



**JSDC Board of Directors Meeting  
July 13, 2020  
Zoom Meeting  
Official Minutes**

**Members Present:** Kelly Rachel, Ritchie Wolf, Jeremy Rham, Lorrie Pavlicek, CJ Janke, Nick Schauer, Rod Johnson, Mark Klose, Tory Hart, Marlee Siewert, Dwaine Heinrich, Mary Lou Urquhart, and David Steele.

**Members Absent:** Steve Cichos and Gerald Horner.

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

**Staff Absent:** none

**Guests Present:** Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Keith Norman, Jamestown Sun; Searle Swedlund, Jamestown Tourism, and Courtney Van Dyke, Bank Forward.

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

**Zoom Meeting recording started:** 11:45 a.m.

**Conflict of Interest:** Kelly Rachel inquired as to if there was a conflict of interest on any of the agenda items up for discussion at today's meeting. Tory Hart declared a conflict of interest on the Jamestown Gymnastics Flex PACE agenda item; therefore, Tory will abstain from voting on this request. Rod Johnson also declared a conflict of interest on the Airport Park Lease agenda item and will abstain from voting on the request.

**Approval of Agenda:** The July 13, 2020 Board Agenda was approved as presented. Kelly informed the Board that they would move the JSDC Nominating Committee Recommendation item listed under "Other" to the top of the agenda.

**JSDC Nominating Committee Recommendation:** Connie reported that the JSDC Nominating Committee held a Special meeting on Monday, July 13<sup>th</sup> prior to the JSDC Board of Directors Meeting to discuss and recommend a new City Board Appointment to the JSDC Board of Directors.

With the recent election of City Council members in June, the seat recently held by Pam Phillips for the City Council Representative on the JSDC Board of Directors has been opened; therefore, a new City Council Representative will need to be selected to fill the vacated seat. David Steele, a current City Council member, has agreed to serve on the JSDC Board of Directors as the new City Council Representative.

A recommendation was made at the JSDC Nominating Committee on Monday, July 13<sup>th</sup> by Ritchie Wolf, seconded by Mark Klose to extend the invitation to David Steele to fill the vacated City Council Representative seat on the JSDC Board of Directors. All members voted aye.

The Board briefly reviewed the Nominating Committee's recommendation.

*Marlee Siewert motioned to appoint David Steele to replace Pam Phillips as the City Council Representative on the JSDC Board of Directors, Ritchie Wolf seconded, and the motion passed unanimously.*

**President's Report:** Kelly noted he had nothing specific to report for his President's report. Kelly touched briefly on the COVID-19 pandemic.

**Minutes:** Minutes from the June 8, 2020 Board of Directors Meeting were in One Drive for review and approval.

*Marlee Siewert moved to approve the minutes of the June 8, 2020 Board of Directors Meeting as presented, Mark Klose seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the June financial report to the JSDC Board of Directors. The reports were in One Drive for review.

*Marlee Siewert moved to approve the June financial report as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**Jamestown Gymnastics Flex PACE Request:** Corry reviewed his memo on the Jamestown Gymnastics Flex PACE Request agenda item. The Jamestown Gymnastics Club is preparing for an extensive expansion and renovation. As mentioned in the letter attached to the application in One Drive, they will be able to provide additional activities for members of our community through the upgrades to the facilities.

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 approve the request for Flex PACE funds for Jamestown Gymnastics in the amount of \$81,845 an 80/20 City=\$65,476/County=\$16,369 split.

Courtney Van Dyke from Bank Forward was in attendance to further explain the request to the JSDC Board of Directors and answer any inquires they had.

A brief discussion was held by the JSDC Board of Directors.

*Lorrie Pavlicek motioned to approve Jamestown Gymnastics Flex PACE request for \$81,845 in Flex PACE Interest Buydown funds at an 80/20 City=\$65,476/County=\$16,369 split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Jeremy-aye, Rod-aye, and David-aye. Motion passed 10-0 with Tory Hart and Mary Lou Urquhart abstaining from the vote and Steve Cichos, Gerald Horner, and Nick Schauer absent.*

**Buffalo City Park Request:** Connie reviewed her memo on the Buffalo City Park Request agenda item. A request packet from Searle Swedlund, Executive Director of Jamestown Tourism, was in One Drive for review. The request is for \$25,000 to fund a market and financial feasibility assessment for Buffalo City Park. This includes detailed information and timeline from Apogee Attractions LLC. As Searle noted in the JSDC application this is a "new flagship experience for North Dakota" and specifically, for Jamestown and Stutsman County that will create new tax revenue for this community. Notably, all financial work (approximately \$100,000) to date has been paid for by private individuals and businesses. This work has produced concepts for

the Buffalo City Park. The amount requested is \$25,000 and is based on an 80/20 City = \$20,000/County = \$5,000 split.

Searle Swedlund from Jamestown Tourism was in attendance. Searle highlighted the Buffalo City Park project proposal which was in One Drive for the Board of Directors' review. After his presentation, Searle opened the floor to any questions the Board had.

The JSDC Board of Directors discussed the request and various inquiries were made.

*Dwaine Heinrich motioned to approve the request for \$25,000 at an 80/20 City=\$20,000/ County=\$5,000 split to fund a market & financial feasibility assessment for Buffalo City Park, Tory Hart seconded the motion, and the motion passed unanimously. Roll call: Kelly-aye, Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Jeremy-aye, Rod-aye, David-aye, Nick-aye, and Mary Lou-aye. Motion passed 13-0 with Gerald Horner and Steve Cichos absent.*

**SCDRC Dues Request:** Connie reviewed her memo on the South Central Dakota Regional Council (SCDRC) 2021 Dues Request agenda item. Connie noted included in One Drive was a request packet from SCDRC Interim Executive Director Traci Redlin for 2021 dues, the SCDRC projected budget, and current financials. The amount requested is \$36,458. Connie commented that this is the same amount as requested last year. The split, as recommended in the past is: City = 63%-\$22,969 and County = 37%-\$13,489.

The Board of Directors briefly discussed the request.

*Lorrie Pavlicek motioned to approve the South Central Dakota Regional Council 2021 Dues in the amount of \$36,458 at a 63/37 City=\$22,969/County=\$13,489 split, Dwaine Heinrich seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Jeremy-aye, David-aye, Rod-aye, and Mary Lou-aye. Motion passed 12-0 with Steve Cichos and Gerald Horner absent and Nick Schauer not present at the time of roll call.*

**Give Get Grow Campaign:** Corry briefly presented the Give Get Grow Campaign Request agenda item to the JSDC Board of Directors. The JSDC Funding Application was in One Drive for the Boards' review.

Emily Bivens, Chamber of Commerce Executive Director, was in attendance to explain the Give Get Grow Campaign request in further depth.

The Jamestown Area Chamber of Commerce, The Jamestown Stutsman County Development Corporation, along with area supporters are teaming up to help our local business members through the negative effects their business may have experienced these past months caused by the COVID-19 pandemic. We are all excited to be hosting the GIVE – GET – GROW Campaign starting on August 17<sup>th</sup>, 2020 and running through August 31<sup>st</sup>, 2020. The campaign will include an on-air radiothon and follow-up promotion to sell gift cards or gift certificates from participating merchants to local citizens and businesses. The goal is to inject much needed cash flow into our local Jamestown and Stutsman County businesses.

Any Jamestown or Stutsman County business can participate. They can sign up by contacting the Chamber by July 31<sup>st</sup>, 2020 at (701)252-4830 or by emailing Emily Bivens: [director@jamestownchamber.com](mailto:director@jamestownchamber.com). We anticipate 100+ businesses participating. They simply need to offer gift cards or gift certificates to their business and give a minimum donation of \$25 into the "matching pool".

The radiothon will start at 10:00 am on Monday, August 17<sup>th</sup>. There will be a phone bank of people there to take phone call orders – but the hope is that the majority of the orders will take place on an online platform. The Radio presence and promotion of the kick-off will air on Big Dog 95.5, 103.1 “The Raven”, Q101.1, TED-FM 97.1/103.1HD, and James-FM 107.1. All the radio stations will be focused on the event until 3pm. Talking to Chamber leaders, JSDC leaders, business owners, city leaders, anyone there that would like to be interviewed to promote and advocate for the event. It can also be on the Chamber's Facebook page, each of i3G Media's Facebook pages, and the JSDC Facebook page. We will be encouraging people to go online or call to order gift cards or certificates to participating local restaurants, retailers, and small businesses. We will also be explaining the “Matching Pool”. These funds will be created with donations from organizations, clubs, businesses, and citizens of Jamestown and Stutsman County. While the matching pool funds last – anyone that is ordering gift cards or certificates will experience BOGO! (Example: While the matching pool is active, if someone orders a \$25 gift card to a local restaurant, they will receive TWO \$25 gift cards. The business will receive \$25 dollars from the local citizen and \$25 from the matching pool funds. The citizen will be mailed \$50 in gift cards – while only paying \$25) The restaurant makes \$50, the local citizen gets a great deal, and the giving will continue like that until the “matching pool” depletes.

After the radiothon, the campaign will continue being promoted on social media and radio through August 31<sup>st</sup>, 2020. The BOGO or matching of their purchase will only last as long as the “matching pool” lasts. People can order gift cards or gift certificates by: • Ordering online at: • Calling (701) 252-4830 • Emailing and order form found online: After August 31<sup>st</sup>, 2020, Chamber staff will contact all businesses with the total number of gift cards purchased for their establishment and will arrange pick up and payment of those cards by check through the Chamber office. Our goal is to have a check in the business owner's hands and all gift cards mailed out to purchasers by September 7<sup>th</sup>, 2020.

After Emily's presentation, a discussion was held by the JSDC Board of Directors. An inquiry was made as to if this fits into the JSDC mission. Corry noted he looked into the JSDC Bylaws and Policies to make sure it fits within the JSDC parameters and after reviewing Corry commented that it does fit. A suggestion was also made by one of the BOD members to Emily to possibly see some sort of report done at the end of the campaign.

*Ritchie Wolf motioned to approve the request for \$5,000 for the Give Get Grow Campaign at an 80/20 City=\$4000/County=\$1,000 split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Jeremy-aye, Rod-aye, Nick-aye, and David-aye. Motion passed 12-0 with Gerald Horner and Steve Cichos absent and Mary Lou Urquhart abstaining from the vote.*

**Airport Park Lease:** Corry reported on the Airport Park Lease agenda item. Collins Aerospace is interested in leasing the 5.99 acres directly south of their current site. The infrastructure cost associated to that parcel is \$182,647. They would like to amortize the cost over 10 years.

Corry commented that if the JSDC Board of Directors would agree to these terms, we would issue a Promissory Note with the appropriate terms and release that portion of the existing Lease with Jamestown Regional Airport Authority to allow Collins Aerospace the ability to lease the land for their project.

A recommendation was made to the JSDC Board of Directors at the Business Attraction Committee Meeting on Monday July 13<sup>th</sup> by Kelly Rachel, seconded by Lorrie Pavlicek, to recommend approval to release 5.99 acres for \$182,647 amortized over 10 years for the purpose of Collins Aerospace to secure a lease with the Jamestown Regional Airport Authority. All voting members voted aye; motion passed. Rod Johnson abstained from the vote due to a conflict of interest.

A brief discussion was held by the Board.

Marlee Siewert motioned to approve the release of 5.99 acres for \$182,647 amortized over 10 years for the purpose of Collins Aerospace to secure a lease with the Jamestown Regional Airport Authority, Dwaine Heinrich seconded the motion, and the motion passed unanimously by voice vote w/ Rod Johnson abstaining from the vote.

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

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

###### Business Attraction Committee-

(Committee members consist of: Kelly, CJ, Dwaine, Lorrie, Mark, Steve, Gerald, Ritchie, Rod, Corry, and Connie) *\*2020 Members\**

- The Business Attraction Committee met on Monday, June 29<sup>th</sup> and again on Monday, July 13<sup>th</sup> via Zoom Meetings. The committee discussed the Give Get Grow Campaign, National Guard, and the Airport Park Lease. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, July 27<sup>th</sup>.

###### Existing Business Outreach Committee-

(Committee members consist of: Kelly, CJ, Mary Lou, Ritchie, Nick, Tory, David, Jeremy, Corry, and Connie) *\*2020 Members\**

- The Existing Business Outreach Committee met on Tuesday, July 7<sup>th</sup>. The committee held a discussion on SEPA throughout the years. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, August 4<sup>th</sup>.

###### Organizational Excellence Committee –

(Committee members consist of: Kelly, Mary Lou, Marlee, Lorrie, David, Tory, Connie, Tracey, and Beth) *\*2020 Members\**

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. There will not be a July meeting due to the JSDC Strategic Planning Session being held the same day. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, August 18<sup>th</sup>.

###### Finance Committee-

(Committee members consist of: Kelly, Marlee, Dwaine, Steve, Rod, Nick, Gerald, Tracey, and Connie) *\*2020 Members\**

- The Finance Committee meets on an as needed basis.

**Action Items:** Nothing at this time.

**Other:** The JSDC Nominating Committee Recommendation agenda item originally under “Other” was moved at the start of the meeting to the beginning of the agenda.

#### **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:** Beth’s full report was in One Drive for review.

**Finance/Administrative:** Tracey’s full report was in One Drive for review.

#### **Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich and David Steele were in attendance and reported on the City of Jamestown.

**Stutsman County:** Mark Klose was in attendance and reported on Stutsman County.

**Job Service of North Dakota:** Danica Chaput was in attendance and reported on Job Service of North Dakota.

**Jamestown Chamber of Commerce:** Emily Bivens was in attendance and reported on the Jamestown Chamber of Commerce.

**Adjourn:** The meeting was adjourned at 1:11 p.m. by Kelly Rachel.

**Zoom Meeting Recording Ended:** 1:11 p.m.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant