

Valley City-Barnes County Development Corporation Board Meeting

Monday, December 12, 2016

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

PRESENT: Tony Kobbervig, Paige Bjornson, Wade Bruns, George Gaukler, Bobby Koepplin, Josh Kasowski, Bill Carlblom, Luke Trapp, JoAnn Hooper, Mary Simonson, Dean Kinney, Mike Metcalf and Jennifer Feist

ABSENT: Leighton Smith and Alicia Hoffarth

EX-OFFICIO: Matt Pedersen, City Commission; Chad Petersen, KLJ; Josh Johnson, VCPS; Tisa Mason, VCSU and Jeff Bopp, SVACTC

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

AGENDA: No Changes

MINUTES: Mary Simonson moved to approve the November 14th minutes as submitted. Luke Trapp seconded. Motion carried unanimously.

FINANCIAL STATEMENTS: Mary Simonson moved to approve the financial statements as presented. Paige Bjornson seconded. Motion carried unanimously. Flex PACE - \$5,000 reserve; may want to increase to match 10% of commitments, which are currently \$777,274.

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

CLOSE EXECUTIVE SESSION: 7:10 a.m. Paige Bjornson moved to close the Executive Session. Wade Bruns seconded. Motion carried unanimously.

MALACH: George Gaukler moved to recognize a conflict of interest and have Paige Bjornson abstain from voting. Mary Simonson seconded. Motion carried unanimously. Bobby Koepplin moved to approve up to \$8,600 for Flex PACE for Malach USA. Mary Simonson seconded. Motion carried. Paige Bjornson abstained.

Flex PACE funds are available. Have not advanced on the Line of Credit of \$750,000.

SHEYENNE VALLEY GROWTH ALLIANCE (SVGA): Sheyenne Valley Scenic Byway requested an increase in funding for the SVGA from \$13,000 to \$17,000. A budget was provided. Do we have stats that show when more money is invested that we receive a greater return? Return on investment is reflected in increased sales tax and occupancy tax, which goes to CVB. CVB is committed local matching funds to pave Rosebud parking lot, which is scheduled for 2017. It increased its administrative support from \$8,000 to \$10,000 for 2016-2017. Applied for Special Road Funds and Transportation Alternative grants for the parking lot, but may not be awarded. About 5-10% of the cost could be special assessed. The request is \$17,000 out of \$50,000. CVB provided \$10,000 to the Eagles Club building project. Requested receiving an annual report to include tourism and stats on the number of visits, etc. Could more money come from CVB; this request is hitting Roundtable funds fairly hard. Mary Simonson moved to recognize a conflict of interest and have Bobby Koepplin abstain from voting. George Gaukler seconded. Motion carried unanimously. Paige Bjornson moved to approve \$17,000 for the SVGA with funds from VDG Roundtable. Luke Trapp seconded. Motion carried. Bobby Koepplin abstained.

Note: Bill Carlblom left at 7:25 and will not be voting on subsequent motions.

PROFESSIONAL EMPLOYEE RETENTION SERVICES/JOB SERVICE/ADMINISTRATIVE SUPPORT: Reviewed memo and priorities with retention being the greatest need. Bobby Koepplin shared CCE's information on retention. What are companies doing now? This is part of the responsibility of the person hired. Committed \$100,000 plus \$12,000 in existing budget; how far can we go with these funds? Need start-up costs and programming funds. Open the position up to existing staff and advertise publicly. The position will demand different skills. Jennifer Feist reviewed our efforts with Wayde Sick, ND DOC, and asked if Commerce could provide \$25,000/year for 2 years. Dean Kinney expressed concern for Director's time commitment. Retention is a full-time job; we are

adding the Job Service portion. This is a 2-year commitment, \$62,000 is a starting point. Eagle Creek will have other contracts even if the current opportunity does not go through. Valley City is their go to place. Eagle Creek will share retention information. Companies may help financially if they see us advance. This is a significant step on our part. Priority of time for Director who is overloaded. Valley City and Watford City are pilot projects. George Gaukler moved to advertise the position and have Jennifer Feist and anyone else interview. Dean Kinney seconded. Tony Kobbervig indicated we have a working Board and members can make themselves available. Ayes-Paige Bjornson, Wade Bruns, George Gaukler, Josh Kasowski, Luke Trapp, JoAnn Hooper, Mary Simonson, Dean Kinney and Mike Metcalf. Naye Bobby Koeplin. Motion carried. Bill Carlblom absent and not voting.

Note: Josh Kasowski stepped out for a few minutes.

AGREEMENT OF LOAN FUNDS: Bobby Koeplin moved to approve the agreement as submitted. George Gaukler seconded. Motion carried. Bill Carlblom and Josh Kasowski absent and not voting.

LEGAL SERVICES: An RFP was sent to Joel Fremstad, Fremstad Law and Jeff Gunkelman, Kennelly Business Law. R.Jon Fitzner provided legal services at no cost. May need to use both firms. Will be on the January agenda.

Winnipeg Companies: A 1 or 2-day trip would be worth our time and investment. Invested time up front with Eagle Creek and our Texas trip. George Gaukler indicated we may need a special Board meeting for Eagle Creek.

There being no further business, President Tony Kobbervig adjourned the meeting.

Respectfully Submitted

Jennifer Feist, Director of Development