



**JSDC Board of Directors Meeting  
April 8, 2019  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Dwaine Heinrich, Kelly Rachel, Steve Cichos, Mark Klose, CJ Janke, Ritchie Wolf, Gerald Horner, Lorrie Pavlicek, Bob Toso, Jason Rohr, Pam Phillips (entered at 11:51 am), Marlee Siewert (entered at 11:52 am), and Bill Lytle (entered at 11:56 am).

**Members Absent:** Chris Rathjen and Tory Hart.

**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; Seale Swedlund, Jamestown Tourism; David Steele, City Council; Traci Redlin, South Central Dakota Regional Council; Jennifer Schultes, South Central Dakota Regional Council; Katherine Roth, Jamestown Regional Entrepreneurship Center; Nick Schauer, First Community Credit Union; Mindy Piatz, Brady Martz and Associates; Steve Aldinger, Interstate Engineering; Dernel Denning, Central Business Systems; Jerry Szarkowski, Mainsaver; and Colleen Lund, Mainsaver.

**Call to order:** 11:45 a.m. by Kelly Rachel

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

**Conflict of Interest:** Gerald Horner commented that he has a business connection with Szarkowski's so he will be abstaining from voting on the Mainsaver NJTF Request agenda item. Kelly Rachel noted he may possibly be abstaining from voting on the Mainsaver NJTF Request Agenda item as well due to a conflict of interest.

**Approval of Agenda:** The April 8, 2019 Board Agenda was approved as presented.

**President's Report:** Kelly Rachel gave a brief President's Report. Kelly reminded the Board that the JSDC Annual Meeting is scheduled for Wednesday, May 1<sup>st</sup> at the Quality Inn & Suites in Jamestown with a social starting at 5:00 pm and the Annual Meeting starting at 6:00 pm. Kelly encouraged Board Members to RSVP as soon as possible.

**Minutes:** Minutes from the March 11, 2019 Board of Directors Meeting were in the dropbox for review and approval.

*Ritchie Wolf moved to approve the minutes of the March 11, 2019 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

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

*Bob Toso moved to approve the March financial report as presented, Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.*

(Pam Phillips entered the meeting at 11:51 am)

(Marlee Siewert entered the meeting at 11:52 am)

**2018 JSDC Audit Review & Recommendation:** Kelly introduced Mindy Piatz from Brady, Martz and Associates to the Board and attendees. Mindy was in attendance to present the final 2018 Audit with the JSDC Board of Directors. Mindy noted before starting the review that this is a final draft of the audit so if no changes are made the audit will remain as stands.

(Bill Lytle entered the meeting at 11:56 am)

Mindy then presented the 2018 JSDC Audit and opened the floor to any inquires the Board had. Mindy also reviewed the Form 990, 990T, and North Dakota Form 40 with the Board of Directors.

Kelly inquired on the SEPA audit. Mindy commented that the SEPA audit was completed by them as well and a copy has been given to Connie. Kelly commented that if anyone would like a copy of the SEPA audit they can request a copy from Connie.

A correction was recommended by the Board to change the President's name on the 990 from Chris Rathjen to Kelly Rachel. Mindy commented that the change will be made and reflected on the finalized 990.

*Pam Phillips motioned to approve the 2018 JSDC Audit, along with the 990, 990T, and North Dakota Form 40 as presented with the correction to be made of the President's name on the 990, Bill Lytle seconded the motion, and the motion passed unanimously by voice vote.*

**Central Business Systems Flex PACE Request:** Corry reported on the Central Business Systems Flex PACE Request agenda item. Central Business Systems, Inc. is in the process of expanding their services they provide to include document shredding. They will be making improvements to their current facility and purchasing additional equipment to facilitate this expansion. This is a service not currently provided by a company in Stutsman County and will give our business community a local option.

Dernel Denning, Central Business Systems, and Nick Schauer, First Community Credit Union, were in attendance. Dernel gave a brief history and further explained the request as well as answered various questions from the JSDC Board of Directors.

The application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fund Central Business Systems 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. Kelly noted he will be abstaining from the vote.

*Lorrie Pavlicek motioned to approve Central Business Systems 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, CJ Janke seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Dwaine- aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Ritchie-aye, Bob-aye, Jason-aye, and Bill-aye. Motion passed 12-0 with Chris Rathjen and Tory Hart absent and Kelly Rachel abstaining from the vote.*

**Mainsaver NJTF Request:** Corry reported on the Mainsaver NJTF Request agenda item. The Mainsaver process is a trenchless lining process that can often restore in-place water distribution networks to original parameters effectively doubling the life of the existing pipe.

Jerry Szarkowski, Mainsaver, was in attendance and gave a brief history of Mainsaver and further explained the request as well as answered various questions from the JSDC Board of Directors.

Included in the dropbox for review was a proposal for a \$75,110 loan to be repaid with New Jobs Training Funds by Main Saver, Inc. and a completed New Jobs Training Application approved at ND Job Service.

A recommendation was made to the JSDC Board of Directors to approve a loan for \$75,110 to Mainsaver, Inc. at an 80/20 City= \$60,088/County= \$15,022 split for the hiring of 20 FTE for their operation.

Corry gave a brief overview to the Board and those in attendance on what New Job Training Funds are.

A discussion and inquiries were held by the Board of Directors. Kelly and Gerald abstained from the vote.

*Lorrie Pavlicek motioned to approve Mainsaver, Inc. for a \$75,110 loan at an 80/20 City= \$60,088/ County=\$15,022 split, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Bill-aye, Marlee-aye, Mark-aye, Dwaine-aye, CJ-aye, Lorrie-aye, Steve-aye, Pam-aye, Ritchie-aye, Bob-aye, and Jason-aye. Motion passed 11-0 with Tory Hart and Chris Rathjen absent and Gerald Horner and Kelly Rachel abstaining from the vote.*

**JSDC Funeral Leave Policy:** Tracey reported on the JSDC Funeral Leave Policy agenda item. On March 19, 2019 the Organizational Excellence Committee reviewed and made a revision to the Funeral Leave Policy. The committee recommends the funeral leave policy be revised by adding aunts and uncles to the policy defined under immediate family.

Included in the dropbox for review was the proposed revision to the Personnel Policy Manual and the minutes from the Organizational Excellence Committee on March 19, 2019.

*Bob Toso motioned to approve the revised change to the JSDC Funeral Leave Policy to include aunts and uncles under immediate family, CJ Janke seconded the motion.*

Lorrie requested clarification of what was discussed at the Organizational Excellence Committee Meeting to come to this recommendation. Bob and Dwaine, both members of the Organizational Excellence Committee, explained and reviewed what was discussed in that meeting that lead to their recommendation to add aunts and uncles to the funeral leave policy. Lorrie expressed her concern at the addition of “aunts and uncles” into the policy.

After a brief discussion amongst the Board the motion was reiterated by Kelly Rachel and returned to for final vote.

*Roll Call: Marlee-aye, Dwaine-aye, Mark-nay, CJ-aye, Lorrie-no, Steve-no, Gerald-no, Pam-aye, Ritchie-no, Bob-aye, Jason-no, Bill-no, and Kelly-aye. Motion was defeated with 7-no votes and 6-aye votes.*

The motion to add aunts and uncles to the JSDC Funeral Leave Policy was defeated, therefore, there will be no change to the JSDC Funeral Leave Policy, the policy will stay as is.

**Strategic Committee Reports:** (Strategic committee reports were not discussed at the meeting)

***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, March 25<sup>th</sup>. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, April 29<sup>th</sup>.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee has not met since the new committee members were established. A meeting has been scheduled for Tuesday, April 9<sup>th</sup>. Going forward, the committee will meet the first Tuesday of each month at 12:00 p.m. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, May 7<sup>th</sup>.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee met on Tuesday, March 19<sup>th</sup>. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, April 16<sup>th</sup>.

Finance Committee-

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

- The Finance committee met on Monday, March 25<sup>th</sup> to review the 2018 JSDC Audit. The committee will continue to meet on an as needed basis.

**Action Items:** None at this time.

**Other:** Steve Aldinger from Interstate Engineering was in attendance and gave a brief update on the Airport Business Park. Steve noted that the completion date of June 30, 2019 is still the anticipated date of completion weather pending.

**Staff Reports:**

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

**Business Development:** Corry's full report was in the dropbox for review.

**Administrative Assistant:** Beth's full report was in the dropbox for review.

**Office Manager:** Tracey's 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 reported on the County.

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

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

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

**South Central Dakota Regional Council:** Interim Executive Director for the South Central Regional Council, Jennifer Schultes was in attendance and introduced to those in attendance.

**Jamestown Chamber of Commerce:** Jason Rohr was present and reported on the Jamestown Chamber of Commerce.

**Adjourn:** The meeting was adjourned at 1:05 p.m. by Kelly Rachel.

**Tape Recorder stopped:** 1:05 p.m.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant