

Valley City-Barnes County Development Corporation Board Meeting
Monday, July 18, 2022
6:45 a.m., Regional Technology Center, 415 Winter Show Road (Training Lab)

PRESENT: Mary Lee Nielson, Matt Pedersen, George Gaukler, Bobby Koeppin, Bill Carblom, Dean Kinney, Luke Trapp, Pete Paulson, Josh Kasowski, Mary Simonson, David Beierle, Jennifer Feist and Trinity Nelson

ABSENT: Dick Gulmon, Mike Bishop, Paul Diegel and Wade Bruns

EX-OFFICIO: Chad Petersen, KLJ and Dr. Alan LaFave, VCSU

President Mary Lee Nielson called the meeting to order at 6:45 a.m.

AGENDA: No changes

MINUTES: Mary Simonson moved to approve the June 13th minutes as submitted. Bill Carblom seconded. Motion carried unanimously.

FINANCIAL STATEMENTS: Budgets will be presented at the August meeting. Class 100-corporate operations, includes a list of outstanding memberships, the economy has impacted revenue. Class 210-City funds, the (\$44,500) is the Bush Prize funds received in prior year and released to recipients this year. Class 300 (RTC)-need to address cashflow and building repairs-\$39,000 cash balance with \$29,000 in restricted funds and \$7,500 transferred in from Flex PACE for cashflow purposes. Class 600 (Marketing)-\$5,000 balance. Class 700 (Small Projects)-cash balance of \$5,300. Class 800 (Tech II)-\$77,556 in accounts, \$8,500 of which is restricted. Class 950 (Workforce)-Received funds from City to cover deficit shown. Bobby Koeppin moved to approve the financial statements as presented. Mary Simonson seconded. Motion carried unanimously.

EXECUTIVE SESSION: 6:51 am Matt Pedersen moved to go into Executive Session. Mike Bishop seconded. Motion carried unanimously.

CLOSE EXECUTIVE SESSION: 7:11 am Mary Simonson moved to close the Executive Session. Bill Carblom seconded. Motion carried unanimously.

BOARD APPOINTMENTS: David Beierle is willing to serve the unexpired term of Paige Bjornson. Nate Zerface, Bruce Hoyt, Stephanie Ness and Christy Fliflet have been suggested as ex-officio members. Bobby Koeppin moved to appoint David Beierle to fill the unexpired term of Paige Bjornson and Nate Zerface and Bruce Hoyt to serve as ex-officio. Mary Simonson seconded. Motion carried unanimously.

ZACHARY PETERSON: Mike Bishop moved to approve Flex PACE loan of up to \$20,000 to purchase rental properties from A&W Properties in Wimbledon. Mary Simonson seconded. Motion carried unanimously.

HI-LINE PROPERTIES, LLC: Mary Simonson moved to recognize a conflict of interest for Matt Pedersen. Luke Trapp seconded. Motion carried unanimously. Mike Bishop moved to approve Flex PACE loan of up to \$33,333 to purchase the former S&S Electric building. Bill Carblom seconded. Motion carried. Matt Pederson abstained.

VC AREA CHAMBER OF COMMERCE ANNUAL REQUEST: The Valley City Area Chamber of Commerce submitted their annual request to be utilized for operating costs. Mary Simonson moved to approve the Chamber's request of \$5,000 and to request funds from the County. George Gaukler seconded. Motion carried unanimously.

RETENTION & EXPANSION PROJECTS: It may be beneficial to invite board members to walk through buildings to become more familiar with properties owned by VCBCDC.

DIRECTOR'S REPORT:

1. Roof Repairs: Roof improvements for the RTC are estimated at \$4,000 and Tech II at \$1,000. George Gaukler moved to approve \$5,000 out of the respective accounts for roof repairs. Dean Kinney seconded. Motion carried unanimously.
2. Flex PACE Guidelines: From a program management perspective, we provide a 90-day repayment period at 4%. We do not have any specific provisions in our contracts or guidelines that end Flex PACE if a business is no longer operating. Will confirm Bank of ND requirements and the extent to which we can control Flex PACE locally. Should consider increasing the interest rate so we are not the lender of choice; could match the rate for the Line of Credit.
3. Authorization to Renew Flex PACE Line of Credit of \$750,000: Mike Bishop moved to renew the LOC with a rate of 6%. Mary Simonson seconded. We may have to draw on the LOC within the next 12 months. RDFC is pleased with how their money is impacting the Barnes County community. Motion carried unanimously.
4. Performance Evaluation: Received performance evaluations from 3 Board members; submit reviews by the end of this week. Employee reviews are being conducted.
5. Use of DC Land: Order "No Unauthorized Use" signs for land east of Tech II.
6. Long Term Planning: Would like to have a special board meeting to discuss future plans for the next year, and then 5 and 10 years. There are primary sector businesses who are looking to expand. Need to address workforce retention and recruiting, quality of life, education, housing, childcare, etc.
7. RWIP: The Corporation was awarded \$36,500 as a grant to utilize for recruiting; local match of \$20,000.
8. Banquet and Annual Meeting: Need at least a 2-month lead-time; looking to have a banquet this fall.

There being no further business, President Mary Lee Nielson adjourned the meeting.

Respectfully Submitted

Jennifer Feist
Director of Development