

Valley City-Barnes County Development Corporation

Thursday, February 18, 2016

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

PRESENT: Paige Bjornson, Tony Kobbervig, Mary Simonson, Wade Bruns, JoAnn Hooper, Mike Metcalf, Bill Carlblom, Josh Kasowski, Luke Trapp, Jennifer Feist and Alicia Hoffarth

ABSENT: George Gaukler, Bobby Koepplin and Leighton Smith

EX-OFFICIO: Tisa Mason, VCSU; Dean Kinney, LaFarge NA; Keith Andersen, ICTC; Bob Werkhoven, City Commission; and Chad Peterson, KLJ

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

CHANGES TO THE AGENDA: Add Renew Line of Credit for Flex PACE

MINUTES: Mary Simonson moved to approve the minutes of the January 11th meeting as submitted. Luke Trapp seconded. Motion carried unanimously.

FINANCIAL STATEMENTS: Transferred \$10,000 to VCDC to pay property taxes; tracking as an internal loan in Class 200. Wade Bruns moved to approve the financial statements as submitted. Mary Simonson seconded. Motion carried unanimously.

EXECUTIVE SESSION: JoAnn Hooper moved to go into Executive Session. Mary Simonson seconded. Motion carried unanimously.

CLOSE EXECUTIVE SESSION: 7:15 a.m. Mike Metcalf moved to close the Executive Session. Josh Kasowski seconded. Motion carried unanimously.

NOTE: Bill Carlblom left the meeting at 7:15 a.m.

FLEX PACE: The request is to approve up to \$15,000 to assist Paul and Nancy Hilborn access Flex PACE. Mary Simonson moved to approve up to \$15,000. Luke Trapp seconded. Motion carried. Ayes: Paige Bjornson, Tony Kobbervig, Mary Simonson, Wade Bruns, JoAnn Hooper and Luke Trapp. Josh Kasowski abstained. Mike Metcalf stepped out briefly, not present to vote. Bill Carlblom-absent and not voting.

NW INDUSTRIAL PARK BUILDING: March 1st is the deadline to respond to the RFP/Request for Proposal. Decisions will likely require a special meeting.

PUBLIC PARTICIPATION POLICY: A draft Public Participation Policy was provided. The question is "how do you handle questions from guests during open meetings"? We are required to allow the public to attend, but not required to allow them to speak. We can take basic questions at meetings. We welcome questions and input, but want prior notice. The person officiating is able to say we will take questions under advisement and respond at a later time, but in a timely manner. We will make every effort to allow and answer questions but maintain orderly operations. Tony Kobbervig moved to approve Public Participation Policy as presented. Wade Bruns seconded. Motion carried unanimously. Bill Carlblom-absent and not voting.

LAND SALE UPDATE: Deadline to receive proposals is March 15th. ND Housing Finance deadline is March 31st. Copies of the last letter sent to developers/contractors, correspondence with specific questions from SW Design Build, and our response to them was provided. Negotiations may include the offer price for the land and/or whether rental rates are affordable. It is up to the Board to determine the basis of their decision which could be done prior to proposals being submitted. If a developer is using state programs, they will be required to meet affordable housing requirements. There may be diminished interest in multifamily housing due to the economy.

We will be losing additional housing in coming years from permanent flood protection. The consensus was to see how proposals come in and make the decision at that time.

LABOR STUDY: Made a few additional changes to questionnaire. Calls will launch soon.

JOB SERVICE: Fargo Office will assist but it is up to businesses to make the Job Service system work for them. A questionnaire was sent to our members requesting input about the importance of the service and their needs.

BOARD VACANCY: Sent letters to current ex-officio Board members and those who have expressed interest in serving asking that they provide information by Friday the February 19th. Jeff Bopp, Director of Sheyenne Career & Technology Center, is interested in serving as an ex-officio.

ADMINISTRATIVE ASSISTANT: Hired Trinity Potts a student at VCSU; she graduates spring 2017 and works on campus in the office of the Music Department and the Learning Center as a tutor/assistant.

RENEW FLEX PACE LINE OF CREDIT: The Line of Credit at Dacotah Bank expires March 6th. JoAnn Hooper moved to approve renewing the Line of Credit. Mary Simonson seconded. Ayes: Tony Kobbervig, Mary Simonson, Wade Bruns, JoAnn Hooper, Mike Metcalf, Josh Kasowski and Luke Trapp. Paige Bjornson abstained. Motion carried.

ECONOMIC DEVELOPMENT ASSOCIATION OF NORTH DAKOTA (EDND): EDND wants its annual meeting in Valley City this fall. It will require staff time and planning but is a great opportunity to showcase the community. About 100 plus people typically attend.

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

Respectfully Submitted

Jennifer Feist
Director of Development