

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

**Monday, March 14, 2016**

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

**PRESENT:** Tony Kobbervig, Mary Simonson, Wade Bruns, Mike Metcalf, Bobby Koepplin, Bill Carlblom, Leighton Smith, George Gaukler, Luke Trapp, Josh Kasowski, Jennifer Feist and Alicia Hoffarth

**ABSENT:** Paige Bjornson and JoAnn Hooper

**EX-OFFICIO:** Keith Anderson, ICTC; Chad Petersen, KLJ; Dean Kinney, LaFarge NA; and Bob Werkhoven, City Commission

President Elect Tony Kobbervig called the meeting to order at 6:45 a.m.

**Changes to Agenda:** None

**MINUTES:** Mary Simonson moved to approve the minutes from the February 18<sup>th</sup> meeting (regular meeting), and the February 29<sup>th</sup> and March 8<sup>th</sup> meetings (special meetings). Luke Trapp seconded. Motion carried unanimously.

**FINANCIAL STATEMENTS:** The financial summary and select financial statements were provided. Wade Bruns moved to approve the financial statements as submitted. Bill Carlblom seconded. Motion carried unanimously.

**EXECUTIVE SESSION:** 6:55 am. Mary Simonson moved to enter into Executive Session. Bobby Koepplin seconded. Motion carried unanimously.

**CLOSE EXECUTIVE SESSION:** 7:10 am. Mike Metcalf moved to close the Executive Session. Josh Kasowski seconded. Motion carried unanimously.

**BOARD VACANCY:** Tisa Mason's term expires at the annual meeting. George Gaukler moved to appoint Dean Kinney to fill the unexpired term of Tisa Mason. Mary Simonson seconded. Bobby Koepplin moved that nominations cease and cast a unanimous ballot for Dean Kinney. Mary Simonson seconded. Motions carried unanimously.

**EX-OFFICIO:** Jeff Bopp, Director of SVACTC is interested in serving. This was a recommendation by the Board based on our strategic planning sessions as a way to connect businesses to the career center. Bobby Koepplin moved to appoint Jeff Bopp as an Ex-Officio member. George Gaukler seconded. Motion carried unanimously.

**ANNUAL CHAMBER & DEVELOPMENT CORPORATION BANQUET:** Will be held on April 28<sup>th</sup> at Sheyenne Riverbend Farm. A different location will be selected if possible to ensure we have more space and a good sound system. If not, it will be at Sheyenne Riverbend Farm. Doug Burgum is the guest speaker. Mike Metcalf moved to appoint Josh Kasowski, Luke Trapp, Tony Kobbervig and George Gaukler as the Nominating Committee. Mary Simonson seconded. Motion carried unanimously. Directors standing for re-election are Bobby Koepplin, Mary Simonson and Dean Kinney.

**LAND FOR SALE:** March 15<sup>th</sup> is the deadline to submit an offer. The ND Housing Incentive Fund deadline is March 31<sup>st</sup>. Expect potential parties will be accessing ND HIF and Bank of ND's Flex PACE Program. Developers will want a land option when applying. Related items-P & Z received a request to rezone the four acres of land west of Malach to R-4 from light industrial for multi-family housing based on a proposal from SW Design who had submitted an application to us previously. Their first application to ND HIF was not approved.

**LABOR STUDY:** A brief summary was provided; the study is about 30% complete and should be finished by the end of March with a report thereafter. A number of individuals are providing information for follow-up. Names need to remain confidential; use data from them to help people access job opportunities in the area. Names do not matter but their qualifications are what are important. The goal was to gather data, numbers and skill sets. Originally, Job Service was to serve as a confidential holding place for names and resumes.

**JOB SERVICE SURVEY:** Received 42 responses from 155 members. Summary of responses included; need to determine what the Corporation can do to assist businesses. Secure data on workload from the VC Job Service office.

**NOTE:** Bill Carlblom left at 7:40 am.

Online services are underused but it takes time and education in order for the system to be utilized effectively. Valley City staff was high performing and it would be difficult to learn the Job Service system, way of coding, etc. Can we put money toward keeping the Job Service office open? About 97% of the office was federally funded and we would need an agreement with State and Federal offices to collaborate with us.

**CHAMBER PHONE SYSTEM:** The Chamber is purchasing a new system at a cost of about \$11,000. Will increase our administrative expenses \$300 this year and \$600 additional funds budgeted next year. Over time, it will decrease the monthly phone bill from \$110 to about \$35 per month.

**DATA TRANZ:** Connected with Herb Ludwig Sr. Does not currently have a dollar amount in mind to purchase our share of the business; will check back with him on April 15<sup>th</sup>.

There being no further business, President Elect Tony Kobbervig adjourned the Valley City-Barnes County Development Corporation Meeting.

Respectfully Submitted,

Jennifer Feist  
Director of Development