



**JSDC Board of Directors Meeting
July 9, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Mark Klose, Bill Lytle, Bob Toso, Marlee Siewert, Dale Marks, CJ Janke, Gerald Horner, Chris Rathjen, Lorrie Pavlicek, Jason Rohr, Ritchie Wolf and Pam Phillips (appointed to JSDC Board at meeting).

Members Absent: Kelly Rachel, Tom Hausmann, and Dwaine Heinrich.

Staff Present: Connie Ova and Beth Blumhardt.

Staff Absent: Corry Shevlin and Tracey Pringle.

Guests Present: Keith Norman, Jamestown Sun; Katherine Roth, UJ Entrepreneurship Center; Sarah Hellekson, City of Jamestown; Danica Chaput, ND Job Service; Searle Swedlund, Jamestown Tourism; Maria Effertz-Hanson; and Stacey Bowerman, South Central Dakota Regional Council.

Call to order: 11:47 a.m. by Chris Rathjen.

Tape recorder started: 11:47 am

Conflict of Interest: None to declare.

Approval of Agenda: The July 9, 2018 JSDC Board of Directors Meeting Agenda was approved as presented.

President's Report: Chris thanked Connie and the JSDC staff for the time and hard work they put into the EDND Summer Conference held in June. Chris also shared a letter of appreciation from the Gladstone to the JSDC for holding the EDND Conference at their facility.

Minutes: *Dale Marks moved to approve the minutes of the June 11, 2018 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey was not in attendance at the meeting. The June financials were included in the dropbox for the Board of Directors' review.

Bill Lytle moved to approve the June financial report as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Replacement of City Council Representative: Chris reported on the Replacement of City Council Representative agenda item. Chris informed the committee with the results of the recent election Ramone Gumke and Katie Andersen's seats on the Board of Directors were left vacant. Chris noted the vacant seat on the Board left by Mayor Katie Andersen has now been replaced with the newly elected Mayor Dwaine

Heinrich. Mayor Heinrich appointed himself to the JSDC Board of Directors at the City Council Meeting in June when the change of elected officials was conducted.

A recommendation was made by Chris Rathjen to the Board of Directors to appoint Pam Phillips to fill the vacancy left by former City Council Member Ramone Gumke. Chris commented Pam has been attending JSDC's Board meetings already as a City Council member and has shown interest in participating on the Board therefore Chris felt she would be a could fit to fill the vacant seat.

Bill Lytle moved to approve the recommendation to appoint Pam Phillips to fill the vacant City Council Representative seat on the JSDC Board of Directors, Jason Rohr seconded the motion, and the motion passed unanimously by voice vote.

2019 Regional Council Dues: Connie reviewed the 2019 Regional Council Dues Request agenda item with the Board of Directors. A Transmittal letter and Application was also in the dropbox for review. Stutsman County Dues for 2019 being requested are in the amount of \$36,458 which was approved by the SCDRC Executive Board on February 21, 2018 and by the SCDRC Board of Directors on March 21, 2018. Connie verified with Stacey that this is a 3% increase from last year's request. Before addressing the 2019 dues further, Connie commented that the JSDC is still withholding \$16,000 of its dues payment to the Regional Council for 2018 because the Regional Council was no longer providing Small Business Development Center Services which they discontinued in December of 2017. The JSDC later approved paying the \$16,000 to the Regional Council with the understanding that the Regional Council agree to pay \$15,000 toward the operation of a Small Business Development Center at the JSDC. This would be a mutual check exchange between the JSDC and the Regional Council. Connie commented currently there has been three applicants for the Small Business Development Center position advertised but the interview process has not begun. Connie also noted that the JSDC will not use those dollars until someone is hired to fill that position and in place. Connie expressed her opinion to the Board that she feels the 2018 dues should be resolved before approving the 2019 dues.

Stacey Bowerman, Executive Director of SCDRC, was in attendance and presented his request to the JSDC Board of Directors. A discussion and a few inquires were made by the Board.

Bob Toso motioned to withhold all payment of Regional Council dues until there is a signed agreement no later than August 1st, 2018, resolving the 2018 dues and payment to the JSDC, Bill Lytle seconded the motion, and the motion passed unanimously. Roll Call: Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Ritchie-aye, Marlee-aye, Jason-aye, Bill-aye, Bob-aye, and Chris-aye. Motion passed 12-0 with Kelly, Dwaine, and Tom absent.

AE2S: Maria Effertz-Hanson of AE2S was in attendance and presented the Integrated Marketing and Communications Plan to the JSDC Board of Directors. The PowerPoint presentation was also in the dropbox for review. After the presentation, Maria opened the floor to any questions and inquires the Board of Directors had. Chris commented that after they receive the full report from AE2S they will discuss the next step in this process as a board.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

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

- The Business Attraction Committee met Monday, July 2nd. The committee discussed the Airport Business Park Ground Breaking. The next Business Attraction Committee Meeting is scheduled for Monday, August 6th.

Existing Business Outreach Committee-

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

- Chris reported the Existing Business Committee met Tuesday, July 3rd. The committee discussed downtown improvements and the AE2S toolkit. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, August 7th.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee did not meet in June. The next Organizational Excellence Committee meeting is scheduled for Tuesday, July 17th.

Finance Committee-

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

- The Finance Committee did not meet since the last BOD meeting. The next Finance Committee Meeting will be scheduled as needed.

Action Items: Nothing at this time.

Other: Nothing at this time.

Staff Reports:

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

Business Development: Corry was not in attendance; his full report was in the dropbox for review.

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

Office Manager: Tracey was not in attendance; her full report was in the dropbox for review.

Ex-Officio Reports:

City of Jamestown: Pam Phillips was present and reported on the City.

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

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

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

Adjourn: The meeting was adjourned at 1:06 p.m. by Chris Rathjen.

Tape Recorder stopped: 1:06 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant