

**WAHPETON COMMUNITY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
MEETING MINUTES**

**Wednesday, February 17, 2016
12:00 – 1:00 PM
City Hall**

Pursuant to due call and notice thereof, a regular meeting of the Community Development Corporation Board of Directors was held at City Hall on the 17th day of February, **2016 beginning at noon.**

MEMBERS PRESENT [X]

<input type="checkbox"/> Bruce Weeda ('19)	<input checked="" type="checkbox"/> Pat Paulson ('17)	<input checked="" type="checkbox"/> Randy Pope ('18)
<input checked="" type="checkbox"/> Craig Caspers ('19)	<input checked="" type="checkbox"/> Perry Miller ('17)	<input type="checkbox"/> Jon Razink ('18)
<input checked="" type="checkbox"/> Victor Klosterman ('19)	<input type="checkbox"/> Kurt Wickstrom ('17)	<input checked="" type="checkbox"/> Rick Steckler ('18)
<input checked="" type="checkbox"/> Dan Zink ('19)	<input type="checkbox"/> Joel Sirek ('17)	<input checked="" type="checkbox"/> Brad Pauly ('18)
<input checked="" type="checkbox"/> Steve Diederick ('19)	<input checked="" type="checkbox"/> Brad Odegard ('17)	<input type="checkbox"/> John Richman ('18)

EX-OFFICIO PRESENT [X]:

<input checked="" type="checkbox"/> Darcie Huwe	<input checked="" type="checkbox"/> Jane Priebe	<input type="checkbox"/> Nadine Julson
<input checked="" type="checkbox"/> Sheila Bohn	<input checked="" type="checkbox"/> Justin Nepl	<input type="checkbox"/> Meryl Hansey

OTHERS PRESENT: Steve Lies Cheryl O'Meara
 Frank Stanko of the Daily News Steve Dale

OPEN MEETING MINUTES OF February 17, 2016

Pope called the meeting to order at 12:08 p.m.

• **Approval of Minutes**

Minutes from the December 16, 2015 CDC meeting were provided for review.

Motion was made by Pauly, seconded by Klosterman, to approve the minutes. Motion carried with all voting 'aye'.

• **Election of Officers**

Diederick stated that the existing officers agreed to stay on for another term. President – Randy Pope, 1st Vice President – Perry Miller, 2nd Vice President – Joel Sirek, Treasurer – Brad Pauly and Secretary – Jane Priebe. Pope asked for nominations from the floor three times, hearing none.

Motion was made by Diederick, seconded by Steckler, to cast a unanimous ballot. Motion carried with all voting 'aye'.

• **SBDC Budget/Funding Request 2016**

Nepl explained the budget that was prepared by his office. The cash match that he needs to raise for the year is \$61,751. \$55,000 is the amount he collected last year. Everyone is on board from last year. Nepl will approach the City of Lisbon to get the \$6,000 shortfall. The SBDC request of the CDC today is for \$12,500, same as last year.

Motion was made by Pauly, seconded by Zink, to approve the SBDC request of \$12,500 in support for year 2016. Motion carried with all voting 'aye'.

• **Telos Proposal**

Miller passed out the proposal that was presented at the last meeting when there was not a quorum. There are two sections to the Market Research proposal. There is quantitative research that is compiling a database using phone surveys for a cost of \$10,000. The qualitative research portion consists of forming focus groups for a cost of \$9,000. These two options work independently of each other and do not need to be completed at the same time. A refresh of the data should be done annually at the same cost as the original amount. How will we use the information? Miller would like to know how the state can be growing and the Wahpeton population is flat. Nepl feels it will be helpful to get this information into new business owner's hands. It would also be useful for current business owners to help them make better decisions. Many businesses use data regularly in every day operations. Large companies already have this information available to them. We could

get buy-in from other groups such as United Way, Breckenridge Port Authority or Richland County JDA. Huwe stated that the city does maintain their own databases and she cautioned that sometimes these companies call the city to get the information they are looking for. Huwe is not sure why we would pay someone else for information we already have. Huwe would be interested in more personal information. Pauly is interested in moving forward with the database aspect. Miller is interested in the focus groups. The results should tell us what we are doing or not doing. It would make sense to partner with the County to get a big picture look at things. Miller will check with Richland County JDA at their meeting this evening. Miller will also check with Valley City to see how they are satisfied with the results they received from their recently completed study. We can check with Breckenridge Port Authority. Would the database include all of Richland County? The consensus is to gather more data before we take action.

- **New Membership – Pam Erlandson**
Motion was made by Steckler, seconded by Miller, to approve the membership of Pam Erlandson to the CDC as an individual. Motion carried with all voting ‘aye’.

Motion was made by Diederick, seconded by Paulson, to close the meeting to discuss negotiation with regard to an Ag Industry Processor. Motion carried with all voting ‘aye’. The meeting was closed at 12:59 pm. Stanko exited the meeting.

Closed Session

[Written minutes contained in file 02-17-16 CDC Closed Meeting Minutes.doc file]

With nothing further to discuss, **motion was made by Pauly, seconded by Caspers, to re-open the meeting. Motion carried with all voting ‘aye’. The meeting minutes will show that the executive session was adjourned at 1:14 pm. The room was reopened to the public.**

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Stanko re-entered the meeting.

- **Other Business**
 - **By-laws Amendment** – table until next meeting because of lack of time.
 - **Manufacturing Day Results** – A report of the survey results is now available. These results are of the Wahpeton students only. Please review the results.
 - **Next Board Meeting** - Wednesday, March 16, 2016
- **Adjourn**
Motion by Odegard, seconded by Steckler and carried, to adjourn at 1:17 p.m.

Respectfully submitted by Cheryl O’Meara