Gaukler moved to approve the guidelines as presented including fee information. Mike Metcalf seconded. Motion carried unanimously.

**BOARD VACANCY:** A vacancy exists with VCSU changing to an ex-officio position. Interested parties who responded include Bob Bergan, Stacey Lilja (FCCU), Marvin Monson (Quality Bank) and Daniel Davy (JLG). Matt Pedersen noted Bob Bergan would be an active member. Serving as an ex-officio member as a way for individuals to gain experience and a strong background before serving on the Board and taking on a larger role has been discussed. We could increase the number of Board members which requires an amendment to the Bylaws; currently limited to 13. No limit on ex-officio members. Need broad representation. Interested parties will be requested to provide information through a questionnaire including joining as an ex-officio first. Also ask ex-officio members if they are interested in a full Board position.

Note: Bill Carlblom left the meeting at 7:30 a.m.

### **DIRECTOR'S REPORT:**

A. Public Participation-Consider a policy that provides for public participation to include advance written notification by 5 pm the Wednesday prior to the Board meeting. Public participation is at the Board's discretion.

State law requires the public to be able to attend and record, but not to speak. A policy would provide guidelines by which the Board can provide public participation. A policy will be drafted for the next Board meeting.

B. Ex-Officio Positions-Add representatives of groups if they are interested in serving; if not, invite to attend once or twice a year for discussion as a better option. Ex-officio positions are typically created by virtue of the position.

C. Administrative Assistant-Students are returning next week. Hope to receive responses. Meghan Dahnke may assist with specific marketing pieces.

D. Data Tranz-Call pending.

**JOB SERVICE ND:** Office closed; services will be provided twice a month, as of April 30<sup>th</sup> we will not have local services. Companies use Job Service and will lose their relationship developed over the years. May need to expand our staffing to help with this issue. Substantial impact on individuals. Continue communication with state and federal officials; draft a letter and send to Federal officials. About 40 to 50 people per week use the office. Send a memo to businesses asking what their needs are and how the Development Corporation can help them and that this is on our agenda to address. Discuss issues with the Valley City staff to help identify what we can do within our capacity. George Gaukler moved to have Jennifer Feist draft a press statement indicating we are looking at helping with the situation, request the state improve the website and also on-line/telephone services to make them more user friendly and send letters to our Federal officials. Mike Metcalf seconded. Motion carried unanimously. Bill Carlblom absent and not voting.

Funds were approved to move forward with the employee and employer survey. One key component was the ability to use Job Service as a confidential depository of resumes for job seekers. The closure was announced last Thursday and with the Board meeting and expected impact, Telos was not notified to move forward because of this question. Jamestown or Fargo offices could potentially assist but it needs to be set up and planned for before the survey is launched. Will hold the contract for the survey work until the Job Service piece is in place.

**NW INDUSTRIAL PARK BUILDING:** Receiving questions from realtors about the thickness of the floors (initial buildings and 9,000 sq.ft. addition), maximum ceiling height, sidewall height, etc. A floor plan and site plan drawn to scale and preferable on CADD are needed. George Gaukler moved to approve \$5,000 for architectural and engineering services to secure building information. Motion carried. Bill Carlblom absent and not voting. Funds will be expensed against the Valley City Development Corporation, funded internally and then included in the total project when a tenant is secured.

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

Respectfully Submitted

Jennifer Feist  
Director of Development