



**JSDC Special Board of Directors Meeting
June 12, 2019
Lower Level Conference Room
Official Minutes**

Members Present: Bill Lytle, Mark Klose, Bob Toso, Steve Cichos, Dwaine Heinrich, Lorrie Pavlicek, CJ Janke, Gerald Horner, Ritchie Wolf, and Tory Hart.

Members Absent: Pam Phillips, Kelly Rachel, Marlee Siewert, Chris Rathjen, and Jason Rohr.

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

Staff Absent: none

Guests Present: Danica Chaput, ND Job Service; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Searle Swedlund, Jamestown Tourism; Luke Wiese, Border States Paving; and Steve Aldinger, Interstate Engineering.

Call to order: 11:45 a.m. by Bill Lytle, the Vice President who is acting as the President in the President's absence and has the ability to perform such duties as authorized by Article 7 of JSDC's Bylaws.

Tape recorder started: 11:45 a.m.

Conflict of Interest: No conflicts of interest were declared.

Approval of Agenda: The June 12, 2019 Board Agenda was approved as presented.

CJ Janke moved to approve the June 12, 2019 JSDC Board of Directors agenda as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.

President's Report: Kelly Rachel was not in attendance. There was not a President's report given.

Minutes: Minutes from the May 13, 2019 Board of Directors Meeting were in the dropbox for review and approval.

Bob Toso moved to approve the minutes of the May 13, 2019 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

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

Mark Klose moved to approve the May financial report as presented, Steve Cichos seconded, and the motion passed unanimously by voice vote.

2020 Draft Budget: Connie reviewed her memo in the dropbox on the 2020 Draft Budget agenda item. The Finance Committee met in May and recommended approval of the draft budget and that the JSDC Board of Directors review for recommendation of approval to Stutsman County Commission and Jamestown City Council.

The request from the City of Jamestown ED fund is for \$387,000 (unchanged from 2018) and from the Stutsman County Commission fund is for \$96,600 (they approved up to 2% increase from 2018). Connie noted that the revenue generated back to the City and County on an annual basis for loans principal and interest repaid is comparable to the amount requested from each.

Connie reviewed the 2020 Draft Budget in the dropbox with the JSDC Board of Directors and opened the floor to any questions or inquiries.

A brief discussion was held, a few inquiries were made by the Board of Directors in relation to the budget presented. Dwaine Heinrich also inquired as to what the exact names listed on the current deed to the Economic Development Center building are so everyone is aware of the current ownership of the building and the percentage of each of the owners. Connie will get that information from the deed and relay back to the Board of Directors.

Gerald Horner moved to approve the 2020 Draft JSDC Budget as presented, Bob Toso seconded the motion, and the motion passed unanimously by voice vote.

The 2020 Draft JSDC Budget will be taken to the Stutsman County Commission and Jamestown City Council for final approval.

- ❖ **Action item:** Connie will research the deed for the Economic Development Center building and provide the names of the current building owners along with the percentages owned and report back to the Board of Directors.

Airport Park Update: Luke Wiese from Border States Paving and Steve Aldinger from Interstate Engineering were in attendance to give the board an update on the Airport Park project and answer any inquiries Board members had. Luke noted that the project has had several setbacks that has and will hinder the contractors from completing the project by the original completion date of June 30, 2019. Many of these factors were out of their control such as weather, site conditions, scope change, and current delays such as sewer elevation correction, etc. Therefore, a time extension is being requested to complete the work by July 31, 2019. A detailed letter by Luke outlining the factors that have contributed to the request for an extension of completion was provided in the dropbox for review.

In Luke's letter it was stated that their intention is to complete the project to Station 14+50, less the top lift of asphalt by the June 30, 2019. This will allow full access to the North side of the Airport Business Park, while the south access will remain closed allowing them and their subcontractors to correct drainage elevations as needed in the south section. Upon completion of drainage elevation sewer, they would proceed with subgrade preparation, base then pave the bottom and 2nd lifts as planned. They will proceed to top lift of the entire project to complete the project. Luke stated that it is their fullest intention to complete the project in its entirety, providing a quality project that JSDC and the community can be proud of.

A discussion was held by the Board of Directors. Inquiries were made to Luke and Steve regarding the project and the request for an extension.

Dwaine Heinrich motioned to approve Border States Paving's request to extend the project completion date from June 30, 2019 to July 31, 2019, Tory Hart seconded the motion, and the motion passed by voice vote with 8 ayes and 2 nays.

Lorrie and Bob were both nays on the vote and expressed their concerns on granting an extension. Both agreed they weren't worried about Border States Paving completing the project as promised however they both expressed concerns about the subcontractors finishing their portion on time and not asking for any further extensions. The Board requested the JSDC write a Letter of Acceptance to Luke Wiese of Border States Paving approving the extension to July 31, 2019 along with notation of the JSDC Board's concerns and stating the Board is not open to further extensions and may take legal action if more extensions are requested. Connie noted she would write the Letter of Acceptance on behalf of the Board and send to Luke.

- ❖ **Action Item:** Connie will write a Letter of Acceptance from JSDC to Luke Wiese of Border States Paving approving an extension on project completion from June 30, 2019 to July 31, 2019 along with outlining board concerns and stating JSDC is not open to further extensions, if further extensions are requested legal action may be taken.

One Drive Setup: Tracey briefly reported on the One Drive Setup agenda item. Tracey informed the Board of Directors that she sent an email out to the Board with directions on how to download and set up One Drive on their iPad. JSDC will now be using One Drive rather than dropbox going forward for Board meetings and committee meetings. This will help make things consistent with City and County as they have now converted over to using One Drive as well. Tracey noted that Corry and herself would be available after the meeting if any board members had any questions or needed help installing One Drive on their iPad.

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, June 10th. The committee discussed the Airport Park update which was presented at today's meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, June 24th.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee met on Tuesday, June 4th. The committee discussed updating Strategic Plan goals. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, July 2nd.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. There will not be an Organizational Excellence Committee Meeting for the month of June. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, July 16th.

Finance Committee-

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

- The Finance Committee met on Friday, May 31st. The committee reviewed the 2020 Draft Budget which was presented at today's meeting. The Finance Committee meets on an as needed basis.

Action Items:

- ❖ Connie will research the deed for the Economic Development Center building and provide the names of the current building owners along with the percentages owned and report back to the Board of Directors.
- ❖ Connie will write a Letter of Acceptance from JSDC to Luke Wiese of Border States Paving approving an extension on project completion from June 30, 2019 to July 31, 2019 along with outlining board concerns and stating JSDC is not open to further extensions, if further extensions are requested legal action may be taken

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.

(Bob Toso exited the meeting at 12:47 pm)

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich and David Steele were present and reported on the City.

Stutsman County: Mark Klose and Steve Cichos were present and reported on the County.

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

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

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

Adjourn: The meeting was adjourned at 1:09 p.m. by Bill Lytle.

Tape Recorder stopped: 1:09 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant