



**JSDC Board of Directors Meeting  
January 13, 2020  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Kelly Rachel, Lorrie Pavlicek, Mark Klose, Ritchie Wolf, Rod Johnson, Steve Cichos, Gerald Horner, Dwaine Heinrich, Nick Schauer (via phone), Bill Lytle (via phone), and Tory Hart (via phone).

**Members Absent:** Mary Lou Urquhart, Marlee Siewert, CJ Janke, and Pam Phillips.

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

**Staff Absent:** none

**Guests Present:** Keith Norman, Jamestown Sun; Ian Carlstrom, Small Business Development Center; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Katherine Roth, Jamestown Regional Entrepreneur Center; Corey Bayer, Marvel Homes; and Searle Swedlund, Jamestown Tourism.

**Call to order:** 11:48 a.m. by Kelly Rachel.

**Tape recorder started:** 11:48 a.m.

**Conflict of Interest:** No conflicts of interest were declared.

**Approval of Agenda:** The January 13, 2020 Board Agenda was approved as presented.

**President's Report:** Kelly Rachel gave a brief president's report. Kelly pointed out that two forms were distributed for Board of Directors to fill out and return: JSDC Board Member Contact Form for 2020 and JSDC Committee sign-up sheet for 2020. Kelly informed the Board that the JSDC Annual Meeting is tentatively scheduled for Wednesday, April 29th with the location still to be determined. Kelly also made the board aware that the February Board of Directors Meeting which was originally scheduled for Monday, February 10<sup>th</sup> has been moved to Monday, February 3<sup>rd</sup>.

**Minutes:** Minutes from the December 9, 2019 Board of Directors Meeting were in One Drive for review and approval.

*Ritchie Wolf moved to approve the minutes of the December 9, 2019 Board of Directors Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the preliminary year end report to the JSDC Board of Directors. The reports were in One Drive for review.

*Bill Lytle moved to approve the financial report as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**Nick Bruns Flex PACE Request:** Corry reported on Nick Bruns' Flex PACE Request agenda item. Nick Bruns is requesting Flex PACE interest buydown funds to facilitate the purchase of a building to house his insurance company. The building has been dilapidated for some time and Nick has restored it to a functional capacity.

The JSDC Funding Application and Flex PACE rubric were in One Drive for review.

A recommendation was made at the Business Attraction Committee by Ritchie Wolf, seconded by Tory Hart to fund Nick Bruns' Flex PACE request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

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

*Gerald Horner motioned to approve Nick Bruns' Flex PACE request for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Dwaine-aye, Mark-aye, Ritchie-aye, Lorrie-aye, Steve-aye, Gerald-aye, Tory-aye, Rod-aye, Nick-aye, Bill-aye, and Kelly-aye. Motion passed 11-0 with Marlee Siewert, Mary Lou Urquhart, CJ Janke, and Pam Phillips absent.*

**Jamestown Tourism Grant Fund Allocation:** Searle Swedlund, Executive Director of Jamestown Tourism, was in attendance and presented on the Jamestown Tourism Grant Fund Allocation agenda item. Searle reported to the JSDC Board of Directors how Tourism has allocated the Grant dollars. In One Drive was supporting documentation including: Tourism Grant Fund Allocations, the Frontier Village Budget for 2020, and a chart with Grant dollars allocated by category.

**Check Signatories:** Kelly reviewed Tracey's memo in One Drive in regard to check signatories. The JSDC Board of Directors needs to submit a list of authorized persons to sign checks, therefore, approval needs to be reflected in the minutes showing authorized members.

Along with the Chief Executive Officer those with authorization to be signatories are the JSDC Chairman, JSDC Vice Chairman, and JSDC Secretary- Treasurer. Below are the names of the listed signatories and their titles:

Kelly Rachel, Chairman  
Bill Lytle, Vice Chairman  
Marlee Siewert, Secretary- Treasurer  
Connie Ova, Chief Executive Officer

*Steve Cichos motioned to approve Kelly Rachel- JSDC Chairman, Bill Lytle-JSDC Vice Chairman, Marlee Siewert-JSDC Secretary/Treasurer, and Connie Ova-JSDC Chief Executive Officer as JSDC signatories, Lorrie Pavlicek seconded the motion, and the motion passed unanimously by voice vote.*

**Flex PACE Program 2020:** Corry reported on the Flex PACE Program 2020 agenda item. The 2019 Flex PACE Program had 9 approvals which contributed \$433,692.08 in local contribution to match \$1,445,640 in Bank of North Dakota Grant funds. The addition of the project financing requirements produces \$5,664,891 leveraged for the 2019 Flex PACE Program.

Corry provided a spreadsheet in his memo in One Drive listing the JSDC 2019 Flex PACE Projects, JSDC's Contribution and the Project Financing for the JSDC Board of Directors' review.

A recommendation was made to the Board of Directors to continue the program into 2020 with the same dollar amount of \$250,000 (City=\$200,000/County=\$50,000).

(Bill Lytle exited the meeting at 12:15 pm)

A brief discussion was held among the JSDC Board of Directors. Dwaine commented he would like Corry to look at the projects' amortization schedules and create a payback timeline for all projects funded to date.

*Lorrie Pavlicek motioned to approve the dollar amount of \$250,000 for the Flex PACE Program for 2020 at an 80/20 City=\$200,000/County=\$50,000 split, Dwaine Henrich seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Tory-aye, Rod-aye, Nick-aye, Dwaine-aye, Mark-aye, Ritchie-aye, Lorrie-aye, Steve-aye, and Kelly-aye. Motion passed 10-0 with Mary Lou Urquhart, Pam Phillips, CJ Janke, Marlee Siewert, and Bill Lytle absent.*

- ❖ **Action Item:** Corry will look at Projects' amortization schedules and create a payback timeline for all projects funded to date.

**Strategic Committee Reports:** (Committee member reassignments for 2020 will be provided at the February Board of Directors Meeting)

***Strategic Business Plan Committees:***

Business Attraction Committee-

(Committee members consist of: Mark, Gerald, Tory, Ritchie, Lorrie, Steve, Dwaine, CJ, Corry, and Connie)

- The Business Attraction Committee has not met since the last Board of Directors Meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, January 27<sup>th</sup>.

Existing Business Outreach Committee-

(Committee members consist of: Tory, Ritchie, Lorrie, Bill, CJ, Corry, and Connie)

- The Existing Business Outreach Committee met on Tuesday, January 7<sup>th</sup>. The committee discussed Nick Bruns' Flex PACE Request as presented at today's meeting and the Manufacturers Round table. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, February 4<sup>th</sup>.

Organizational Excellence Committee –

(Committee members consist of: Marlee, Kelly, Pam, Dwaine, Bill, Connie, Tracey, and Beth)

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. There will not be an Organizational Excellence Committee Meeting held in the month of January. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, February 18<sup>th</sup>.

Finance Committee-

(Committee members consist of: Marlee, Gerald, Pam, Steve, Kelly, Tracey, and Connie)

- The Finance Committee meets on an as needed basis. The next Finance Committee Meeting is scheduled for Friday, January 24<sup>th</sup>.

**Action Items:** None at this time.

**Other:** Nothing in addition was discussed.

**Staff Reports:**

**CEO:** Connie reviewed her report; her full report was in One Drive for review.

**Business Development:** Corry reviewed his report; his full report was in One Drive for review.

**Administrative Assistant:** Beth reviewed her report; her full report was in One Drive for review.

**Office Manager:** Tracey reviewed her report; her full report was in One Drive for review.

**Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich was present and reported on the City.

**Stutsman County:** Mark Klose was present and reported on the County.

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

(Dwaine exited the meeting at 12:29 pm)

**Jamestown Tourism:** Searle Swedlund was present and reported on Jamestown Tourism.

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

**Train ND:** Jerod Tengesdal was present and reported on Train ND.

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

**Small Business Development Center:** Ian Carlstrom was present and reported on the Small Business Development Center.

**Adjourn:** The meeting was adjourned at 12:43 p.m. by Kelly Rachel.

**Tape Recorder stopped:** 12:43 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant