



**JSDC Board of Directors Meeting
February 5, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Katie Andersen, Marlee Siewert, Kelly Rachel, Mark Klose, Jason Rohr, CJ Janke, Bob Toso, Gerald Horner, Chris Rathjen, Ritchie Wolf, and Lorrie Pavlicek.

Members Absent: Bill Lytle and Ramone Gumke,

Staff Present: Corry Shevlin and Tracey Pringle.

Guests Present: Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Becky Thatcher-Keller, Jamestown Chamber of Commerce; Katherine Roth, UJ Entrepreneurship Center; and Stacy Bowerman, South Central Dakota Regional Council.

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

Tape recorder started: 11:45 am

Conflict of Interest: None

Approval of Agenda: Approved.

President's Report: Chris Rathjen reminded the Board of the Annual Meeting on April 25, 2016.

Minutes: *Marlee Siewert moved to approve the minutes of the January 8, 2018 Board of Directors Meeting as presented, Jason Rohr seconded, and the motion passed unanimously by voice vote.*

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

Marlee Siewert moved to approve the January financial report as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Storefront Improvement: Corry reviewed his memo in the dropbox. The Existing Business Committee is recommending approval of Storefront Improvement funding of \$100,000 with an 80% city/20% county split with the parameters included in the memo. Questions of whether this program fits with the JSDC Mission were discussed. The Board requested the Committee explore if this program is a good fit for JSDC by creating a rubric, obtaining the architectural standard guideline for review, etc.

Katie Andersen made a motion to send the Storefront Improvement request back to committee for further details to be discussed. Jason Rohr seconded. The motion passed unanimously by voice vote.

Growing Jamestown Award: Corry stated the Business Attraction Committee recommended Agri-Cover for the 2017 Growing Jamestown Award. Agri-Cover participated in a New Jobs Training project this year and is creating 44 jobs with this expansion.

Katie Andersen made a motion to approve Agri-Cover as the 2017 Growing Jamestown award recipient. Bob Toso seconded. The motion passed unanimously by voice vote.

I-94 Lot: Corry reviewed the information in the dropbox for Buffalo City Diesel to purchase Lot 5 of Block 4 in the I-94 Business Park. The New Business Attraction Committee is recommending approval for the sale from the City of Jamestown to Buffalo City Diesel.

Bob made a motion recommending the sale of I-94 Business Park Lot 5 of Block 4 be sold by the City of Jamestown to Buffalo City Diesel. Ritchie Wolf seconded. The motion passed unanimously. Roll Call: Chris-aye, Kelly-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Tom-aye, Ritchie-aye, Marlee-aye, and Jason-aye. Motion passed 12-0 with Bill Lytle, Dale Marks, and Ramone Gumke absent.

JSDC Audit: Tracey reviewed her memo in the dropbox. Duane Dunn of Schauer & Associates reported there is and “independence issue” with his firm providing audit services for 2017. Tracey requested approval to accept a proposal for 2017 auditing services from Brady Martz in Bismarck.

Kelly Rachel moved to approve 2017 auditing services from Brady Martz in Bismarck, ND. Marlee seconded. Motion approved unanimously. Roll Call: Chris-aye, Kelly-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Tom-aye, Ritchie-aye, Marlee-aye, and Jason-aye. Motion passed 12-0 with Bill Lytle, Dale Marks, and Ramone Gumke absent.

Small Business Development Center Host: Chris referred the Board to the dropbox for the Minutes of the Organizational Excellence Committee meeting on January 24, 2018. Corry stated the Committee is recommending to move forward in exploring the possibility of JSDC hosting a Small Business Development Center site.

Bob Toso made a motion for the staff continue to explore JSDC hosting a Small Business Development Center. Jason seconded the motion.

Katie gave some background and general information on SBDC to the Board prior to the vote. Bob stated there will need to be a partnership between JSDC, the Small Business Administration, and the Regional Council for which an agreement document will need to be created.

The motion was approved unanimously by voice vote.

Train ND Quarterly Report: Joe Schreiner reviewed the quarterly report which was included in the dropbox.

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

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 met earlier in the day regarding the Storefront Improvement program which was on today's agenda.

Organizational Excellence Committee –

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

- Bob reported the Organizational Excellence Committee last met on Wednesday, January 24th regarding SBDC which was on today's agenda. The next scheduled meeting is on Tuesday, February 20th.

Finance Committee-

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

- Tracey reported the last Finance Committee meeting on Tuesday, January 23rd was a review of 2017 year-end entries. Katie reported one I-94 Business Park Lot still needs a title transfer and those legal documents have been ordered. She also reported the new JSDC insurance coverages came in at less than what was quoted.

Action Items:

- Staff will continue to explore SBDC.
- Existing Business Outreach Committee to continue clarifying the Storefront Improvement program, including a rubric.

Other: None.

Staff Reports:

CEO: Chris reported Connie's 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 Chamber of Commerce: Becky Thatcher-Keller was present and reported on Jamestown Chamber of Commerce.

Jamestown Regional Entrepreneurship Center: Katherine Roth was present and reported on JREC.

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

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

Adjourn: The meeting was adjourned at 1:00 p.m. by Chris Rathjen.

Tape Recorder stopped: 1:00 p.m.

Respectfully submitted by,

Tracey J. Pringle, Office Manager