



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

Members Present: Kelly Rachel, Mark Klose, Gerald Horner, Bob Toso, Ritchie Wolf, Dwaine Heinrich, CJ Janke, Jason Rohr, Chris Rathjen, Steve Cichos, Lorrie Pavlicek, Marlee Siewert, and Tory Hart.

Members Absent: Bill Lytle and Pam Phillips

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

Staff Absent: none

Guests Present: David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Jennifer Schultes, South Central Dakota Regional Council; Keith Norman, Jamestown Sun; Searle Swedlund, Jamestown Tourism; Ian Carlstrom, Small Business Development Center; Luke Wiese, Border States Paving; Steve Aldinger, Interstate Engineering; and Jonathan Beyer, Jonny B's.

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

Tape recorder started: 11:45 a.m.

Conflict of Interest: Kelly Rachel declared a conflict of interest on Jonny B's Flex PACE Request agenda item. Kelly will abstain from voting on the Jonny B's Flex PACE request.

Approval of Agenda: Kelly commented that the Airport Park Update agenda item further down on the agenda will be moved up as Luke Wiese and Steve Aldinger who were both in attendance to present the update had another obligation to attend. The agenda was approved as presented.

President's Report: Kelly reminded the Board of Directors about the election of board members towards year end. Kelly noted that Chris Rathjen and Bob Toso are completing the end of their 3rd term in December of this year. Bill Lytle will also be finishing up his 2nd term end of December and is eligible for a 3rd term. Kelly commented that board openings will be public noticed, however, if any board members had any suggestions or names of potential candidates please reach out to him and/or Connie.

Minutes: Minutes from the July 8, 2019 Board of Directors Meeting were in One Drive for review and approval.

Steve Cichos moved to approve the minutes of the July 8, 2019 Board of Directors Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.

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

Ritchie Wolf moved to approve the July financial report as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.

Jonny B's Flex PACE Request: Corry reported on the Jonny B's Flex PACE Request agenda item. Jonny B's LLC is a local restaurant located in downtown Jamestown. They are in the process of purchasing the building they are currently located in.

Jonathan Beyer, Jonny B's, was in attendance to present the request and answer various questions from the JSDC Board of Directors.

The application and Flex PACE rubric were in One Drive for review. Corry commented that they are currently working with different lenders therefore when he has the draft amortization schedule, he will make it available for the Board.

A recommendation was made by the Business Attraction Committee to the JSDC Board of Directors to fund Jonny B's Flex PACE 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 Rachel abstained from the vote.

Tory Hart motioned to approve Jonny B's 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, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Chris-aye, Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Tory-aye, Ritchie-aye, Bob-aye, and Jason-aye. Motion passed 12-0 with Pam Phillips and Bill Lytle absent and Kelly Rachel abstaining from the vote.

Increase Flex PACE 2019: Corry reviewed his memo in One Drive on the Increase Flex PACE 2019 agenda item. Through the first seven months of 2019 the Flex PACE program was very successful with 4 approvals within many different industries. Corry included a list of projects in the memo.

Corry commented that the process for the 2019 Flex PACE Program has allowed JSDC to keep track of the appropriated dollars more closely than in previous years. At this time there is \$33,926 left to fund Flex PACE projects for 2019. Corry noted that there is also another request for funding for Flex PACE dollars on the Board agenda for this meeting.

Corry commented that JSDC would like to continue the program for the remainder of 2019 using the current program parameters with an increased dollar amount for the program.

A recommendation was made to the JSDC Board of Directors to request \$200,000 for the remaining months of 2019; this would be at an 80/20 City=\$160,000/County=\$40,000 split. Any dollars not used by the end of 2019 would be de-obligated and the 2020 program would be presented to the City and County after the committee and the JSDC Board has had time to review the 2019 Flex PACE Program.

The Board of Directors made a few inquiries/comments and discussed the request. The Board requested to see a spreadsheet of Flex PACE projects at the September Board of Directors Meeting.

Chris Rathjen motioned to approve the request for an additional \$200,000 from the City and County for the Flex PACE program for the remaining months of 2019 at an 80/20 City=\$160,000/County=\$40,000 split with any dollars not used by the end of 2019 being de-obligated, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: Lorrie-aye, Gerald-aye, Steve-aye, Tory-aye, Ritchie-aye, Bob-aye, Jason-aye,

Chris-aye, Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, and Kelly-aye. Motion passed 13-0 with Bill Lytle and Pam Phillips absent.

❖ **Action Item:** Include spreadsheet for Flex PACE at the September JSDC Board of Directors Meeting.

Jamestown Tourism Grant Request: Searle Swedlund, Executive Director of Jamestown Tourism was in attendance and presented the annual request for matching dollars to the JSDC Board of Directors.

Jamestown Tourism is requesting \$75,000 to help fund tourism sites, events, and other recreational entities that generate economic impact by bringing visitors to Jamestown. These dollars are allocated through an application process where the organization presents the request in front of the five-member Jamestown Tourism Grant Executive Board for approval.

Tourism is continually working to leverage these dollars in ways that both bring visitors to Jamestown and create ways to increase the time here. Often projects that are good for the visitor create quality of life and opportunities for leisure and recreation for those living in and around Jamestown.

An application along with Tourism's 2020 proposed budget were in One Drive for review.

Steve Cichos motioned to approve Jamestown Tourism's request for \$75,000 in matching dollars, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Tory-aye, Ritchie-aye, Bob-aye, Jason-aye, Chris-aye, Marlee-aye, Dwaine-aye, and Kelly-aye. Motion passed 13-0 with Pam Phillips and Bill Lytle absent.

Airport Park Update: The Airport Park Update agenda item was moved to the beginning of the agenda at the start of the meeting. Luke Wiese, Border States Paving, and Steve Aldinger, Interstate Engineering, were both in attendance and gave an update on the progress at the Airport Business Park. Luke noted that pending weather the majority of work should be finished up this week with only a few minor items to wrap up.

Energy Efficiency Improvements & Grant: Tracey reviewed her memo in One Drive on the Energy Efficiency Improvements & Grant agenda item. JSDC is eligible for the State Energy Program Grant which provides 80% funding for energy efficiency improvements. JSDC would be required to provide 20% of the total project cost. The brochure for the program was in One Drive for review. Awards range from \$5,000 to \$50,000. The Building Committee has considered improvements to the HVAC system and changing all florescent lights to LED bulbs in the building. LED quotes were requested from all Chamber member electricians. HVAC quotes were requested from all HVAC contractors in Stutsman County. The HVAC quote from Central Dakota Mechanical was in One Drive for review. The motors that run our air handlers are original to the building from 1960 and are not efficient. Also, electricity is used 24/7 for the air handlers/air conditioning. The proposed improvements on the HVAC system will allow us to shut down air handlers/air conditioner during off hours and increase overall energy efficiency with new motors. Approximate cost is \$13,840, 20% of which would be \$2,768. Also included in One Drive were the quotes for LED replacements. LED bulbs are much more efficient than florescent and last longer which will reduce costs for electrician labor of replacing bulbs. Proposed cost is \$10,143, 20% of which is \$2,029. The Energy Savings Analysis related to LED replacements was available for review in One Drive.

A recommendation was made by the Building Committee to the JSDC Board of Directors for approval of no more than \$25,000 and acceptance of both quotes' contingent on approval of the State Energy Program grant. This will be a special request to City/County for reimbursement on an 80% City, 20% County split.

Chris Rathjen motioned to approve JSDC's request to apply for the State Energy Program Grant in the amount of \$25,000 with 20% reimbursement from the City and County at an 80/20 City=\$4,000/County=\$1,000 split along with acceptance of both quotes contingent on grant approval, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Jason-aye, Bob-aye, Ritchie-aye, Tory-aye, Gerald-aye, Steve-aye, Lorrie-aye, CJ-aye, Mark-aye, Dwaine-aye, Marlee-aye, Chris-aye, and Kelly-aye. Motion passed 13-0 with Pam Phillips and Bill Lytle absent.

Strategic Committee Reports:

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, July 29th. The committee discussed the Airport Park, Flex Pace additional funds, and Jonny B's Flex PACE. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, August 26th.

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, August 6th. The committee discussed Train ND, website/marketing material, and D & B Portables. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, September 3rd.

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. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, August 20th, however due to a scheduling conflict the meeting will be held on Tuesday, August 27th this month.

Finance Committee-

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

- The Finance Committee met on Monday, July 22nd. The Finance Committee discussed the 2019 Mid-Year Budget Review and funding. The Finance Committee meets on an as needed basis.

Action Items:

- Corry will include a spreadsheet for Flex PACE at the September JSDC Board of Directors Meeting as requested for the Increase Flex PACE 2019 agenda item.

Other: Nothing at this time.

Staff Reports:

CEO: Connie reviewed her report; her full report was in One Drive for review.

Business Development: Corry's full report was in One Drive for review.

Administrative Assistant: Beth's full report was in One Drive for review.

Office Manager: Tracey's full report was in One Drive for review.

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich was present and reported on the City.

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

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

Jamestown Tourism: Searle Swedlund was present; Searle did not have anything to report at this time.

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

Adjourn: The meeting was adjourned at 12:54 p.m. by Kelly Rachel.

Tape Recorder stopped: 12:54 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant