

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

**Monday, April 11, 2016**

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

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

**ABSENT:** JoAnn Hooper

**EX-OFFICIO:** Matt Pedersen and Bob Werkhoven, City Commission; Chad Petersen, KLJ; Keith Andersen, ICTC; and Jeff Bopp, SVACTC

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

**CHANGES TO AGENDA:** Add 5a-Abstention Process, 6a-Company A, Potential Proposal and 9e-Policy for VCBCDC and VCDC Business

**MINUTES:** Mary Simonson moved to approve the March 14<sup>th</sup> and March 29<sup>th</sup> minutes as submitted. George Gaukler seconded. Motion carried unanimously.

**FINANCIAL STATEMENTS:** All financial statements as of March 31, 2016 were provided. Bobby Koeplin moved to approve the financial statements as presented. Josh Kasowski seconded. Motion carried unanimously.

**EXECUTIVE SESSION:** 6:55 a.m. Mary Simonson moved to go into Executive Session. Mike Metcalf seconded. Motion carried unanimously.

Note: Josh Kasowski excused himself from the Executive Session.

Note: Josh Kasowski returned to the Executive Session.

**CLOSE EXECUTIVE SESSION:** 7:25 a.m. Mary Simonson moved to close the Executive Session. Leighton Smith seconded. Motion carried unanimously.

**FLEX PACE BUSINESS OPPORTUNITY:** Josh Kasowski declared a conflict of interest and will not be voting. Wade Bruns moved to acknowledge Josh Kasowski's conflict of interest and that he will not be voting. Mary Simonson seconded. Ayes: Paige Bjornson, Tony Kobbervig, George Gaukler, Wade Bruns, Mary Simonson, Luke Trapp, Mike Metcalf, Bobby Koeplin, Dean Kinney, Bill Carlblom and Leighton Smith. Motion carried. Josh Kasowski abstained. Mary Simonson moved to approve Flex PACE up to \$10,000. Mike Metcalf seconded. Ayes: Paige Bjornson, Tony Kobbervig, George Gaukler, Wade Bruns, Mary Simonson, Luke Trapp, Mike Metcalf, Bobby Koeplin, Dean Kinney, Bill Carlblom and Leighton Smith. Motion carried. Josh Kasowski abstained.

**COMPANY A:** No action needed.

**EAGLE CREEK:** George Gaukler moved to authorize leasing Tech II to Eagle Creek at \$15/square foot per year for 60% of the building plus 60% of CAM, advance \$250,000 from City previously approved for the project with \$200,000 used to pay down the loan balance, up to \$50,000 for assistance to help secure state contracts, and a 15-year loan amortization. Luke Trapp seconded. Ayes: Paige Bjornson, Tony Kobbervig, George Gaukler, Wade Bruns, Mary Simonson, Luke Trapp, Mike Metcalf, Josh Kasowski, Bill Carlblom, Dean Kinney and Leighton Smith. Naye: Bobby Koeplin. Motion carried.

**ANNUAL BANQUET:** Will be held at Valley City State University Student Center on April 28<sup>th</sup>. The social will begin at 5:30 and banquet at 6:30 pm.

**LAND SALE:** The land option with Valley Realty was signed. Three HIF applications were submitted from Valley City-Valley Realty, SW Design, and Sullivan Construction. A decision is expected by the end of April.

Note: Leighton Smith left at 8:00 a.m.-absent and not voting on subsequent motions.

**LABOR AVAILABILITY STUDY:** Telos surpassed 10,000 calls but we have not reached 1,000 leads. They identified additional ways to secure responses from younger participants. Business survey will start upon completion of labor availability study.

**JOB SERVICE:** Need to develop a plan.

**DATA TRANZ:** Need to determine selling price of our equity. Our equity investment was \$100,000 and \$37,000 loan which was repaid. Equity investment has minimal value. Data Tranz employs two people; wages have significantly increased over time. A VCSU student also works for the company part-time. Bobby Koepplin moved to negotiate the sale of our equity with Data Tranz for \$25,000. Wade Bruns seconded. Ayes: Paige Bjornson, Tony Kobbervig, George Gaukler, Wade Bruns, Luke Trapp, Bobby Koepplin, Josh Kasowski, Dean Kinney and Bill Carlblom. Nays: Mike Metcalfe and Mary Simonson. Leighton Smith-absent and not voting. Motion carried.

**VALLEY CITY DEVELOPMENT CORPORATION POLICY:** George Gaukler suggested a policy be developed where the VCBCDC has authority to negotiate on behalf of and for the benefit of the VCDC. A policy would establish a one-time approval process through a policy rather than require approvals on an on-going basis. Bobby Koepplin moved to have Jennifer Feist contact legal counsel to draft a policy. Josh Kasowski seconded. Leighton Smith-absent and not voting. Motion carried unanimously.

**PLANNING & ZONING:** Bobby Koepplin reviewed the work of Planning & Zoning. Reviewed and cleaned up zoning of properties within the one mile extraterritorial zone so they are taxed and zoned correctly. Drafted recommendations for rezoning within City to clean up and clarify zoning and plan for future development. Existing businesses are grandfathered in but cannot expand in incorrect areas. This will provide clarification to those looking to purchase land for future development. Changes will be incorporated into the new Land Use & Transportation Plan, which will be completed in the next 12 months. Planning & Zoning will conduct its first review on April 20<sup>th</sup>; expect recommendations to be approved in May.

**EX-OFFICIO:** Jeff Bopp, Director, VCACTC, was welcomed as a new ex-officio member.

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

Respectfully Submitted

Jennifer Feist  
Director of Development