

**Valley City-Barnes County Development Corporation Board Meeting**  
**Monday, November 19, 2018**  
**6:45 a.m., Regional Technology Center, 415 Winter Show Road (Large Conference Room)**

**PRESENT:** JoAnn Hooper, George Gaukler, Bill Carlblom, Bobby Koepplin, Luke Trapp, Dave Carlsrud, Mary Simonson, Paige Bjornson, Matt Pedersen, Josh Kasowski, Alicia Hoffarth and Jennifer Feist

**ABSENT:** Wade Bruns, Mary Lee Nielson, Mike Bishop, Dean Kinney and Mike Metcalf

**EX-OFFICIO:** Chad Petersen, KLJ and Jeff Bopp, SVACTC

President JoAnn Hooper called the meeting to order at 6:45 a.m.

**AGENDA:** Add holiday schedule under Director's Report.

**MINUTES:** Mary Simonson moved to approve minutes from the regular October 8<sup>th</sup> meeting and October 31<sup>st</sup> special meeting. Bill Carlblom seconded. Motion carried unanimously.

**FINANCIAL STATEMENTS:** Noted restricted and unrestricted funds. Class 200: November will reflect funds received from the Rural Development Finance Corporation. Class 500: Valley City Development Corporation-NW Industrial Park Building-rent from Huber Maintainer, will show a credit for November and December to reflect a credit for snow removal charges from last year. Mary Simonson moved to approve the financial statements as presented. Luke Trapp seconded. Motion carried unanimously.

**EXECUTIVE SESSION:** 7:00 a.m. Matt Pedersen moved to go into Executive Session. Josh Kasowski seconded. Motion carried unanimously.

**CLOSE EXECUTIVE SESSION:** 7:20 a.m. Bill Carlblom moved to close the Executive Session. Mary Simonson seconded. Motion carried unanimously.

**ACB SNOW REMOVAL:** George Gaukler moved to recognize a conflict of interest for Josh Kasowski and he will abstain from voting. Mary Simonson seconded. Motion carried. Bobby Koepplin moved to approve Flex PACE loan up to \$2,000. Mary Simonson seconded. Motion carried unanimously; Josh Kasowski abstained. Note: ACB Construction has been contracted by the Development Corporation for snow removal services.

**WILD PRAIRIE BAKERY:** George Gaukler moved to recognize a conflict of interest for Josh Kasowski and he will abstain from voting. Mary Simonson seconded. Motion carried. George Gaukler moved to approve Flex PACE loan up to \$15,500. Bobby Koepplin seconded. Motion carried unanimously; Josh Kasowski abstained.

**WORKFORCE TRAINING:** Welding Training: First class will wrap up on Wednesday, November 21<sup>st</sup>. There are 6 students in this class; their contact information will be shared with employers. Have enough funds for a second class with 5 individuals on a list. Will advertise in late December for the class to be held in January. A high school junior has shown interest in the class. Should a student be charged a fee for the class, allowed to attend the class for free and receive the stipend? Should pay the stipend if we are allowed to place their name on the list to be shared with employers. Those under 18 need parental approval and a signature from a parent to attend. Can candidates who are under 18 work at Malach or John Deere? If not, do we need an age limit on the class? If the class is full, the student could go on a waiting list since the class is not available right now. Working to build skillsets and establish a pipeline. Jeff Bopp indicated the welding class is intensive and individuals are not likely to be taking it just for fun. Bill Carlblom moved to approve a second welding class. Mary Simonson seconded. Motion carried unanimously. Soft Skills Training: Working to define soft skills (communication, customer service, interpersonal skills, etc.). This would be a noncredit class taught by university teachers. Area employers could be guest speakers. Preventice may have their own class, but employers want and need people with these skills. Do

we provide a stipend or similar incentive? Should this class be pushed through the employers? Could we provide a certificate and pay cost of the training, but not pay a stipend? People are not motivated to come to this or do not know they need these skills. Would give people a heads up to differentiate themselves when applying for Preventice and others. Keep the class short. Teach class in modules. Preventice needs to let potential employees know what the job really entails.

NOTE: Bill Carlblom left at 7:30 am.

**DIRECTOR'S REPORT:** Small Projects: Mary Simonson moved to approve submitting a request to the City for \$12,000 for Small Projects with much of this fund used for property taxes. Matt Pederson seconded. Motion carried unanimously. ICTC: RTC generator and switch is owned by ICTC who has been bought out by BEK. ICTC is not renewing the lease for the sever room. We have the right of first purchase for the generator. Waiting for an estimate of the fair market value and need to determine who the maintenance provider would be. Look at Abraham Generators from Cooperstown for more information and prices; they likely do not provide maintenance. Tech II Fiber: Experienced outage due to fiber failure. Dealt with immediately but we have a dead fiber line between buildings. BEK will maintain fiber coming from the East and West. If we can get a strand(s), we can minimize the number of phone lines required. Expect pricing estimates at December meeting. Holiday Schedule: Employees will be out of the office on Thursday and Friday for Thanksgiving.

There being no further business, President JoAnn Hooper adjourned the meeting.

Respectfully Submitted

Jennifer Feist  
Director of Development