



**JSDC Board of Directors Meeting
August 13, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Pam Phillips, Mark Klose, CJ Janke, Gerald Horner, Ritchie Wolf, Kelly Rachel, Lorrie Pavlicek, Tom Hausmann, Dwaine Heinrich, Chris Rathjen, and Bill Lytle (via phone at 12:00 pm)

Members Absent: Bob Toso, Dale Marks, and Jason Rohr.

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

Staff Absent: none

Guests Present: Keith Norman, Jamestown Sun; Katherine Roth, UJ Entrepreneurship Center; Danica Chaput, ND Job Service; Searle Swedlund, Jamestown Tourism; Corey Bayer, Marvel Homes; Maria Effertz-Hanson, AE2S (via phone); David Steele, City Council; Clarice Liechty, community member; and Karla Hoelscher, Train ND.

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

Tape recorder started: 11:45 am

Conflict of Interest: Pam Phillips declared a conflict of interest on agenda item (K) Jamestown Tourism Matching Grant Funds Request. Pam noted that she serves on the Tourism Board, therefore she would like to be included in the discussion but would abstain from voting. The Board agreed that Pam could partake in the discussion but would abstain from voting on this agenda item.

Approval of Agenda: The August 13, 2018 JSDC Board Agenda was revised by the removal of the following agenda items: JSDC Board Vacancies and Small Business Development Center. The JSDC Board Vacancies agenda item will go back to the Organizational Excellence Committee for further discussion. The Small Business Development Center agenda item is still waiting on information requested. These agenda items will be revisited by the Board of Directors at a future Board Meeting. The JSDC Board of Directors Meeting Agenda for August 13, 2018 was approved as revised.

President's Report: Chris noted she had nothing to report at this time.

Minutes: Minutes from the July 9, 2018 Board of Directors Meeting and minutes from the August 6, 2018 Special Board of Directors Meeting were in the dropbox for review and approval.

Marlee Siewert moved to approve the minutes of the July 9, 2018 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Marlee Siewert moved to approve the minutes of the August 6, 2018 Board of Directors Meeting as presented, CJ Janke seconded the motion, 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 the dropbox for review.

Pam Phillips moved to approve the July financial report as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.

Looyesen I Care Flex PACE Request: Corry reported on the Looyesen I Care Flex PACE Request agenda item. Steven Looyesen is expanding and completely remodeling the current Looyesen I Care building located at 821 1st Ave S. The project will double the size of the building and will allow Looyesen to expand service to their patients.

Steven Looyesen 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 application and Flex PACE rubric were included in the dropbox for review.

At the Business Attraction Committee meeting, CJ Janke made a recommendation to the JSDC Board of Directors to fully fund Steven Looyesen's request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split. Mark Klose seconded the motion.

Kelly Rachel motioned to approve Looyesen I Care/Steven Looyesen for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County = \$17,200 split, Tom Hausmann seconded the motion, and the motion passed unanimously. Roll Call: Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Pam-aye, Tom-aye, Ritchie-aye, Marlee-aye, Kelly-aye, and Chris-aye. Motion passed 11-0 with Bill Lytle, Bob Toso, Dale Marks, and Jason Rohr absent.

Holte Construction Flex PACE Request: Corry reported on the Holte Construction Flex PACE Request agenda item. Dustin Holte DBA Holte Construction is purchasing an existing building in Jamestown to facilitate the expansion of his growing business. With the larger building Holte Construction will be able to better service the Jamestown/Stutsman and surrounding areas.

Dustin Holte 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 application and Flex PACE rubric were included in the dropbox for review.

At the Business Attraction Committee meeting, Gerald Horner made a recommendation to the JSDC Board of Directors to fully fund Dustin Holte DBA Holte Construction's request for \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split. CJ Janke Seconded that motion.

Kelly Rachel motioned to approve Dustin Holte DBA Holte Construction for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County = \$17,200 split, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Pam-aye, Tom-aye, Ritchie-aye, Marlee-aye, Kelly-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, and Chris-aye. Motion passed 11-0 with Bob Toso, Jason Rohr, Bill Lytle, and Dale Marks absent.

ND Soy New Jobs Training De-obligate: Tracey reported on the ND Soy New Jobs Training De-obligate agenda item. In 2017 ND Soy Processors was approved New Jobs Training funds, however, they have not hired yet so

those funds have been cancelled for the time being. ND Soy Processors will most likely reapply for New Jobs Training Funds at a later date. A motion from the Board of Directors to de-obligate those funds was requested.

Mark Klose motioned to de-obligate New Job Training funds for ND Soy Processors, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Lorrie-aye, Gerald-aye, Tom-aye, Pam-aye, Ritchie-aye, Marlee-aye, Kelly-aye, Dwaine-aye, Mark-aye, CJ-aye, and Chris-aye. Motion passed 11-0 with Dale Marks, Bill Lytle, Jason Rohr, and Bob Toso absent.

Personnel Policy Manual Revisions: Tracey reported on the Personnel Policy Manual Revisions agenda item. On July 17, 2018, the Organizational Excellence Committee made revisions to the Personnel Policy. In summary, the committee removed the part-time verbiage from all benefits listed to reflect only full-time employees are eligible for benefits. The proposed revisions can be found on pages 5-8 in the Personnel Policy Manual which was included in the dropbox for review.

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

Pam Phillips motioned to approve the revisions to the Personnel Policy Manual as presented, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Ritchie-aye, Tom-aye, Pam-aye, Marlee-aye, Kelly-aye, Mark-aye, Dwaine-aye, CJ-aye, Lorrie-aye, and Chris-aye. Motion passed 11-0 with Bill Lytle, Dale Marks, Bob Toso and Jason Rohr absent.

Small Business Development Center: The Small Business Development Center agenda item was removed off the August agenda due to information requested still pending. It will be revisited once all requested information is received.

(Bill Lytle joined the meeting via phone at 12:00 pm)

Jamestown Tourism Matching Grant Funds 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 budget were in the dropbox for review.

Lorrie Pavlicek motioned to approve Jamestown Tourism's request for \$75,000 in matching dollars, Kelly Rachel seconded the motion, and the motion passed unanimously. Roll Call: CJ-aye, Lorrie-aye, Gerald-aye, Tom-aye, Ritchie-aye, Marlee-aye, Kelly-aye, Bill-aye, Dwaine-aye, Mark-aye, and Chris-aye. Motion passed 11-0 with Jason Rohr, Dale Marks and Bob Toso absent and Pam Phillips abstaining from the vote.

Integrated Marketing and Communication Plan: Chris briefly explained and reviewed the Integrated Marketing and Communication Plan put together by AE2S. Reports were distributed to each Board member

for their review. The main theme of this plan is collaboration with the concept that JSDC and various entities throughout the community would come together and work at distinguishing guidelines and goals.

Maria Effertz-Hanson from AE2S joined the meeting via phone to further clarify the purpose of the plan and to answer any questions the Board had.

Chris inquired what action the JSDC would like the Board to take on this. The JSDC requested the Board of Directors approve the report so it can be taken to the next JSDC Strategic Planning Session for implementation.

Lorrie Pavlicek moved to implement the plan by making it a part of the next JSDC Strategic Planning process, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Pam-aye, Tom-aye, Ritchie-aye, Marlee-aye, Kelly-aye, Bill-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, and Chris-aye. Motion passed 12-0 with Bob Toso, Jason Rohr, and Dale Marks absent.

Train ND Quarterly Report: Karla Hoelscher from Train ND was in attendance and gave an overview to new Board Members of what Train ND is and the training and services it provides. Karla then presented the Train ND Quarterly report to the Board of Directors.

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, August 6th. Corry reported the committee discussed both Flex PACE requests presented at today's meeting and the I-94 Lot Sale. The next Business Attraction Committee Meeting is scheduled for Monday, Sept 3rd, however, due to the Labor Day holiday it will be held on a different day for the month of September (the date will be determined closer to that time).

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, August 7th. The committee discussed and reviewed the AE2S Integrated Marketing and Communications Plan presented at today's meeting. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, September 4th.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee met Tuesday, July 17th. The committee discussed the Small Business Development Center and revisited the Personnel Policy to make the appropriate edits presented at today's meeting. The next Organizational Excellence Committee meeting is scheduled for Tuesday, August 21st.

Finance Committee-

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

- The Finance Committee met on Monday, August 6th. Chris reported the committee met to review the bids received for the JSDC audit for the next two years. Two bids were received, one from Brady Martz and one from Eide Bailly. A letter from Schauer and Associates was also received declining the opportunity to bid on the audit. Chris commented that after reviewing the two bids received, the committee made the decision to award the bid to Brady Martz for

the next two years. Brady Martz was the lower bid out of the two. The next Finance Committee Meeting will be scheduled as needed.

Action Items:

- JSDC Board Vacancies will be taken back to the Organizational Excellence Committee for further discussion and will be presented to the Board of Directors at a future meeting.

Other: Nothing at this time.

Staff Reports:

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

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.

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich and Pam Phillips were present and reported on the City.

Stutsman County: Mark Klose was present and reported on the County.

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

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

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

Adjourn: The meeting was adjourned at 12:54 p.m. by Chris Rathjen.

Tape Recorder stopped: 12:54 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant