



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

**Members Present:** Mark Klose, Chris Rathjen, Bill Lytle, Bob Toso, Gerald Horner, Dale Marks, Ritchie Wolf, Lorrie Pavlicek, Pam Phillips, Dwaine Heinrich, CJ Janke, and Marlee Siewert (via phone).

**Members Absent:** Jason Rohr, Kelly Rachel, and Tom Hausmann.

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

**Staff Absent:** none

**Guests Present:** Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Corey Bayer, Marvel Homes; Emily Bivens, Chamber of Commerce; Searle Swedlund, Jamestown Tourism; Joel Traiser, Gardenette, LLLP; and Tory Hart, Bank Forward.

**Call to order:** 11:45 a.m. by Chris Rathjen.

**Tape recorder started:** 11:45 a.m.

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

**Approval of Agenda:** The October 8, 2018 JSDC Board Agenda was approved as presented.

**President's Report:** Chris informed the Board that the November Board of Directors Meeting has been moved to Monday, November 5<sup>th</sup> due to the regular scheduled meeting for Monday, November 12<sup>th</sup> falling on the Veteran's Day holiday.

**Minutes:** Minutes from the September 10, 2018 Board of Directors Meeting were in the dropbox for review and approval.

*Dale Marks moved to approve the minutes of the September 10, 2018 Board of Directors Meeting as presented, Lorrie Pavlicek 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 the dropbox for review.

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

**Flex PACE for Housing Rehab:** Corry reported on the Flex PACE for Housing Rehab agenda item. Corry informed the Board that the Business Attraction Committee discussed a recent application for Flex PACE funding. The application discussed was for Gardenette, LLP; the application was in the Dropbox for the Board to review.

The discussion was the restriction on the approved Flex PACE Rubric that the owner must occupy 51% of the facility. The committee discussed the housing rehab projects we have done in the past and the progression and steps taken by the Business Attraction Committee and the full JSDC board to place that restriction on the program.

An alternative rubric for Multi-Family Housing Rehab projects was in the dropbox for the Board to review.

At the Business Attraction Committee Meeting on October 1<sup>st</sup>, Mark Klose made a motion for the Committee to move this item to the full JSDC Board of Directors with no recommendation; Tom Hausmann seconded the motion.

Joel Traiser, general partner of Gardenette LLLP, and Tory Hart, Bank Forward, were present to further clarify the request and answer any questions the Board of Directors had.

Joel gave a brief history of Gardenette to the Board. The Gardenette complex was built in the early 1970's and consists of 168 units. The complex was built to provide housing and services to low-income and full-paying tenants. Joel then gave an overview of the project, cost, and the projected timeline. Joel commented he is anticipating a project cost of \$465,000 to upgrade windows, doors, and other components of the 168-unit complex with work beginning fall of 2018 and completed spring of 2019.

A discussion was held by the Board of Directors. The Board expressed their thoughts and concerns on the request. Some of the thoughts brought to the table by members of the board were as follows: do we feel this request/project fits, we have heard the pros but we also need to think about the cons, concerns on the loan setting a precedent for other apartment complexes to apply, the mortgage process in the event the property is sold/ procedure of looking into taking out a promissory note by the development company to establish the repayment agreement, guidelines needing to be established for utilizing the Flex PACE program for renovations for existing apartments, etc.

After some discussion it was decided by the Board of Directors to send the request back to the Business Attraction Committee to establish guidelines for utilizing the Flex PACE program for apartment renovations. Once the committee has met, a Special Board of Directors meeting will be held to revisit the Gardenette request prior to October 23<sup>rd</sup> when Finance and Legal and County Commission meets.

*Bob Toso motioned to table the Flex PACE for Housing Rehab request and send back to the Business Attraction Committee to further discuss and establish guidelines, Dwaine Heinrich seconded the motion, and the motion passed unanimously. Roll Call: Bill- aye, Bob-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Ritchie-aye, Marlee-aye, and Chris-aye. Motion passed 12-0 with Kelly Rachel, Tom Hausmann, and Jason Rohr absent.*

## **Strategic Committee Reports:**

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

#### Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Mark, Bob, Curt, Bill, Corry, and Connie)

- The Business Attraction Committee met on Monday, October 1<sup>st</sup>. The committee reviewed the Flex PACE for Housing Rehab request item presented at today's meeting. The committee will meet again within the next 2 weeks to revisit the Flex PACE for Housing Rehab agenda item as requested by the Board. The next regular monthly scheduled Business Attraction Committee Meeting is Monday, November 5<sup>th</sup>.

#### Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee has not met since the last Board of Directors Meeting. The next regular Existing Business Outreach Committee Meeting is scheduled for Tuesday, November 6<sup>th</sup>.

#### Organizational Excellence Committee –

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

- The Organizational Excellence Committee met Tuesday, September 18<sup>th</sup>. The committee revisited the discussion on Board structure. There will not be an October Meeting. The next regular Organizational Excellence Committee meeting is scheduled for Tuesday, November 20<sup>th</sup>.

#### Finance Committee-

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

- Nothing was reported for the Finance Committee at this time. A meeting was scheduled for Monday, October 8<sup>th</sup> but was cancelled and will be rescheduled. The Finance Committee meets on an as needed basis.

#### **Action Items:**

- The Flex PACE for Housing Rehab agenda item will be taken back to the Business Attraction Committee for further discussion and to establish guidelines for utilizing the Flex PACE program for apartment renovations. The Gardenette, LLLP request will then be brought back to the Board of Directors at a Special Board Meeting to be held prior to October 23<sup>rd</sup> when Finance and Legal and the Stutsman County Commission meet.

**Other:** Nothing at this time.

#### **Staff Reports:**

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

**Business Development:** Corry reviewed his report; his full report was in the dropbox for review.

**Administrative Assistant:** Beth reviewed her report; her full report was in the dropbox for review.

**Office Manager:** Tracey reviewed her report; her full report was in the dropbox for review.

#### **Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich and Pam Phillips 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:** Emily Bivens was present and reported on the Chamber of Commerce.

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

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

**Adjourn:** The meeting was adjourned at 1:04 p.m. by Chris Rathjen.

**Tape Recorder stopped:** 12:50 p.m. (Recorder ran out of space so automatically stopped)

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant