



**JSDC Board of Directors Meeting  
June 11, 2018  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Katie Andersen, Gerald Horner, Bob Toso, Ritchie Wolf, CJ Janke, Chris Rathjen, Jason Rohr, Mark Klose, Lorrie Pavlicek, and Dale Marks (entered the meeting at 11:50)

**Members Absent:** Marlee Siewert, Kelly Rachel, Tom Hausmann, Bill Lytle, and Ramone Gumke.

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

**Staff Absent:** none

**Guests Present:** Keith Norman, Jamestown Sun; Katherine Roth, UJ Entrepreneurship Center; Tam Nyguen, UJ Entrepreneurship Center; Sarah Hellekson, City of Jamestown; Becky Thatcher- Keller, Chamber of Commerce; Corey Bayer, Marvel Homes; and Dania Chaput, ND Job Service.

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

**Tape recorder started:** 11:46 am

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

**Approval of Agenda:** The June 11, 2018 JSDC Board of Directors Meeting Agenda was approved as presented.

**President's Report:** Chris noted she had nothing to report at this time.

**Minutes:** *Bob Toso moved to approve the minutes of the May 14, 2018 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

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

*Ritchie Wolf moved to approve the May financial report as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

**2019 Draft JSDC Budget:** Chris reported on the 2019 Draft JSDC Budget agenda item. Chris commented that the Finance Committee recently met and reviewed the proposed budget. The draft budget which included the 2018-year end projection and 2019 budget was included in the dropbox for review. Chris presented the budget to the Board and opened the floor to any questions or inquires.

(Dale Marks entered the meeting at 11:50)

A brief discussion was held by the JSDC Board of Directors.

*Bob Toso moved to approve the 2019 Draft JSDC Budget as presented, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ritchie-aye, Jason-aye, Bob-aye, and Chris-aye. Motion passed 10-0 with Kelly Rachel, Bill Lytle, Ramone Gumke, Tom Hausmann, and Marlee Siewert absent.*

**Strategic Plan Review:** Corry informed the Board of Directors that it was time to consider having another Strategic Planning session as all the goals in the current Strategic Plan have been completed. Corry requested the Board's input and direction on this.

The JSDC Board of Directors briefly discussed and were in overall agreement that it would be a good idea for JSDC staff to contact KLJ to facilitate another Strategic Planning session to be held sometime this fall.

- **Action Item:** JSDC staff will contact KLJ to schedule another Strategic Planning session for this fall

**Lower Level Flooring Replacement:** Tracey reviewed her memo in the dropbox on the Lower Level Flooring Replacement agenda item. On Wednesday, May 30, 2018, the Finance Committee approved recommendation of replacing the flooring in the lower level from the bottom of the stairs, past the restrooms, and down the long hallway past the second conference room. On Friday, June 8, 2018, the Building Committee approved recommendation of the lowest bid from HHH for 3mm glue-down vinyl plank. The bid approved by both committees is for \$4,300. The bid information was included in the dropbox for review.

A recommendation from both the Finance and the Building Committees was made to the Board of Directors for approval to accept the HHH bid for vinyl flooring in the areas described above at a cost of \$4,300.

*Katie Andersen motioned to approve the H&H Holdings bid in the amount of \$4,300 for vinyl flooring in the lower level of the Center for Economic Development building in the areas specified at a 90/10 City/County split, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, Mark-aye, and Chris-aye. Motion passed 10-0 with Marlee Siewert, Ramone Gumke, Bill Lytle, Kelly Rachel and Tom Hausmann absent.*

**I-94 Lot Sales:** Corry reported on the I-94 Lot Sales agenda item. United Parcel Services, Inc. would like to purchase the final 2 lots in the I-94 Business Park; Lots 6 & 7, Block 1. The application and rubric were in the dropbox for review. The purchase of the land by United Parcel Services, Inc. will allow them to expand their operations to provide better service to Jamestown and the surrounding areas. They have not submitted building plans yet but are fully aware of the Covenants and Restrictions and the Business Incentive Agreement associated with the property. Corry noted they have met the minimum requirement for purchase.

A recommendation was made to the Jamestown Stutsman Development Corporation Board of Directors to approve the sale of Lot 6 & 7, block 1 of the I-94 Business Park.

A discussion was held by the Board.

*Lorrie Pavlicek motioned to make a recommendation to the City for approval of the sale of Lot 6 & 7, Block 1 of the I-94 Business Park to United Parcel Services, Inc., Dale Marks seconded the motion, and the motion passed unanimously. Roll Call: Dale-aye, Gerald-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, and Chris-aye. Motion passed 10-0 with Ramone Gumke, Marlee Siewert, Kelly Rachel, Tom Hausmann, and Bill Lytle absent.*

## Strategic Committee Reports:

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

#### Business Attraction Committee-

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

- Corry reported the Business Attraction Committee did not meet in June. The next Business Attraction Committee Meeting is scheduled for Monday, July 2<sup>nd</sup>.

#### Existing Business Outreach Committee-

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

- Chris reported the Existing Business Committee did not meet in June. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, July 3<sup>rd</sup>.

#### Organizational Excellence Committee –

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

- The Organizational Excellence Committee did not meet in May. The next Organizational Excellence Committee meeting is scheduled for Thursday, June 14<sup>th</sup>.

#### Finance Committee-

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

- Chris reported that the Finance Committee met on Wednesday, May 30<sup>th</sup>. The committee discussed flooring and reviewed the 2019 Draft Budget; both were presented at today's BOD Meeting. The next Finance Committee Meeting will be scheduled as needed.

## Action Items:

- JSDC staff will contact KLJ to schedule another Strategic Planning session for this fall

**Other:** Nothing at this time.

## Staff Reports:

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

**Business Development:** Corry 's full report was in the dropbox.

**Administrative Assistant:** Beth's full report was in the dropbox.

**Office Manager:** Tracey's full report was in the dropbox.

## Ex-Officio Reports:

**City of Jamestown:** Katie Andersen was present and reported on the City.

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

**Jamestown Regional Entrepreneurship Center:** Katherine Roth was present and reported on Jamestown Regional Entrepreneurship Center.

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

**Jamestown Chamber of Commerce:** Becky Thatcher-Keller was present and reported on the Jamestown Chamber of Commerce.

**Adjourn:** The meeting was adjourned at 12:38 p.m. by Chris Rathjen.

**Tape Recorder stopped:** 12:38 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant