



**JSDC Board of Directors Meeting
January 9, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Ritchie Wolf, CJ Janke, Bill Lytle, Katie Andersen, Ramone Gumke, Bob Toso, Mark Klose, Chris Rathjen, Kelly Rachel, Jason Rohr, Dale Marks, Gerald Horner (entered at 11:47 am), Tom Hausmann (entered at 11:52 am), and Lorrie Pavlicek (entered at 12:12 am).

Members Absent: Marlee Siewert

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; Brenda Moritz, South Central Dakota Regional Council; Jim Boyd, Jamestown Regional Airport; Pam Phillips, City Council.

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: No additions or changes were made to the January 9, 2017 agenda.

Dale Marks moved to approve the January 9, 2017 Board of Directors Meeting agenda as presented, Bob Toso seconded the motion, and the motion passed unanimously by voice vote.

President's Report: Chris Rathjen started her term as the JSDC Board of Director President and gave a brief president report. She informed the Board that he JSDC staff would like to have them update their contact information for the 2017 year and directed them to the form that was handed out prior. Chris also introduced Jason Rohr. Jason is the Vice President for the Chamber of Commerce Board of Directors and will be filling the Chamber of Commerce representation on the JSDC Board.

Minutes: *Katie Andersen moved to approve the minutes of the December 12, 2016 Board of Directors Meeting as presented, Kelly Rachel seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey presented the December financial report to the Board of Directors.

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

Evaluation of Flex PAC Program: Corry reviewed his memo in the dropbox for the Evaluation of the Flex PACE Program. In January of 2015 the City of Jamestown and Stutsman County approved a motion to give the JSDC Board of Directors final approval on Flex PACE projects; in addition, the City of Jamestown obligated \$250,000 for the program. Since the change; the JSDC Board of Directors has approved 5 projects, totaling \$240,013. The City of Jamestown has contributed \$216,813 and Stutsman County has contributed \$23,200. Of the \$250,000 the City of Jamestown obligated for Flex PACE projects there is \$33,187 remaining.

The recommendation to the JSDC Board of Directors is to request \$166,813 from the City of Jamestown to bring the total amount available for the Flex PACE Program in 2017 to \$200,000 and continue with the current Flex PACE process using the same criteria approved in January 2015.

A discussion was held among the Board of Directors as to if it should be 100% City funded or if it should be funded using an 80/20 City/County split as it was in 2016. Katie noted that the reasoning for the 100% City funding back in 2015 was because at the time the County didn't have any funds due to the obligation for CHS. Once that obligation had expired, the County was able to participate therefore the funding in 2016 was set at an 80/20 City/County split. Katie recommended continuing with the 80/20 City/County split. Corry commented the breakdown at an 80/20 split would be City=\$133,450.40/ County=\$33,362.60.

Kelly Rachel motioned to approve the renewal of the Flex PACE funding request at an 80/20 City=\$133,450.40/County=\$33,362.60 split to replenish back up to the \$200,000 with the same rubrics as last year, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Kelly-aye, and Chris-aye. Motion passed 13-0 with Lorrie Pavlicek and Marlee Siewert absent.

Request for Capital Investments: Tracey reviewed her memo in the dropbox for the Capital Investment Request. The JSDC Finance Committee met and discussed improvements to the JSDC lower level conference rooms in order to have two large conference rooms complete with tables, chairs, and AV equipment. It has happened that both the Chamber and JSDC has had large meetings at the same time. Currently, the second Conference Room (the yellow) room is not ideal. Estimates were received for multiple items such as tables, chairs, paint, AV items, replacing the ceiling and lighting in the yellow room, and others. The Building Committee, which includes the Jamestown Area Chamber of Commerce, recommends investing approximately \$25,000 in improvements.

The request to the JSDC Board of Directors is for approval of up to \$25,000 for capital improvements on a 90/10 City/County split.

A brief discussion was held among the Board of Directors.

Bob Toso motioned to approve the request for up to \$25,000 for capital improvements, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, and Chris-aye. Motion passed 13-0 with Marlee Siewert and Lorrie Pavlicek absent.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Ramone, Curt, Corry, Connie, and Rich)

- Corry reported the JSDC Business Attraction Committee has not met since the last BOD meeting. The committee will be meeting this month on Monday, January 23rd at 9:00 am in the JSDC Upper Level Conference Room.

Existing Business Outreach Committee-

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

- Corry reported the JSDC Existing Business Outreach Committee has not met since the last BOD meeting. The committee will be meeting this month on Thursday, January 12th at 9:00 am in the JSDC Upper Level Conference Room.

Organizational Excellence Committee – The JSDC Organizational Excellence Committee meets on an as needed basis and has not met since the last update.

Action Items: There were no action items at this time.

Other: Nothing at this time.

Staff Reports:

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

Business Development: Corry did not have a report at this time.

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.

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

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

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

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

Chamber of Commerce: Jason Rohr was present and reported on the Jamestown Chamber of Commerce.

Adjourn: The meeting was adjourned at 12:51 p.m.

Tape recorder stopped at 12:51 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant