



**JSDC Board of Directors Meeting
October 14, 2019
Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Kelly Rachel, CJ Janke, Ritchie Wolf, Tory Hart, Bob Toso, Gerald Horner, Pam Phillips (via phone), and Dwaine Heinrich (entered the meeting at 11:50 am)

Members Absent: Chris Rathjen, Steve Cichos, Mark Klose, Lorrie Pavlicek, Jason Rohr, and Bill Lytle.

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

Staff Absent: Connie Ova.

Guests Present: David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Ian Carlstrom, Small Business Development Center; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Dale Lende, Dale's Auto Center; and Jerry Szarkowski, Main Saver.

Call to order: 11:46 a.m. by Kelly Rachel.

Tape recorder started: 11:46 a.m.

Conflict of Interest: Gerald Horner informed the Board that he has a connection with the owners of Main Saver, however, not with Main Saver itself. The Board of Directors agreed that this was not a conflict of interest therefore Gerald could still participate in the discussion and voting on the Main Saver Flex PACE Request agenda item.

Approval of Agenda: The October 14, 2019 Board Agenda was approved as presented.

President's Report: Kelly Rachel informed the Board of Directors that the November Board Meeting falls on Monday, November 11th which is the Veteran's Day holiday therefore the November JSDC Board of Directors Meeting will be held on Tuesday, November 12th.

Minutes: Minutes from the September 9, 2019 Board of Directors Meeting and the minutes from the September 30, 2019 Special Board of Directors Meeting were both in One Drive for review and approval.

Marlee Siewert moved to approve the minutes of the September 9, 2019 Board of Directors Meeting and the minutes of the September 30, 2019 Special Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

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

Gerald Horner moved to approve the September financial report as presented, Tory Hart seconded, and the motion passed unanimously by voice vote.

Main Saver Flex PACE Request: Corry reported on the Main Saver Flex PACE Request item. Main Saver, LLC is requesting the community portion for the Flex PACE Interest Buydown Program. Main Saver is a low cost ‘trenchless’ method for renovating and maintaining pressure pipes. The Flex PACE Program will be used to buy down the interest for the financing on equipment purchases.

Jerry Szarkowski, Main Saver, LLC. was in attendance to present the request and answer various questions from the JSDC Board of Directors.

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 the JSDC Board of Directors to fund Main Saver’s Flex PACE request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Inquiries and a brief discussion were held by the JSDC Board of Directors.

Bob Toso motioned to approve Main Saver LLC’s Flex PACE request for \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County = \$17,200 split, Gerald Horner seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Dwaine-aye, CJ-aye, Gerald-aye, Pam-aye, Tory-aye, Ritchie-aye, Bob-aye, and Kelly-aye. Motion passed 9-0 with Bill Lytle, Chris Rathjen, Lorrie Pavlicek, Mark Klose, Steve Cichos, and Jason Rohr absent.

Dale’s Auto Center Flex PACE Request: Corry reported on the Dale’s Auto Center Flex PACE Request agenda item. Dale’s Auto Mall & Motorsports Center is looking to create an Auto Mall that will have used car, boats, motorcycles, ATV, UTV’s, memorabilia and a full-service center for the products. Dale Lende intends to use the program to complete renovation of a building and equipment.

Dale Lende, Dale’s Auto Center, was in attendance to present the request and answer any questions from the JSDC Board of Directors.

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

A recommendation was made to the JSDC Board of Directors to fund Dale’s Auto Mall 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.

Tory Hart motioned to approve Dale’s Auto Center 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: Gerald-aye, Pam-aye, Tory-aye, Ritchie-aye, Bob-aye, Marlee-aye, Dwaine-aye, CJ-aye, and Kelly-aye. Motion passed 9-0 with Steve Cichos, Jason Rohr, Chris Rathjen, Bill Lytle, Mark Klose, and Lorrie Pavlicek absent.

I-94 Site Committee: Cory reported on the I-94 Site Committee agenda item. Cory noted that a discussion was held on September 25th, with I94 Business Park Owners/Managers which resulted in five individuals willing to be considered by Jamestown/Stutsman Development Corporation (JSDC) for the I94 Business Park “Site Committee” per official Statement to Conditions, Covenants, Restrictions and Reservations and Easements

Affecting I-94 Business/Industrial Park, Jamestown, North Dakota which was in One Drive for review. The individuals interested in becoming members of the Site Committee are: Dean Hafner, H&H Holdings; James Johannesson, Magnum Logistics; Kevin Thoele, Buffalo City Diesel; Chad Rudolph, Ag Country; and John Seifert, Stutsman Harley Davidson. Per Page 2, Section I of the Statement to Conditions, Covenants, Restrictions, and Reservations and Easements Affecting I-94 Business/Industrial Park, Jamestown, North Dakota “Once the Corporation (JSDC) appoints a Site Committee that contains no members of the Corporation Board or staff, the Site Committee shall thereafter be an independent body establishing its own rules of governance.”

A recommendation to appoint the individuals listed above to the Site Committee was made to the JSDC Board of Directors.

Dwaine Heinrich moved to approve appointing Dean Hafner, H & H Holdings; James Johannesson, Magnum Logistics; Kevin Thoele, Buffalo City Diesel; Chad Rudolph, Ag Country; and John Seifert, Stutsman Harley Davidson to the I-94 Site Committee, Bob Toso seconded the motion, and the motion passed unanimously by voice vote.

Airport Park Update: Corry gave a brief update on the Airport Park. Steve Aldinger from Interstate Engineering was unable to attend but did provide Corry with an email outlining the progress at the Airport Park since the last Board meeting. The following items remain to be completed: finish top soiling, remove clay stockpiles, seeding, and a water issue on Valley Gutter #1. The email from Steve Aldinger and a punch list as requested at the last Board of Directors Meeting was in One Drive for the JSDC Board’s review.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

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

- The Business Attraction Committee met on Monday, October 7th. The committee discussed Main Saver’s Flex PACE request presented at today’s Board meeting and the Affordable Housing Flex PACE request. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, October 28th.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee met on Tuesday, October 1st. The committee discussed the I-94 Site Committee presented at today’s meeting. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, November 5th.

Organizational Excellence Committee –

(Committee members consist of: Bob, 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 October committee meeting, therefore, the next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, November 19th.

Finance Committee-

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

- The Finance Committee has not met since the last Board of Directors Meeting. The Finance Committee meets on an as needed basis.

Action Items: None at this time.

Other: Nothing at this time.

Staff Reports:

CEO: Connie was not in attendance; her full report was in One Drive for review.

Business Development: Corry's full report was in One Drive for review.

Administrative Assistant: Beth's full report was in One Drive for review.

Office Manager: Tracey's 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: No individuals representing the County were present; no report was given.

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

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.

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

Adjourn: The meeting was adjourned at 12:32 p.m. by Kelly Rachel.

Tape Recorder stopped: 12:32 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant