



**JSDC Board of Directors Meeting
December 11, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Chris Rathjen, Kelly Rachel, Bob Toso, CJ Janke, Ramone Gumke, Mark Klose, Ritchie Wolf, Lorrie Pavlicek, Katie Andersen, Gerald Horner, Tom Hausmann, Dale Marks, and Bill Lytle.

Members Absent: Jason Rohr and Marlee Siewert.

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

Guests Present: Chris Olson, Jamestown Sun; Searle Swedlund, Jamestown Tourism; Danica Chaput, ND Job Service; Becky Thatcher-Keller, Jamestown Chamber of Commerce; Corey Bayer, Marvel Homes; Pam Phillips, City Council; Stacey Bowerman, South Central Dakota Regional Council; Jim Boyd, Jamestown Regional Airport; and Ralph Friebe, Recycling Center of North Dakota.

Call to order: 11:46 a.m. by Chris Rathjen.

Tape recorder started: 11:46 am

Conflict of Interest: None declared.

Approval of Agenda: The December 11, 2017 agenda was approved as presented.

President's Report: Chris Rathjen thanked JSDC Board Members for a good 2017 and complimented their participation on the Board and various committees. Chris also thanked the JSDC staff for their work throughout the 2017 year.

Minutes: *Katie Andersen moved to approve the minutes of the November 13, 2017 Board of Directors Meeting as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.*

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

Bill Lytle moved to approve the November financial report as presented, Ramone Gumke seconded, and the motion passed unanimously by voice vote.

2017 Flex Interest Buydown Increase Allocation: Corry reviewed his memo in the dropbox on the 2017 Flex Interest Buydown Increase Allocation. Corry commented that throughout the year JSDC has completed many Flex PACE interest buydowns with our partner at the Bank of North Dakota and many financial institutions in this area. This has led to a number of projects and jobs created. Corry noted that

due to the larger number of Flex PACE interest buydowns completed this year that we will exceed the \$200,000 allocated for the program from the city and county.

Corry commented to the BOD that he believes this is a good problem to have and that it shows the success of the program throughout 2017.

A recommendation was made to the JSDC Board of Directors requesting the remaining total for the 2017 projects from the City of Jamestown and Stutsman County at an 80/20 split to not halt any progress these projects have made.

A brief discussion was held by the Board of Directors.

Kelly Rachel motioned to approve the Flex PACE request for the maximum community portion of up to \$345,000 for the 4 projects remaining for 2017, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, and Chris-aye. Motion passed 13-0 with Jason Rohr and Marlee Siewert absent.

Jamestown Ambulance Flex PACE Interest Buydown Request: Corry reported on the Jamestown Ambulance Flex PACE Interest Buydown Request agenda item. Ringdahl Inc. is renovating their current space to create a more energy efficient space along with additional space for office and an Education Coordinator. The renovation will create an improved environment for the administration and the public seeking education. Ringdahl Inc is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those 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 the Ringdahl Inc. request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Lorrie Pavlicek motioned to approve Ringdahl Inc. for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Bill Lytle seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, and Chris-aye. Motion passed 13-0 with Marlee Siewert and Jason Rohr absent.

Layered Salon Flex PACE Request: Corry reported on the Layered Salon Flex PACE Interest Buydown Request agenda item. Layered Salon is purchasing a building and renovating the space for a salon. The building they are purchasing has been sitting vacant for quite some time. Layered Salon is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those 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 the Layered Salon request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Ramone Gumke motioned to approve Layered Salon 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: Ritchie-aye, Tom-aye, Ramone-aye, Gerald-aye, Dale-aye, Lorrie-aye, CJ-aye, Mark-aye, Katie-aye, Bob-aye, Bill-aye, Kelly-aye, and Chris-aye. Motion passed 13-0 with Jason Rohr and Marlee Siewert absent.

Recycling Center of North Dakota Flex PACE Interest Buydown Request: Corry reported on the Recycling Center of North Dakota Flex PACE Interest Buydown Request agenda item. Recycling Center of North Dakota, LLC. is requesting Buydown funds to assist with the purchasing, renovating and equipment to establish a Jamestown location. They will be moving into the old 'Coca Cola' building. This will allow the Recycling Center of North Dakota to provide recycling services to all citizens of Jamestown. The service will also serve to extend the life of landfills. Recycling Center of North Dakota, LLC. is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those 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 the Recycling Center of North Dakota, LLC. request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Ralph Friebel from the Recycling Center of North Dakota 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 Recycling Center of North Dakota 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: Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Kelly-aye, Bill-aye, Bob-aye, and Chris-aye. Motion passed 13-0 with Marlee Siewert and Jason Rohr absent.

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)

- Corry noted that the Business Attraction Committee has not met and will resume monthly meetings again in January.

Existing Business Outreach Committee-

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

- Chris Rathjen noted that the Existing Business Outreach Committee has not met and will resume monthly meetings in January.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee did not meet in November or December. Regular monthly meetings will resume in January.

Finance Committee-

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

- Chris reported that the Finance Committee met on Wednesday, November 22nd. The committee went over 2017 finances and reviewed transactions for the audit. Chris commented the committee did not come across any concerns. The Finance Committee will meet again prior to sending the information to Schauer and Associates to audit.

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 gave a brief report; his 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 Tourism: Searle Swedlund was present and reported on Jamestown Tourism.

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.

South Central Dakota Regional Council: Stacey Bowerman was present and reported on South Central Dakota Regional Council.

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

Adjourn: The meeting was adjourned at 12:36 p.m. by Chris Rathjen.

Tape Recorder stopped: 12:36 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant