



**JSDC Special Board of Directors Meeting
February 1, 2016
Lower Level Conference Room
Official Minutes**

Members Present: Ramone Gumke, Ritchie Wolf, CJ Janke, Mark Klose, Marlee Siewert, Toni Wegenast (arrived at 12:13), Lorrie Pavlicek, Chris Rathjen, Katie Andersen, Bob Toso, Bill Lytle, and Kelly Rachel.

Members Absent: Dale Marks, Gerald Horner, and Tom Hausmann.

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

Guests Present: Keith Norman; Jamestown Sun, Becky Thatcher-Keller; Chamber of Commerce, Deb Kantrud; South Central Dakota Regional Council, Searle Swedlund; Jamestown Tourism, and Holly Kangas; Eldermark.

Call to order: 11:47 a.m. by Bob Toso.

Tape Recorder started at 11:47 a.m.

Conflict of Interest: None were declared.

Approval of Agenda: *Approval unnecessary as this is a Special Board of Directors meeting at which the Agenda cannot be revised.*

President's Report: Bob Toso reported the staff is working on the Strategic Plan and a report can be expected at the March meeting. Bob requested feedback throughout the year as there will not be regularly scheduled Executive Committee meetings. He wants to know if everyone is comfortable with this and business items are flowing smoothly.

Minutes: *CJ Janke moved to approve the January 11, 2016 minutes as presented, Kelly Rachel seconded the motion, and the motion passed unanimously.*

Account Status Report: Tracey reviewed the preliminary January account status report in the dropbox.

Katie Andersen moved to approve the preliminary Financial Report for January as presented, Kelly Rachel seconded the motion, and the motion passed unanimously.

Eldermark Subordination: Connie reported on her memo and various documents in the dropbox regarding Eldermark's request for Subordination of their New Jobs Training Funds loan. Connie pointed out a couple of items to the Board: a) there is an \$185,000 balance on a renovation grant and Jobs Incentive grant. Each has a 5-year restriction payback period will expire on April 1, 2016 at which time this amount will be removed from the balance sheet and b) there is a balance of \$70,000 on a New Jobs Training Fund loan on which they continue to make timely payments.

Holly Kangas with Eldermark Software reported their products and services for senior living communities to make business easier, increase profits, help with day-to-day operations, etc. Currently, Eldermark employs 11 full-time employees at their Jamestown site and 12 full-time employees at their Fargo site. They are looking to expand both sites. Holly explained Eldermark had a difficult time finding workforce in Jamestown which is why they opened the Fargo site. This year, they're hoping to add 5 more full-time employees, if not more, to the Jamestown site. Holly also reported on Eldermark's financials.

The Board directed Connie to take this item to City and County.

Kelly Rachel made a motion to approve the Eldermark Subordination request to the line of credit of \$350,000, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Katie-aye, Mark-aye, Lorrie-aye, Bill-aye, Ramone-aye, CJ-aye, Ritchie-aye, Marlee-aye, Chris-aye, Bob-aye. Motion passed 11-0 with Dale Marks, Gerald Horner and Tom Hausmann absent. Toni Wegenast overlooked in the roll call and did not vote.

Board Member Responses to JSDC Staff: Connie encouraged the Board to make sure they respond to staff as soon as they can in order for the staff to confirm quorums, amount of food to order, and any other items needing their response. Bob reminded the group to reply individually to staff and not to choose "reply all" which can result in an illegal meeting.

JSDC website: Connie reported the survey responses indicated some want the website updated/revised. Some of the changes suggested can be done by the staff. For other changes, JSDC may have to contract with KK Bold.

Corry reported a lot of the content on the website is broken down into segments. One concern was the buttons for Business, Work, and Community are not obvious buttons. This is where most looking at the website are going to look. He reviewed the Incentives portion. A couple comments involved having one page with everything you need to know for applications. Corry explained this would be a very long webpage. He explained under the Business button it breaks it down – there's a checklist of items you need, etc. Another suggestion was font size. Corry will try different font sizes and change the pictures. The website is not currently optimized for mobile devices. Corry will look into this. Current traffic has been under the Business dropdown and Board of Directors and contact information.

JSDC Financials Presentation: Katie reported the Finance Committee includes Katie Andersen, Bill Lytle, and Chris Rathjen as well as staff members Connie and Tracey. Katie reviewed the new reports developed by the committee to resolve some concerns from the last audit and to also make the finances more transparent. She also reviewed the City and County reports. She pointed out there is a School Tax Balance item on the City report which is not part of economic development. This balance will be removed when the City decides where to move it.

Staff Reports:

CEO: Connie stated her report is in the dropbox. There's an email in the dropbox from Deb Kantrud and the SCDRC's attorney response regarding their Bylaws as it pertains to the County dues. The decision at the last regional council meeting was the Board is going to try to talk with the County Commissioners regarding this issue. The JSDC Annual meeting is scheduled for the 4th Wednesday in April, the 27th, at Quality Inn at 5:00.

Business Development: Corry stated his report is in the dropbox. Upcoming meetings include the barley project and asset mapping. DSA added a couple clients through the Winter Ag Show.

Ex-Officio Reports:

City of Jamestown: Katie Andersen reported on the City.

Stutsman County: Mark Klose reported on the County.

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

Jamestown Tourism: Searle Swedlund reported on Tourism.

South Central Dakota Regional Council: Deb Kantrud reported SCDRC asked their attorney what to do if a county does not pay dues to the Regional Council. She stated her Board members felt very strongly that Stutsman County must be a member and needs to be a member of the Regional Council as it is the center of commerce. As the center of commerce for this 9-county area, the board members do not feel it is acceptable for it <Stutsman County> to not be a member. "If you read the attorney's opinion, it is either they pay their dues and are part of it or they are not part of it." "And they say it's not acceptable for them not to be a part of it. They say we all need to be working together. We spend so much time working against each other rather than working together, we will not grow this region."

Adjourn: The meeting was adjourned at 12:48 p.m.

Tape recorder stopped at 12:48 p.m.

Respectfully submitted,

By: Tracey Pringle
JSDC Office Manager