



**JSDC Board of Directors Meeting
July 10, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Mark Klose, Dale Marks, Chris Rathjen, Marlee Siewert, Katie Andersen, Bob Toso, Tom Hausmann, Lorrie Pavlicek, CJ Janke, Ritchie Wolf, Jason Rohr, and Kelly Rachel (entered at 12:05 pm)

Members Absent: Gerald Horner, Bill Lytle, and Ramone Gumke.

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

Guests Present: Sam Seafeldt, Jamestown Regional Airport; Steve Aldinger, Interstate Engineering; Adam Gehlhar, Jamestown High School; Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Stacy Bowerman, South Central Dakota Regional Council; Becky Thatcher- Keller, Jamestown Chamber of Commerce; Pam Phillips, City Council; and Jim Boyd, Jamestown Regional Airport.

Call to order: 11:45 a.m. by Chris Rathjen.

Tape recorder started: 11:45 am

Conflict of Interest: None to declare.

Approval of Agenda: The July 10, 2017 agenda was approved as presented.

President's Report: Chris Rathjen opened the meeting with welcoming everyone and introductions were made. Chris noted she had nothing specific to report at this time.

Minutes: *Katie Andersen moved to approve the minutes of the June 12, 2017 Board of Directors Meeting as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.*

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

Marlee Siewert moved to approve the June financial report as presented, Jason Rohr seconded, and the motion passed unanimously by voice vote.

JHS Internship Program: Adam Gehlhar, JHS Principal, was in attendance and presented the Jamestown High School (JHS) Internship Program to the JSDC Board of Directors. Adam touched on a few of the following topics within his presentation: the internship committee, fall 2017 timeline, areas of student

interest, employer advantages and benefits, and how to get started. After the presentation, Adam opened the floor to any questions or feedback the Board or any attendees had.

(Kelly Rachel entered the meeting at 12:05 pm)

Airport Business Park Proposal: Corry reviewed his memo on the Airport Business Park Proposal agenda item. Jamestown Regional Airport Authority (JRAA) has ownership of approximately 87 acres along Hwy 20 North, in the City of Jamestown North Dakota, which is prime for development into industrial and aeronautical use lots. The development of these lots as a next step for the Jamestown/Stutsman Development Corporation (JSDC) was previously discussed. For the term of development, the JRAA will lease the land to the JSDC at the agriculture land lease rate. The JSDC would be able to sublease the land for agriculture purposes.

Corry noted that looking at the previous plan we thought we could improve on both the cost and design of the park. We think we have achieved both of those goals. The estimate of the old design came in at \$3,766,474.

The maps included in the dropbox broke the land into 4 distinct areas for development and 2 access points to the park. An advantage of this parcel of land is that we do not have to define lot lines and the size and shape can be altered to suit a tenant. Phase 2 shows how the land may be broken into lots in the future.

The development cost of the lots is \$2,847,502.71. That includes all utilities and Bitumen road. These lots will be Shovel Ready after development is complete. The JSDC will recoup the investment made into the land through the lease structure. The approximate lease amount will be \$0.71 per square foot for the repayment of the development cost plus \$0.02 for JRAA. Long term commercial or industrial land leases will be made directly with JRAA for 5 years with a 5-year renewal option or for the length of financing.

A recommendation was made from the Business Attraction Committee by Tom Hausmann and seconded by CJ Janke to fund the project at a 90/10 City=\$2,562,752.44/County=\$284,750.28 split.

Steve Aldinger from Interstate Engineering was in attendance and presented an overview of the mapped layouts included in the dropbox. After his presentation, Steve opened the floor to questions from the Board of Directors. Bob Toso inquired on the construction time line for this once it goes to City and County. Steve responded by commenting they can start design as soon as they get the contracts in but they do have to do some wet land delineation yet. Once they get the contracts in they can start designing which will probably take a month to month and a half to get that design completed. Then looking at possibly getting bids open the end of August and hopefully construction started the end of September/ beginning of October. Steve noted that they will hopefully be looking at getting some underground stuff done this fall and maybe getting the road built so it can be paved in the spring but this all depends on the weather too.

Bob Toso moved to approve the Business Attraction Committee's recommendation for the development of the land at the Jamestown Regional Airport in the amount of \$2,847,502.71 with a 90/10 City=\$2,562,752.44/County=\$284,750.28 split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Tom-aye, Ritchie-aye, Marlee-aye, Jason-aye, and Chris-aye. Motion passed 12-0 with Gerald Horner, Ramone Gumke, and Bill Lytle absent.

JSDC 2018 Budget Request: Chris reviewed the JSDC 2018 Budget Request agenda item. The budget was in the dropbox for review. Chris noted the finance committee met last Thursday, July 6th and ran through what their projections are for this year, where they feel we are going to be at the end of the year and the budget for next year. Chris pointed out the committee felt pretty good about all the numbers and brought them forward to 2018 with no increase; they did however make a couple adjustments in a couple categories. Chris commented the budget being presented for approval today is the same as last year as far as expenses but with a 2 percent increase in salary and wages which follow in suit with what the City and County are planning and also recommended the Organizational Excellence Committee review the policies in regards to the current benefit package including the 401k plan which is not up to where the city and county are.

(Bob Toso exited the meeting at 12:34 pm)

- **Action Item:** The Organizational Excellence Committee will meet to review the policies in regards to JSDC's current benefit package.

Kelly Rachel moved to approve the JSDC 2018 budget request as presented, Dale Marks seconded the motion, and the motion passed unanimously. Roll Call: Tom-aye, Ritchie-aye, Marlee-aye, Jason-aye, Kelly-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, and Chris-aye. Motion passed 11-0 with Ramone Gumke, Bill Lytle, Gerald Horner and Bob Toso 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 JSDC Business Attraction Committee met on Monday, July 10th prior to the JSDC Board of Directors Meeting. The committee discussed the Airport Business Park Request presented at today's BOD Meeting and made a recommendation to the BOD which was discussed earlier on the agenda. The next scheduled meeting date for the Business Attraction Committee will be on Monday, August 7th.

Existing Business Outreach Committee-

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

- The JSDC Existing Business Outreach Committee met on Monday, June 26th. Lorrie reported that at the last meeting the committee worked on preparation for the Biannual Meeting and also reviewed the Strategic Plan Timeline. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, July 11th.

Organizational Excellence Committee –

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

- The JSDC Organizational Excellence Committee met on Tuesday, June 20th. Katie reported the committee discussed updating the Flex PACE Rubric and application now that there is twice as many dollars available, discussed sales force and tracking of projects, and the committee also discussed image and marketing. The next scheduled meeting date for the Organizational Excellence Committee will be on Tuesday, July 18th.

Finance Committee-

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

- Chris reported the Finance Committee met Thursday, July 6th. The committee reviewed and discussed the 2018 JSDC Budget request which was presented on today's agenda.

Action Items:

- **New Action Items-**

- The Organizational Excellence Committee will review the JSDC Benefit package for the 2018 budget

Staff Reports:

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

Business Development: Corry gave a brief staff report; no 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.

South Central Dakota Regional Council: Stacey Bowerman, the new Executive Director, and Brenda Moritz were present and reported on South Central Dakota Regional Council.

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

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

Jamestown Regional Airport: Jim Boyd was present and reported on the Jamestown Regional Airport.

Adjourn: The meeting was adjourned at 1:08 p.m.

Tape Recorder stopped: 1:08 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant