



**JSDC Board of Directors Meeting  
November 13, 2017  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Kelly Rachel, Bob Toso, CJ Janke, Ramone Gumke, Mark Klose, Ritchie Wolf, Lorrie Pavlicek, Katie Andersen, Marlee Siewert, and Gerald Horner.

**Members Absent:** Chris Rathjen, Jason Rohr, Tom Hausmann, Dale Marks, 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; Kevin Haas, Legume Matrix; Keith Veil, MidMach; Casey Veil, MidMach; Corey Bayer, Marvel Homes; Pam Phillips, City Council; Maria Effertz Hanson, AE2S (entered at 12:08); Heather Syverson, AE2S (entered at 12:08); Karla Hoelscher, Train ND (entered at 12:40); and Joe Schreiner, Train ND (entered at 12:40).

**Call to order:** 11:45 a.m. by Kelly Rachel, the Vice President who is acting as the President in the President's absence and has the ability to perform such duties as authorized by Article 7 of JSDC's Bylaws.

**Tape recorder started:** 11:45 am

**Conflict of Interest:** None declared.

**Approval of Agenda:** The November 13, 2017 agenda was approved as modified with the removal of agenda item: Jamestown Ambulance Flex PACE Interest Buydown Request. There are a couple more items needed to complete the request before presentation to the Board of Directors therefore the agenda item will be moved to the December JSDC Board of Directors Meeting Agenda.

**President's Report:** Kelly Rachel noted he had nothing to report at this time in Chris's absence.

**Minutes:** *Katie Andersen moved to approve the minutes of the October 9, 2017 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

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

*Bob Toso moved to approve the October financial report as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

**Jamestown Ambulance Flex PACE Interest Buydown Request:** The Jamestown Ambulance Flex PACE Interest Buydown Request agenda item was moved to the December JSDC Board of Directors agenda.

**Mid Mach Flex PACE Interest Buydown Request:** Corry reported on the MidMach Flex PACE Interest Buydown Request agenda item. MidMach is purchasing additional equipment and building an addition to their current facility. This equipment will improve efficiency and give them the ability to produce break into untapped markets. This equipment is state of the art and the employees operating will be receiving training.

MidMach is requesting up to \$86,000 in Flex PACE Interest Buydown funds. The funds will be matched by the Bank of ND by up to \$200,000.

A recommendation was made to the JSDC Board of Directors to fully fund MidMach's request for \$86,000 at an 80/20 City= \$68,800/County= \$17,200 split.

Casey Veil and Keith Veil both from MidMach were in attendance to answer any questions the Board of Directors had. A few inquiries were made and a brief discussion was held.

*Ramone Gumke motioned to approve MidMach for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, and Kelly-aye. Motion passed 10-0 with Jason Rohr, Tom Hausmann, Chris Rathjen, Bill Lytle, and Dale Marks absent.*

**Legume Matrix Flex PACE Interest Buydown Request:** Corry reported on the Legume Matrix Flex PACE Interest Buydown Request agenda item. Legume Matrix, LLC. is adding two packing lines which will allow them to expand into small package markets. The new lines will allow them to handle product more efficiently and break into additional markets.

Legume Matrix, LLC. is requesting up to \$86,000 in Flex PACE Interest Buydown funds. The funds will be matched by the Bank of ND by up to \$200,000.

A recommendation was made to the JSDC Board of Directors to fully fund Legume Matrix, LLC. request for \$86,000 at an 80/20 City= \$68,800/County= \$17,200 split.

Kevin Haas from Legume Matrix, LLC was present and gave a brief overview on the request as well as answered any questions the Board of Directors had. A brief discussion was held.

*Bob Toso motioned to approve Legume Matrix, LLC. for up to \$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: Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, and Kelly-aye. Motion passed 10-0 with Bill Lytle, Chris Rathjen, Tom Hausmann, Dale Marks, and Jason Rohr absent.*

**AE2S Targeted Marketing:** The AE2S Targeted Marketing agenda item was addressed after JSDC staff reports. Maria Effertz Hanson, Client & Project Manager for AE2S and Heather Syverson, Media Specialist for AE2S were in attendance to present the Targeted Marketing Proposal put together for the Jamestown/Stutsman Development Corporation. The proposal outlined the opportunity for AE2S to provide communication and marketing services supporting the JSDC Strategic Plan by assisting JSDC in

engaging existing businesses, focusing on growth potential to current businesses and reaching a broader, targeted audience of potential new businesses.

All Board members received a handout of the proposal which also contained the schedule and fees included. The total cost to contract with AE2S for the marketing proposed is \$46,967 which would be an 80/20 City/County split.

After the presentation, Bob, Ramone and Katie all expressed positive points in support of the marketing plan. A number of inquiries were made by the Board of Directors and a discussion was held.

*Bob Toso moved to approve JSDC contracting with AE2S for a total cost of \$46,967 at an 80/20 City/County split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, Bob-aye, Katie-aye, and Kelly-aye. Motion passed 10-0 with Jason Rohr, Dale Marks, Bill Lytle, Tom Hausmann, and Chris Rathjen absent.*

**JSDC BOD Nominations:** Beth reported on the JSDC BOD Nominations agenda item. The JSDC Nominating Committee met on Friday, October 27th to review the two JSDC Board of Director members up for re-election as well as one application/resume of interest that was submitted. Board members whose current terms are expiring are: Gerald Horner, completing his 2nd term and Marlee Siewert, completing her 1st term.

The application/resume submitted and minutes from the Nominating Committee meeting were in the dropbox for the board's review.

A recommendation was made to the JSDC Board of Directors from the JSDC Nominating Committee to renew Gerald Horner for a 3rd term and Marlee Siewert for a 2nd term to the JSDC Board of Directors.

The JSDC Board of Directors were also asked to reaffirm the City and County appointees from JSDC; Ramone Gumke and Mark Klose.

*Katie Andersen motioned to approve the Nominating Committee's recommendation to renew Gerald Horner for a 3<sup>rd</sup> term and Marlee Siewert for a 2<sup>nd</sup> term to the JSDC Board of Directors and reconfirm Ramone Gumke to fill the City Representative position and Mark Klose to fill the County Representative position, Bob Toso seconded the motion, and the motion passed unanimously by voice vote.*

**Connie Ova's Annual Performance Appraisal:** Kelly reported that Chris performed Connie's annual performance appraisal; evaluation forms were sent to all BOD members for completion and returned to Chris for review. The overall performance review came in as above average. Chris's appraisal was in the dropbox; other BOD members' appraisals are on file and available upon request.

**Train ND Quarterly Review:** The Train ND Quarterly Report agenda item was addressed after the AE2S Targeted Marketing presentation. Karla Hoelscher and Joe Schreiner from Train ND were in attendance and gave a brief quarterly report on Train ND and their progress. The information presented was in the dropbox for review. Train ND will give another quarterly review at the February JSDC Board of Directors Meeting.

#### **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)

- No report was given.

Existing Business Outreach Committee-

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

- No report was given.

Organizational Excellence Committee –

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

- No report was given.

Finance Committee-

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

- No report was given.

**Action Items:** None 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's 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 was present and reported on the City.

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

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

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

**Adjourn:** The meeting was adjourned at 1:07 p.m. by Kelly Rachel.

**Tape Recorder stopped:** 1:07 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant