



**JSDC Board of Directors Meeting  
May 15, 2017  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Bob Toso, CJ Janke, Kelly Rachel, Ramone Gumke, Ritchie Wolf, Katie Andersen, Mark Klose, Dale Marks, Chris Rathjen, Lorrie Pavlicek, Gerald Horner, Jason Rohr, Tom Hausmann, and Bill Lytle (entered the meeting at 11:53 am).

**Members Absent:** Marlee Siewert

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

**Guests Present:** Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Becky Thatcher- Keller, Jamestown Chamber of Commerce; Cory Bayer, Marvel Homes; Jim Boyd, Jamestown Regional Airport; Searle Swedlund, Jamestown Tourism; and Dean Hafner, H & H Holdings.

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

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

**Conflict of Interest:** Kelly Rachel declared a conflict of interest for the Dunwoodie Loan Extension agenda item. Kelly noted that Kevin Dunwoodie does business with Unison Bank. The Board of Directors briefly discussed and all were in agreement that there was not an issue with Kelly being involved in the discussion or vote on the Dunwoodie Loan Extension agenda item.

**Approval of Agenda:** This was a special meeting therefore no additions or changes were made to the May 15, 2017 agenda; the agenda stands as presented.

**President's Report:** Chris Rathjen asked if there were any comments on the Annual Meeting held last month that anyone would want to share and also thanked Bob for chairing the meeting in her absence. Chris noted that there are extra Annual Reports and audits for those who were not in attendance at the meeting and would like one.

**Minutes:** *Katie Andersen moved to approve the minutes of the April 10, 2017 and the April 26, 2017 Board of Directors Meetings as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

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

*Ramone Gumke moved to approve the April financial report as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.*

**Thyssen Krupp Flex PACE:** This agenda item was presented after the MN Soy Office Lease agenda item as Dean Hafner would be attending and was not present yet.

Corry reviewed his memo in the dropbox on the Thyssen Krupp Flex PACE request. JK Holdings LLC recently purchased Lot 4 of Block 1 in the I-94 Business Park and is in the process of building a warehousing location for Thyssen Krupp. Thyssen Krupp is a primary sector certified corporation and will create 10 new FTE positions in their new location. JK Holdings LLC are aware that the business incentive will have to be passed through to the tenant of the building.

With the changes in the PACE and Flex PACE programs the requests are as follows:

- JK Holdings LLC is requesting up to \$215,000 in PACE Interest Buydown funds. JK Holdings qualifies for PACE funding as they are Primary Sector Certified by the ND Department of Commerce. Those funds will be matched by the Bank of ND for up to \$500,000.
- JK Holdings 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.

The recommendation to the Jamestown/Stutsman Board of Directors is to approve both funding requests up to the respective amounts on an 80/20 City/County split.

PACE Funding: City=\$172,000 County=\$43,000

Flex PACE Funding: City=\$68,800 County=\$17,200

(Dean Hafner entered the meeting at 12:01 pm)

The Board made a few inquiries regarding the request and a discussion was held.

*Kelly Rachel motioned to approve Thyssen Krupp for PACE Interest Buydown funds of up to \$215,000 and Flex PACE Interest Buydown funds for up to \$86,000 both funding with an 80/20 City/County split, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Ritchie-aye, Jason-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, and Chris-aye. Motion passed 14-0 with Marlee Siewert absent.*

Kelly made a comment that because of the new rules and requirements for PACE and Flex PACE, the whole PACE/Flex PACE topic should be taken back to a sub-committee to rethink the whole process and reanalyze going forward. The Board of Directors agreed, therefore, this will be further reviewed by the Organizational Excellence Committee at their next meeting in June.

**Dunwoodie Loan Extension:** Tracey reviewed her memo in the dropbox on the Dunwoodie Loan Extension request. On June 1, 2017, Dunwoodie Developments has a balloon payment due in the amount of \$121,305.76. Dunwoodie Developments is asking for a 5-year extension keeping their monthly payments the same at \$2,387.60. This request was discussed by the Finance Committee on Friday, May 5th.

The recommendation from the Finance Committee is to extended the loan of \$121,305.76 at the original interest rate of 5% with the first payment due June 1, 2017 and the final payment due February 1, 2022.

The new payment schedule and the original loan agreement were in the dropbox for review.

A brief discussion was held by the Board of Directors.

*Bob Toso motioned to approve the Finance Committee's recommendation for a 5-year extension on Dunwoodie Developments loan of \$121,305.76 at the original interest rate of 5% with the first payment due June 1, 2017 and the final payment due February 1, 2022, Dale Marks seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, and Chris-aye. Motion passed 13-0 with Bill Lytle and Marlee Siewert absent.*

**MN Soy Processors Office Lease:** Tracey reviewed her memo in the dropbox on the MN Soy Processors Office Lease agenda item. On Friday May 5th, the Finance Committee considered terms for Minnesota Soy Processors to lease the remaining space available in the Center for Economic Development.

The Finance Committee unanimously recommends leasing the two adjoining offices in the southwest corner of the Center for Economic Development building at \$550 per month for 18 months, with a month-to-month lease of \$575 per month at the conclusion of the original term.

Additional lease terms were in the dropbox for review.

(Bill Lytle entered the meeting at 11:53 am)

A discussion was held amongst the Board of Directors.

*Ramone Gumke motioned to approve the office space lease in the southwest corner of the Center for Economic Development building to MN Soy Processors at \$550 per month for 18 months, starting May 1, 2017 to October 31, 2018, with a month to month lease of \$575 per month at the conclusion of the original term, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, CJ-aye, Mark-aye, and Chris-aye. Motion passed 14-0 with Marlee Siewert absent.*

**Strat Plan Review/Timeline:** Corry reviewed the Strat Plan Review/Timeline agenda item. Corry noted the final Start Plan product from KLJ was in the dropbox for the Board's review. The Strategic Planning Session with KLJ was held last month after the April Board of Directors Meeting.

The Strategic Planning committees will review the goal and strategy timelines for their specific committee at their designated monthly meeting.

#### **Strategic Committee Reports:**

##### **Strategic Business Plan Committees:**

##### Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Mark, Ramone, Katie, Bob, Curt, Corry, and Connie)

- Corry reported the JSDC Business Attraction Committee met on Monday, May 1<sup>st</sup>. The committee talked about the Airport Business Park as well as moving along with writing that business plan. The next scheduled meeting date for the Business Attraction Committee will be on Monday, June 5<sup>th</sup>.

#### Existing Business Outreach Committee-

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

- Corry reported the JSDC Existing Business Outreach Committee met on Thursday, April 13<sup>th</sup>. At the last meeting, the committee discussed looking at an annual meeting of existing outreach businesses to look at what JSDC has to offer and what some other programs have to offer. The next Existing Business Outreach Committee Meeting will be held on Thursday, May 18<sup>th</sup>.

#### Organizational Excellence Committee –

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

- The JSDC Organizational Excellence Committee met on Wednesday, May 10<sup>th</sup>. The committee reviewed the Strategic Planning Goals specified for their committee. The committee will also be looking at the Marketing Audit component as well as the role JSDC plays in Workforce Attraction at their June meeting. The next scheduled meeting date for the Organizational Excellence Committee will be on Tuesday, June 20<sup>th</sup>.

#### Finance Committee-

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

- Chris reported the Finance Committee met on Friday, May 5<sup>th</sup>. Most of the items discussed in the committee were on the May Board of Directors Meeting Agenda. The Finance Committee meets as needed.

**Action Items:** There were no past action items to follow up on at this time.

- **New Action Items-** New rules and guidelines for PACE/Flex PACE are to be reviewed by a sub-committee. The sub-committee selected for this action item was the Organizational Excellence Committee. The Organizational Excellence Committee will review this at their monthly June meeting.

#### **Staff Reports:**

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

**Business Development:** Corry 's full report was in the dropbox. Corry noted he attended the AUVSI's Xponential 2017 conference and tradeshow in Dallas, Texas last week.

**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 and Ramone Gumke were present and reported on the City.

**Stutsman County:** Mark Klose and Dale Marks were present and reported on the County.

(Tape recorder ran out of available space and automatically stopped at approximately 12:35 pm.)

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

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

**South Central Dakota Regional Council:** Brenda Moritz was present and reported on South Central Dakota Regional Council.

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

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

**Adjourn:** The meeting was adjourned at 12:55 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant