



**JSDC Board of Directors Meeting
January 8, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Katie Andersen, Marlee Siewert, Kelly Rachel, Ramone Gumke, Mark Klose, Jason Rohr, Dale Marks, CJ Janke, Bob Toso, Gerald Horner, Chris Rathjen, and Ritchie Wolf.

Members Absent: Lorrie Pavlicek, Tom Hausmann, and Bill Lytle.

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

Guests Present: Keith Norman, Jamestown Sun; Searle Swedlund, Jamestown Tourism; Danica Chaput, ND Job Service; Becky Thatcher-Keller, Jamestown Chamber of Commerce; Corey Bayer, Marvel Homes; Katherine Roth, UJ Entrepreneurship Center; and Brenda Moritz, South Central Dakota Regional Council.

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

Tape recorder started: 11:46 am

Conflict of Interest: Gerald Horner declared a conflict of interest for the D & B Portables De-obligate agenda item. Gerald commented he has connections with D & B Portables. The Board did not feel that caused an issue and made the following motion to allow Gerald to participate:

Ramone Gumke moved to allow Gerald Horner to participate in the discussion and vote for D & B Portables De-obligate agenda item, Bob Toso seconded, and the motion passed unanimously by voice vote.

Approval of Agenda: Corry asked for the agenda item Affordable Housing Flex PACE to be removed from the agenda. The January 8, 2018 agenda was approved as revised.

President's Report: Chris Rathjen noted she didn't have anything specific to report at this time. She commented there were a couple committee items she would report on later in the Strategic Reports portion of the agenda.

Minutes: *Dale Marks moved to approve the minutes of the December 11, 2017 Board of Directors Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.*

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

Marlee Siewert moved to approve the December financial report as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

D & B Portables De-obligate: Corry reported on the D & B Portables De-obligate agenda item. Corry commented that D & B Portables was approved in 2016 for a Flex PACE Interest Buydown, however, they did not request to use those funds.

A recommendation was made to the JSDC Board of Directors to de-obligate funds.

A brief discussion was held by the Board of Directors.

Ramone Gumke motioned to de-obligate funds for D & B Portables, Jason Rohr seconded the motion, and the motion passed unanimously by voice vote.

Flex PACE Program: Corry reviewed his memo in the dropbox on the Flex PACE Program agenda item. Corry reported that throughout 2017 the Flex PACE program was very successful with 9 approvals within many different industries. This will potentially leverage over half a million in community buydown dollars with over 1 million of Bank of North Dakota matching dollars. The projects and dollar amounts were included in the dropbox for review.

A recommendation was made to continue the program with an increased dollar amount of \$250,000 (City=\$200,000/County=\$50,000) available for 2018.

A discussion among the Board of Directors was held.

Kelly Rachel motioned to approve the increased dollar amount of \$250,000 for the Flex PACE Program for 2018, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Katie-aye, Mark-aye, CJ-aye, Dale-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, Jason-aye, Kelly-aye, Bob-aye, and Chris-aye. Motion passed 12-0 with Bill Lytle, Lorrie Pavlicek, and Tom Hausmann absent.

UTC Lease: Corry reviewed his memo in the dropbox on the UTC Lease agenda item. Corry commented JSDC has been working with Michael Cubeta to renew the building leased by Goodrich Corporation. The Lease document states they have 2 options to renew the lease and wish to exercise the option. Michael has also expressed that they wish to amend the lease. Below are requested amendments:

1. An exercise of the first 5 yr. option extending the term from 3/1/18 through 2/28/23, with rent increases to continue at 2% per year
2. Since UTC Policy now requires an early termination right on any lease term longer than three (3) years, we would propose that Goodrich have the right to terminate, effective 2/28/21 upon not less than 90 days prior written notice.
3. We would further propose that Goodrich's option to purchase the property at the purchase price of \$350,000 be extended through the five (5) year renewal term; and finally
4. That an additional three (3) year renewal option be provided, upon the same terms and conditions, to further extend the lease term from 3/1/23 through 2/28/26.

Corry noted the Existing Business Outreach Committee met on this prior to the BOD Meeting. The original lease was also in the dropbox. A discussion was held by the Board of Directors.

Jason Rohr moved to approve revising the UTC leasing period to 3 years and renew the option to purchase, Ritchie Wolf seconded, and the motion passed unanimously. Roll Call: Dale-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, Jason-aye, Kelly-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, and Chris-aye. Motion passed 12-0 with Lorrie Pavlicek, Tom Hausmann, and Bill Lytle absent.

Affordable Housing Flex PACE: This agenda item was removed.

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 noted that the Business Attraction Committee met on Monday, January 8th. The committee discussed Flex PACE Affordable Housing and will eventually be working with the Stutsman County Housing Authority to come up with some guidelines. The next scheduled meeting will be on Monday, February 5th.

Existing Business Outreach Committee-

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

- Chris Rathjen noted that the Existing Business Outreach Committee met on Monday, January 8th prior to the Board of Directors Meeting. The committee discussed the UTC lease and Governor Burgum's Main Street Initiative.
- The committee also discussed the South Central Regional Council Dues increase. The following recommendation was made by the Existing Business Outreach Committee:
 - *Chris Rathjen made a recommendation to approve the increase in South Central Regional Council dues and that the City pick up the share of the increase, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote.*
- A discussion on South Central Regional Council dues was held by the JSDC Board of Directors. The following motion was made at the January Board of Directors Meeting:
 - *Katie Andersen motioned to not release 45% of South Central Regional Council dues pending future discussion and to pay the remaining 55%, Kelly seconded the motion, and the motion passed unanimously. Roll Call: Ramone-aye, Ritchie-aye, CJ-aye, Dale, aye, Marlee-aye, Jason-aye, Bob-aye, Kelly-aye, Katie-aye, Mark-aye, Gerald-aye, and Chris-aye. Motion passed 12-0 with Tom Hausmann, Bill Lytle, and Lorrie Pavlicek absent.*

Organizational Excellence Committee –

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

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. The next scheduled meeting is on Tuesday, January 16th.

Finance Committee-

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

- Chris reported that the Finance Committee has not met since the last Board of Directors Meeting. The next meeting will be held on Tuesday, January 23rd.

Action Items:

- Katie and Connie meeting on SBDC to acquire more information and answers
- South Central Regional Council dues will be taken to the Organizational Excellence and Finance Committees to collect further information before bringing back to the Board of Directors

Other: Connie requested the Board of Directors check their calendars and see if it would work to reschedule the February Board Meeting from Monday, February 12th to Monday, February 5th.

Staff Reports:

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

Business Development: Corry gave a brief report; his 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 and Ramone Gumke 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: Becky Thatcher-Keller was present and reported on Jamestown Chamber of Commerce.

UJ Entrepreneurship Center: Katherine Roth was present and reported on the UJ Entrepreneurship Center.

South Central Dakota Regional Council: Brenda Moritz was present and reported on South Central Dakota Regional Council.

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

Adjourn: The meeting was adjourned at 12:55 p.m. by Chris Rathjen.

Tape Recorder stopped: 12:55 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant