

Valley City-Barnes County Development Corporation Special Board Meeting
Wednesday, January 6, 2016, 7:30 am to 9:00 am
Regional Technology Center, 415 Winter Show Road SE, Valley City (Training Lab)

AGENDA

1. Call to Order/Roll Call
2. Discussion of Criteria to Sell 3.44 & 2.87 acres of land on Winter Show Road
 - a. Number of multi-family units
 - b. Rent
 - c. Purchase price of property
 - d. Financially viable/bankable project
 - e. Annual reporting requirements to Bank of ND and/or ND Housing Incentive Fund
 - f. Definition of Affordable Housing-previously approved by Board
 - i. "To meet the legislative intent, Flex PACE benefit must be passed on to tenants. The community's definition of "affordable housing" requires reduced rent by the amount of the Flex PACE interest savings from BND."
3. Primary Sector (goal is to create 30-35 jobs/year at minimum wage level /benefits established)
 - a. Labor Force Information
 - i. Telos Associates (copies of proposal)
 1. Website/use social media to reach employees/reports from Telos-clarify the type of information the reports will contain/manage site for a period of time which is to be determined, use the website to market the community - \$1,500
 2. Employee survey - (define parameters, 3-5 minute survey); of particular interest is the commuters (city, company, type of position, skills and wages); also look at discouraged workers who have quit looking and underemployed. Identify how they get their information, cell phone, email, contact information, etc. - \$10,000
 3. Employer survey - identify companies-survey 250; what would it take to expand, projected employment in 3-5 years, skill sets needed, wages and benefits - \$2,500
 4. Develop survey dialogue for callers
 5. Timeline - January to plan and February 1st launch (2-3 weeks to conduct the actual survey)
 - ii. Promotional campaign ahead of analysis
 - iii. Start with VC and see how survey goes; then expand to BC and labor draw area.
 - iv. Job Service-can act as a depository of confidential information/resumes.
 - v. VCSU-student retention, profile of the student who wants to stay in VC. How does their degree fit into the job market? Internships.
 - b. Minimum wage a primary sector business must pay in order to receive public funds-currently \$14/hour for manufacturing and \$35,000/year for technology. These levels have not changed for nearly 10 years. Specify minimum medical benefits?

- c. Meeting with VCSU-student retention, profile of student who wants to stay in VC. How does their degree match the job market? Internships.
 - d. Meetings with other critical partners-opportunity to communicate
 - i. What are the current projects; current challenges?
 - ii. What projects are coming up?
 - iii. Do you need help with something specific?
 - iv. Can we partner on a specific project and leverage resources?
 - v. What economic development concerns/ideas do you have?
 - 1. City and County-all Board members have attended
 - 2. Barnes Rural Water
 - 3. Job Service
 - 4. VC School Board
 - 5. Career & Technology Center-enhance capacity/funding available
 - 6. Other
 - e. Marketing
 - i. Opportunities to gain exposure
 - ii. Expand network
 - iii. Tools/developing supporting marketing pieces in-house; refresh website
 - iv. Access Dept. of Commerce grants for qualified expenditures
4. Quality of Place
- a. Flex PACE Program has been in existence two years
 - i. Changes, clarifications, types of projects to fund/not fund?
 - b. Valley Dev. Group Roundtable-regroup, refocus, reenergize (Quality of Place, Housing, Childcare, Incentives to attract people for hard-to-fill positions impacting general public)
 - i. Meeting January 21st at 12:00 noon with various community groups
 - c. Sheyenne Valley Community Foundation-funding approved
 - d. Clawback provisions/contract language for County projects, building sold for a different use (Kathryn Community Center-private versus community), number of years required (5 years for example), over a certain amount, then repay on a prorata basis.
5. Infrastructure
- a. Land Use & Transportation Plan: Involves many sectors of the economy but not necessarily all of the planning a community needs. Coordinate and work with City/County (and all related partners) to ensure we're on the same page and have the best possible overall comprehensive plan. The process may start spring 2016.
 - b. Planning & Zoning: Reviewing Citywide zoning issues-provide feedback
6. Operations
- a. Consider adding ex-officio positions to include business, Job Service, K-12 Schools, etc.
 - b. Bylaws-public participation policy
 - i. Public can attend and listen

- ii. Consider requiring advance notice to Director with questions/topics submitted in writing by 5 pm the Wednesday before the Board meeting, which is the second Monday of each month
- c. Staffing plan including financing

7. Other Items for Future Board Meetings