



**JSDC Board of Directors Meeting  
November 5, 2018  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Chris Rathjen, Mark Klose, Bob Toso, Kelly Rachel, CJ Janke, Pam Phillips, Lorrie Pavlicek, Dale Marks, Dwaine Heinrich, Gerald Horner, Jason Rohr, and Marlee Siewert (via phone).

**Members Absent:** Tom Hausmann, Bill Lytle, and Ritchie Wolf.

**Staff Present:** Connie Ova, Corry Shevlin, Tracey Pringle, and Beth Blumhardt.

**Staff Absent:** none

**Guests Present:** Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Emily Bivens, Chamber of Commerce; Courtney VanDyke, Bank Forward; David Steele, City Council; Sarah Hellekson, City of Jamestown; Jen Dockter, Blufrog Realty; Tricia Seckerson, Blufrog Realty; Steve Aldinger, Interstate Engineering; Luke Weise, Border States; Eric Merhiy, Kindred Plumbing and Heating; Casey Dockter, Advantage Electric; Karla Hoelscher, Train ND; and Joe Schreiner, NDSCS.

**Call to order:** 11:46 a.m. by Chris Rathjen.

**Tape recorder started:** 11:46 a.m.

**Conflict of Interest:** None to declare.

**Approval of Agenda:** The November 5, 2018 JSDC Board Agenda was revised by the removal of the following agenda item: SBDC Jamestown Position. This agenda item will be noted in the President's Report. The JSDC Board of Directors Meeting Agenda for November 5, 2018 was approved as revised.

**President's Report:** Chris briefly updated the Board on the SBDC Jamestown Position agenda item that was removed. On October 23<sup>rd</sup> the Organizational Excellence Committee met to discuss the SBDC Jamestown position and funding. In that meeting a proposal was reviewed from SBDC in which SBDC proposed that UND hire a new ND SBDC Business Advisor that would provide .4 effort in and to Jamestown, Stutsman County and the surrounding counties in the nine-county service area, .4 effort in and to Wahpeton, Richland County and the surrounding counties in that three-county service area, and .2 effort in Fargo, Cass County and the surrounding counties in that three-county service area. SBDC felt this could be achieved if JSDC, SCDRC and other program sponsors in Jamestown, Stutsman County and that nine-county service area could commit to and contribute \$ 15,000 per year as a local-match for federal dollars for this. The committee members present felt this should be refocused back to SCDRC; SCDRC could then work with SBDC on the new proposal presented to come up with something viable and take JSDC out of the equation.

On November 2<sup>nd</sup> a meeting was held with select members of the JSDC Board of Directors along with Perry Turner, SCDRC Executive Chair and other BOD representatives of South Central Dakota Regional Council to discuss this matter. It will be put on the next SCDRC agenda and taken to the SCDRC Board of Directors meeting next Monday. Chris noted once the outcome of that meeting is known then we will go from there hence why it was removed from today's agenda.

**Minutes:** Minutes from the October 8, 2018 Board of Directors Meeting were in the dropbox for review and approval. Gerald Horner noted a correction to the minutes under Strategic Committee Reports- Organizational Excellence Committee in which the next meeting date was noted as Tuesday, September 18<sup>th</sup> and should be corrected to Tuesday, November 20<sup>th</sup>. The correction will be made to the October 8, 2018 Official meeting minutes.

*Dale Marks moved to approve the minutes of the October 8, 2018 Board of Directors Meeting as revised, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the October financial report to the Board of Directors; the reports were in the dropbox for review.

*Jason Rohr moved to approve the October financial report as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.*

**Advantage Electric Flex PACE Request:** Corry reported on the Advantage Electric Flex PACE Request agenda item. Advantage Properties, LLP is purchasing a building at 8227 3<sup>rd</sup> St SE in Jamestown for \$305,000 and will contribute \$195,000 of improvements into the facility. Advantage electric will be using the facility to better suit the needs of the business and improve service to the community.

Advantage Properties, LLP is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those funds will be matched by the Bank of ND by up to \$200,000.

The application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fund Advantage Properties LLP's request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Casey Dockter from Advantage Properties LLP and Courtney VanDyke from Bank Forward were in attendance to further explain the request and answer any questions the Board of Directors had.

*Kelly Rachel motioned to approve Advantage Electric LLP for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Bob-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Marlee-aye, Jason-aye, Kelly-aye, and Chris-aye. Motion passed 12-0 with Tom Hausmann, Ritchie Wolf, and Bill Lytle absent.*

**BluFrog Realty Flex PACE Request:** Corry reported on the BluFrog Realty Flex PACE Request agenda item. BluFrog Realty is a full-service real estate brokerage headquartered in Jamestown, ND, working to bring the community together through real estate. BluFrog Realty is focused on building client relationships on a foundation of trust. They will be building a building to better suit their expansion needs and further service our community with additional employees.

BluFrog Realty is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those funds will be matched by the Bank of ND by up to \$200,000.

The application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fund BluFrog Realty's request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Tricia Seckerson and Jen Dockter both from BluFrog Realty were in attendance to further explain the request and answer any questions the Board of Directors had.

*Kelly Rachel motioned to approve BluFrog Realty for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Marlee-aye, Jason-aye, Kelly-aye, Bob-aye, Dwaine-aye, Mark-aye, CJ-aye, and Chris-aye. Motion passed 12-0 with Ritchie Wolf, Bill Lytle, and Tom Hausmann absent.*

**Airport Park Update:** Steve Aldinger from Interstate Engineering was in attendance along with Luke Weise from Border States and Eric Merhiy from Kindred Plumbing and Heating to give an update on the Airport Business Park. The project currently is not moving along as planned. Luke Weise reported that due to weather issues and moisture they are behind schedule on the paving and at this point the upcoming weather does not look promising for progress either. Eric Merhiy reported they have also run into more issues with rocks, they are possibly looking at requesting a permit to be put in to place for a blasting company. Once more information from the DOT and the Boring Company is obtained, they will come back to the Board of Directors with more information.

**JSDC BOD Nominations:** Chris reviewed the memo in the dropbox. The JSDC Nominating Committee met on Thursday, November 1st and reviewed the JSDC Board of Director members up for re-election as well as resumes of interest that were submitted for the open Board position starting January 1st, 2019.

Board members whose current terms are expiring and up for renewal included:

- Kelly Rachel, completing 2nd term
  - If elected Kelly would serve a 3rd term from 2019-2021
- Lorrie Pavlicek completing 2nd term
  - If elected Lorrie would serve a 3rd term from 2019-2021
- CJ Janke completing 1st term
  - If elected CJ would serve a 2nd term from 2019-2021
- Ritchie Wolf completing 1st term
  - If elected Ritchie would serve a 2nd term from 2019-2021
- Tom Hausmann completing 1st term
  - Tom has chosen not to renew for a second term, his vacancy will leave an open seat on the Board of Directors starting January 1, 2019

There were three good candidates who submitted resumes for the open Board position. The resumes received and minutes from the Nominating Committee meeting were located in the dropbox for review.

A recommendation was made to the JSDC Board of Directors from the JSDC Nominating Committee by Mark Klose and seconded by Pam Phillips to renew Kelly Rachel for a 3rd term, Lorrie Pavlicek for a 3rd term, CJ Janke for a 2nd term, and Ritchie Wolf for a 2nd term to the JSDC Board of Directors and forward the name of Tory Hart to fill the open position on the JSDC Board of Directors starting January 1, 2019.

The JSDC Board of Directors were also asked to reaffirm the City and County appointees on the JSDC Board; Pam Phillips, City Representative and Mark Klose, County Representative.

Chris commented the change in Board seats will be as follows starting January 1, 2019: Kelly Rachel will move into the Chair position, Bill Lytle will move into the Vice Chair position, and she will move into the Past Chair position. A new Secretary/Treasurer of the Executive Committee will need to be appointed.

A brief discussion was held. Three motions were made by the Board of Directors.

*Bob Toso motioned to approve the JSDC Nominating Committee's recommendation to renew Kelly Rachel for a 3rd term, Lorrie Pavlicek for a 3rd term, CJ Janke for a 2nd term, and Ritchie Wolf for a 2nd term to the JSDC Board of Directors, Gerald Horner seconded the motion, and the motion passed unanimously. Roll Call: CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Marlee-aye, Jason-aye, Mark-aye, Dwaine, aye, Bob-aye, Kelly-aye, and Chris-aye. Motion passed 12-0 with Ritchie Wolf, Tom Hausmann, and Bill Lytle absent.*

*Lorrie Pavlicek motioned to approve the JSDC Nominating Committee's recommendation to appoint Tory Hart to fill the open seat on the JSDC Board of Directors starting January 1, 2019, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Jason-aye, Pam-aye, Gerald-aye, Dale-aye, Lorrie-aye, CJ-aye, Mark-aye, Dwaine-aye, Bob-aye, Kelly-aye, and Chris-aye. Motion passed 12-0 with Bill Lytle, Tom Hausmann, and Ritchie Wolf absent.*

*Dwaine Heinrich motioned to approve reaffirmation of Pam Phillips to fill the City Representative position and Mark Klose to fill the County Representative position on the JSDC Board of Directors, Dale Marks seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Bob-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Marlee-aye, Jason-aye, and Chris-aye. Motion passed 12-0 with Tom Hausmann, Ritchie Wolf, and Bill Lytle absent.*

Connie noted the Organizational Excellence Committee will meet in November at their regular monthly meeting to review and discuss the JSDC By-laws and Board member term limits. Once that has been discussed the open seat position on the Executive Board for Secretary/Treasurer will be brought to the JSDC Board of Directors for discussion and appointment.

**SBDC Jamestown Position:** The SBDC Jamestown Position agenda item was removed from the agenda at the beginning of meeting by Chris Rathjen. A brief overview pertaining to this agenda item was included in the President's Report.

**Train ND Quarterly Report:** Karla Hoelscher from Train ND and Joe Schreiner from NDSCS were in attendance. Karla presented the Train ND Quarterly report to the Board of Directors. The Train ND Quarterly Report was in the dropbox as well for review.

#### **Strategic Committee Reports:**

##### ***Strategic Business Plan Committees:***

##### **Business Attraction Committee-**

(Committee members consist of: Tom, Gerald, Mark, Bob, Curt, Bill, Corry, and Connie)

- The Business Attraction Committee met on Wednesday, October 17<sup>th</sup>. The committee revisited the Flex PACE for Housing Rehab request that was sent back to the committee at the October 8<sup>th</sup> Board of Directors Meeting. The next regular monthly scheduled Business Attraction Committee Meeting was to be held on Monday, November 5<sup>th</sup>, however, the meeting was cancelled for that day and will be rescheduled for a different day in the month of November.

#### Existing Business Outreach Committee-

(Committee members consist of: Lorrie, Chris, Ritchie, Jason, Marlee, Dale, Corry, and Connie)

- The Existing Business Outreach Committee has not met since the last Board of Directors Meeting. The next regular Existing Business Outreach Committee Meeting was scheduled for Tuesday, November 6<sup>th</sup>, however, the meeting was cancelled for that day and will be rescheduled for a different day in the month of November.

#### Organizational Excellence Committee –

(Committee members consist of: Bob, Dwaine, Bill, Lorrie, Kelly, Connie, Tracey, and Beth)

- The Organizational Excellence Committee met Tuesday, October 23<sup>rd</sup>. The committee discussed the Small Business Development Center Jamestown position and funding. The next regular Organizational Excellence Committee meeting is scheduled for Tuesday, November 20<sup>th</sup>.

#### Finance Committee-

(Committee members consist of: Chris, Bill, Kelly, Tracey, and Connie)

- The Finance Committee met prior to the Board of Directors meeting on Monday, November 5<sup>th</sup> to discuss iPad replacement. The Finance Committee meets on an as needed basis.

#### **Action Items:**

- The Organizational Excellence Committee will meet in November at their regular monthly meeting to review and discuss JSDC By-laws and Board member term limits. Once that has been discussed the open seat position on the Executive Board for Secretary/Treasurer will be brought to the JSDC Board of Directors for discussion and appointment.

#### **Staff Reports:**

**CEO:** Connie reviewed her report; her full report was in the dropbox for review.

**Business Development:** Corry reviewed his report; his full report was in the dropbox for review.

**Administrative Assistant:** Beth reviewed her report; her full report was in the dropbox for review.

**Office Manager:** Tracey reviewed her report; her full report was in the dropbox for review.

#### **Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich and Pam Phillips were present and reported on the City.

**Stutsman County:** Mark Klose and Dale Marks were present and reported on the County.

**Jamestown Chamber of Commerce:** Emily Bivens was present and reported on the Chamber of Commerce.

**Job Service of ND:** Danica Chaput was present and reported on Job Service of ND.

**Adjourn:** The meeting was adjourned at 1:03 p.m. by Chris Rathjen.

**Tape Recorder stopped:** 1:03 p.m.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant