



**JSDC Board of Directors Meeting
December 9, 2019
Lower Level Conference Room
Official Minutes**

Members Present: Kelly Rachel, Dwaine Heinrich, CJ Janke, Bill Lytle, Lorrie Pavlicek, Chris Rathjen, Gerald Horner, Marlee Siewert, Mark Klose, Pam Phillips, Jason Rohr, and Tory Hart.

Members Absent: Steve Cichos, Bob Toso, and Ritchie Wolf

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

Staff Absent: Corry Shevlin.

Guests Present: Keith Norman, Jamestown Sun; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Mary Lou Urquhart, Chamber of Commerce BOD; Ben Aeseth, Interstate Engineering; Margie Johnson, South Central Dakota Regional Council; Luke Weiss, Border States Paving; Rod Johnson; Collins Aerospace; Nick Schauer, First Community Credit Union; Corey Bayer, Marvel Homes; and Searle Swedlund, Jamestown Tourism.

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

Tape recorder started: 11:46 a.m.

Conflict of Interest: Kelly Rachel declared a conflict of interest on The Dental Specialists Flex PACE Request agenda item and on the Monte Cole Flex PACE Request Agenda item; Unison Bank is the lender for both requests. Kelly will explain the requests but abstain from voting on both Flex PACE agenda items.

Approval of Agenda: The December 9, 2019 Board Agenda was approved as presented.

President's Report: Kelly Rachel presented plaques to three members of the JSDC Board of Directors who are finishing their term on the board the end of 2019. Plaques were presented to Chris Rathjen and Jason Rohr in recognition of their years served on the JSDC Board of Directors. Bob Toso also received a plaque for his time spent on the Board, however, he was not in attendance at the meeting.

Minutes: Minutes from the November 12, 2019 Special Board of Directors Meeting were in One Drive for review and approval.

Tory Hart moved to approve the minutes of the November 12, 2019 Special Board of Directors Meeting as presented, Chris Rathjen seconded, and the motion passed unanimously by voice vote.

Account Status Report: Tracey presented the 2019 Budget Performance through November to the Board of Directors; the typical monthly report was in One Drive for review.

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

The Dental Specialists Flex PACE Request: Kelly reported on The Dental Specialists Flex PACE Request agenda item. Corry's memo explaining the request was also in One Drive for the Board's reference. The Dental Specialists of Jamestown will be constructing a new building that will include accommodations for an Oral Surgeon and Orthodontics.

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

A recommendation was made at the Business Attraction Committee by Jason Rohr, seconded by Lorrie Pavlicek to fund The Dental Specialists Flex PACE request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

It was noted in the memo that there are sufficient funds for maximum approval for both of the projects on the Board agenda.

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

Lorrie Pavlicek motioned to approve The Dental Specialists 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, Gerald Horner seconded the motion, and the motion passed unanimously. Roll Call: Bill-aye, Chris-aye, Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Pam-aye, Tory-aye, and Jason-aye. Motion passed 11-0 with Steve Cichos, Bob Toso, and Ritchie Wolf absent and Kelly Rachel abstaining from the vote.

Monte Cole Flex PACE Request: Kelly reported on the Monte Cole Flex PACE Request agenda item. Corry's memo explaining the request was also in One Drive for review. Monte Cole will be purchasing a building in Jamestown for a Flooring Supply Store. They will be purchasing the Family Dollar building.

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 the Monte Cole Flex PACE request for up to \$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.

Pam Phillips motioned to approve the Monte Cole 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, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Dwaine-aye, Mark-aye, Lorrie-aye, CJ-aye, Gerald-aye, Tory-aye, Pam-aye, Jason-aye, Chris-aye, and Bill-aye. Motion passed 11-0 with Ritchie Wolf, Steve Cichos, and Bob Toso absent and Kelly Rachel abstaining from the vote.

Reaffirm City and County Appointees: Connie reported on the Reaffirm City and County Appointees agenda item. The JSDC Board of Directors were asked to reaffirm the City and County appointees on the JSDC Board; Pam Phillips, City Representative and Mark Klose, County Representative.

A brief discussion was held amongst the JSDC Board.

CJ Janke motioned to approve reaffirmation of Pam Phillips to fill the City Representative position and Mark Klose to fill the County Representative position on the JSDC Board of Directors, Tory Hart seconded the motion, and the motion passed unanimously by voice vote.

Connie's Annual Performance Review: Kelly reported on Connie's Annual Performance Review agenda item. Kelly noted that evaluation forms were sent to all Board members for completion and returned to him for review. The overall performance appraisal was very positive and overall performance was above average. Kelly's compiled BOD appraisal was in One Drive; other BOD members' appraisals are on file and available upon request.

Airport Park: Connie reviewed Corry's memo in One Drive regarding liquidated damages for the Airport Park. In Corry's memo it was noted that the Business Attraction committee met on Monday, November 25th and discussed liquidated damages for Border States Paving, Inc. and Strata Corporation.

The committee took into consideration a number of items that were provided including the work schedules for both Border States Paving and Strata as well as weather reporting. This information was available in One Drive for the Board's review.

- The Committee discussed the information that was provided for Border States Paving, Inc. The committee recommended assessing 25% of 14 days as liquidated damages.
 - $14 \times \$2,500 = \$35,000$. $\$35,000 \times 25\% = \$8,750$.
- The Committee discussed the information that was provided for Strata Corporation. The committee recommended assessing 25% of 7 days as liquidated damages.
 - $7 \times \$2,500 = \$17,500$. $\$17,500 \times 25\% = \$4,375$

A recommendation was made at the Business Attraction Committee by Lorrie Pavlicek, seconded by Ritchie Wolf, to assess liquated damages for the Airport Park as follows:

- Border States Paving, Inc. in the amount of \$8,750
- Strata Corporation in the amount of \$4,375

Luke Weiss from Border States Paving and Ben Aeseth from Interstate Engineering were in attendance for any questions the Board of Directors had.

A brief discussion was held by the Board.

Mark Klose motioned to approve the recommendation from the JSDC Business Attraction Committee to assess liquidated damages for the Airport Park from Border States Paving, Inc. in the amount of \$8,750.00 and from Strata Corporation in the amount of \$4,375.00, Dwaine Heinrich seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Pam-aye, Tory-aye, Jason-aye, Bill-aye, Chris-aye, and Kelly-aye. Motion passed 12-0 with Bob Toso, Ritchie Wolf, and Steve Cichos absent.

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, November 25th. The committee discussed The Dental Specialists Flex PACE Request and liquidated damages for the Airport Park both of which were included on today's agenda. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, December 30th.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee have not met since the last Board of Directors Meeting. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, January 7th.

Organizational Excellence Committee –

(Committee members consist of: Bob, Marlee, Kelly, Pam, Dwaine, Bill, Connie, Tracey, and Beth)

- The Organizational Excellence Committee met on Thursday, November 21st. The committee discussed term limits for elected officials, completion of term, and county mil levy. There will not be an Organizational Excellence Committee Meeting held in the month of December. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, January 21st.

Finance Committee-

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

- The Finance Committee met on Tuesday, December 3rd. The Finance Committee meets on an as needed basis.

Action Items: None at this time.

Other: Nothing in addition was discussed.

Staff Reports:

CEO: Connie's 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 and Pam Phillips were present and reported on the City.

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

Jamestown Chamber of Commerce: Emily Bivens was present and reported on the Jamestown Chamber of Commerce.

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

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

Train ND: Jerod Tengesdal was present and reported on Train ND.

South Central Dakota Regional Council: Margie Johnson was present and reported on South Central Dakota Regional Council.

Adjourn: The meeting was adjourned at 12:35 p.m. by Kelly Rachel.

Tape Recorder stopped: 12:35 p.m.

Respectfully submitted,
By Beth Blumhardt: JSDC Administrative Assistant