



**JSDC Board of Directors Meeting  
October 10, 2016  
Lower Level Conference Room  
Official Minutes**

**Members Present:** CJ Janke, Ritchie Wolf, Katie Andersen, Kelly Rachel, Mark Klose, Tom Hausmann, Bob Toso (attended via phone), and Bill Lytle (attended via phone).

**Members Absent:** Ramone Gumke, Gerald Horner, Marlee Siewert, Lorrie Pavlicek, Toni Wegenast, Chris Rathjen, and Dale Marks.

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

**Guests Present:** Chris Olson, Jamestown Sun; Becky Thatcher-Keller, Chamber of Commerce; Danica Chaput, ND Job Service; Corey Bayer, Marvel Homes; Nick Bruns, Nodak Mutual Insurance; Steve Attleson, RTS Shearing; and Don & Bonnie Larson, D & B Portables.

**Call to order:** 11:47 a.m. by Kelly Rachel, the Secretary-Treasurer who is acting as the President in the President and Vice President's absence and has the ability to perform such duties as authorized by Article 7 of JSDC's Bylaws.

**Tape recorder started:** 11:47 am

**Conflict of Interest:** None to declare.

**Approval of Agenda:** No additions or changes were made to the agenda. The October 10, 2016 agenda was approved as presented.

**President's Report:** No president report was given at this time.

**Minutes:** *Katie Andersen moved to approve the minutes of the September 19, 2016 Board of Directors Meeting as presented, Ritchie Wolf seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Connie presented the September financial report to the Board of Directors in Tracey's absence.

*Katie Andersen moved to approve the September financial report as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

**D & B Portables Flex PACE Request:** Corry reviewed his memo in the dropbox on the D & B Portables Flex PACE request agenda item. D&B Portables is requesting funding for the community portion of the Flex PACE Program. D&B Portables provides portable restrooms and septic services. They have

previously done business with the JSDC and have continued to grow through out that time. The money being requested will assist in purchasing an existing business and their inventory. The funding requested of the JSDC consists of \$43,000 for the Flex PACE Program. That money will be matched by the Bank of North Dakota for up to \$100,000 and will create an additional 2 FTE's.

The recommendation to the JSDC Board of Directors is to approve funding for the Flex PACE Program on an 80/20 City/County split with the City= \$34,400 / County= \$8,600.

Don and Bonnie Larson, owners of D & B Portables, were present to answer any questions and provide further information about their company to the JSDC Board of Directors.

A brief discussion was held.

*Ritchie Wolf motioned to approve the Flex PACE Interest Buy-down request for D & B Portables in the amount of \$43,000 with an 80/20 City = \$34,400/County= \$8,600 split, Tom Hausmann seconded the motion, and the motion passed unanimously. Roll Call: Katie-aye, Mark-aye, Bill-aye, Tom-aye, CJ-aye, Ritchie-aye, Bob-aye, Kelly-aye. Motion passed 8-0 with Dale Marks, Lorrie Pavlicek, Gerald Horner, Ramone Gumke, Marlee Siewert, Toni Wegenast and Chris Rathjen absent.*

**JSDC Nominating Committee:** Kelly presented on the JSDC Nominating Committee agenda item. Kelly addressed the nomination for the JSDC Executive Committee Secretary- Treasurer for 2017-2018. Lorrie Pavlicek and Bill Lytle have both expressed interest in the Secretary-Treasurer position. The nominating committee recommended that each of the JSDC Board of Directors cast a ballot for their choice. Corry passed out ballots to the Board members in attendance, which they were to vote for the person of their choice and sign their name. After all ballots were completed, the ballots were collected and added to the four absentee ballots already submitted. The ballots were then tallied by Corry and Beth. A total of 11 votes were submitted, the results of the voting were as follows: Lorrie with 4 votes and Bill with 7 votes. The majority vote was in favor of Bill Lytle to fill the JSDC Executive Committee Secretary-Treasurer position for 2017-2018.

The JSDC Nominating Committee also made the following recommendations to renew the terms for those board members whose current terms are expiring at the end of 2016. Those board members and recommendations are as follows:

Bob Toso completing 2nd term:

- Recommendation to elect Bob for a 3rd term 2017-2019

Chris Rathjen completing 2nd term:

- Recommendation to elect Chris for a 3rd term 2017-2019

Bill Lytle completing 1st term:

- Recommendation to elect Bill for a 2nd term 2017-2019

The Nominating Committee also recommend the "normal progression" for the JSDC Executive Committee for 2017-2018. The recommended progression is as follows:

Bob Toso -Past Chairman

Chris Rathjen -Chairwoman

Kelly Rachel -Vice-Chairman

Bill Lytle/Lorrie Pavlicek (member who receives majority vote at the BOD Meeting)- Secretary-Treasurer

The JSDC Nominating Committee also reaffirmed the City and County appointees from JSDC: Ramone Gumke and Mark Klose.

Kelly clarified to the Board of Directors that the ballot for next year's positions would be as follows:

Bob Toso -Past Chairman  
Chris Rathjen- Chairwoman  
Kelly Rachel- Vice Chairman  
Bill Lytle- Secretary-Treasurer  
Ramone Gumke- City Representative  
Mark Klose- County Representative

*Katie Andersen moved to approve the ballot as listed which states Bob Toso moves into the Past Chairman position, Chris Rathjen moves into the Chairwoman position, Kelly Rachel moves into the Vice Chairman position, Bill Lytle moves into the Secretary-Treasurer position, Ramone Gumke will fill the City Representative position and Mark Klose will fill the County Representative position, CJ Janke seconded the motion, and the motion passed unanimously by voice vote.*

### **Strategic Committee Reports:**

#### **Strategic Business Plan Committees:**

Business Attraction Committee – Corry reported the JSDC Business Attraction Committee has not met since the last BOD meeting and will meet next month on Monday, November 7<sup>th</sup> at 9:00 am.

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

Existing Business Outreach Committee – Corry reported the JSDC Existing Business Outreach Committee will be meeting this week on Thursday, October 13<sup>th</sup> at 9:00 am. Corry commented at the last JSDC Existing Business Outreach Committee Meeting the committee went thru the Business Expansion and Retention questionnaire and solidified those were the questions they want to ask and that they are getting the information they want from the company. Corry noted the Business Expansion and Retention Program will start up soon.

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

**Other:** Connie noted that Steve Attelson from RTS Shearing was in attendance. Steve contacted Connie after the agenda for the BOD meeting was already published to see if he could discuss an issue with the JSDC Board of Directors, therefore he was invited to join the meeting under "Other" on the agenda.

Steve expressed some frustration in regards to the need for more opportunities be provided for local contractors when it comes to projects. Steve inquired to the Connie and the Board of Directors as to what can JSDC and/or SEPA do to create some incentives when we are working with other companies as far as using locals. Connie responded that she can pull the ednd.org and see what incentives other places might offer or what suggestions other economic development companies have. Kelly commented that we certainly want to be very pro Jamestown and use local contractors but at the same time we cannot require or mandate someone to use a certain company. Kelly noted that the goal is to see people use local contractors but how we incent or mandate that we are not exactly sure at this point. Steve understood it still needs to be a competitive bid process but we need to find a way to reinvest dollars back into the community.

Kelly commented the first appropriate step will be to pull other economic development companies in North Dakota and see if there are any incentives being offered elsewhere. Bill inquired if one of the JSDC committees should be appointed to look into this. Katie felt the best committee for this would be the Organizational Excellence Committee.

The following items will be assigned to the designated committees:

- Organizational Excellence Committee: Review existing rubrics and start working on rubrics for the other programs the JSDC offers so the JSDC has some internal documents which help to better determine the applicant's intents when it comes to working with local contractors, local financial institutions, etc.
- Existing Business Outreach Committee: Look at the economic impact previous projects have had. Possibly look at collecting information within the exit interview as to if they used local contractors or if they had obstacles in doing so, etc.

Kelly commented that he understands Steve is basically wanting JSDC to become an advocate and that is what JSDC already is for local businesses in general so anything JSDC can do to improve we will take under advisement and send to our sub committees.

**Staff Reports:**

**CEO:** Connie reviewed her report and stated her full report was in the dropbox.

**Business Development:** Corry reviewed his report and stated his full report was in the dropbox.

**Administrative Assistant:** Beth stated her full report was in the dropbox. Reminder to BOD that the JSDC will be having a flu clinic on Monday, October 17<sup>th</sup> at 9:00 am if any board members are interested in receiving a flu injection.

**Office Manager:** Tracey was not in attendance; her full report was in the dropbox.

**Ex-Officio Reports:**

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

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

**City of Jamestown:** Katie Andersen was present and reported on the City.

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

**Adjourn:** *Mark Klose motioned to adjourn, Kelly Rachel seconded the motion, and the motion passed unanimously by voice vote.* The meeting was adjourned at 12:30 p.m.

Tape recorder stopped at 12:30 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant