



**JSDC Board of Directors Meeting
September 9, 2019
Lower Level Conference Room
Official Minutes**

Members Present: Mark Klose, Lorrie Pavlicek, Gerald Horner, Bill Lytle, Steve Cichos, Ritchie Wolf, CJ Janke, Jason Rohr, Bob Toso, Chris Rathjen, Dwaine Heinrich, Pam Phillips (via phone), and Tory Hart (entered at 11:47 am)

Members Absent: Marlee Siewert and Kelly Rachel.

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

Staff Absent: none

Guests Present: Katherine Roth, Jamestown Regional Entrepreneurship Center; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Jennifer Schultes, South Central Dakota Regional Council; Keith Norman, Jamestown Sun; Ian Carlstrom, Small Business Development Center; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Steve Aldinger, Interstate Engineering; Katie Hemmer, Jamestown Regional Airport; Sarah Hellekson, City of Jamestown; and Jim Boyd, Sabris Buffalo Grill.

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: Pam inquired if she could vote on the City of Jamestown Funding Request agenda item in which the answer was yes, therefore, no conflict of interest was declared.

Approval of Agenda: The September 9, 2019 Board Agenda was approved as presented.

Jason Rohr moved to approve the September 9, 2019 JSDC Board of Directors agenda as presented, CJ Janke 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 August 12, 2019 Board of Directors Meeting were in One Drive for review and approval.

Chris Rathjen moved to approve the minutes of the August 12, 2019 Board of Directors Meeting as presented, Pam Phillips seconded, and the motion passed unanimously by voice vote.

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

Pam Phillips moved to approve the August financial report as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.

City of Jamestown Funding Request: Corry reported on the City of Jamestown Funding Request item. The City of Jamestown is making a request for Economic Development dollars to secure the land for a proposed National Guard facility. The funds would be used to secure a 40-year land lease at the Jamestown Airport Business Park with the Jamestown Regional Airport Authority.

To begin the process of constructing a new facility in Jamestown the land must be acquired before Federal and State approval. This is the first step in the process.

The JSDC funding application, National Guard Proposal, and Lease Breakdown were in One Drive for the Board of Directors' review.

Mayor Heinrich was in attendance and gave further explanation and insight on the request presented. Mayor Heinrich also answered any questions the JSDC Board of Directors had. Katie Hemmer from the Jamestown Regional Airport was also in attendance and gave clarification on lease rate, numbers, etc.

The Board discussed the request and made a few inquiries.

Corry noted that this request was taken to the Business Attraction Committee for discussion on August 26th. A motion was made by Steve Cichos to recommend approval of the City of Jamestown's request for \$350,000 to the JSDC Board of Directors on an 80/20 City=\$280,000/County=\$70,000 split, Ritchie Wolfe seconded the motion. The motion passed with all members voting aye.

Dwaine Heinrich motioned to approve the City of Jamestown's request for \$350,000 in Economic Development dollars for the City of Jamestown to enter into a lease with the Jamestown Regional Airport to secure land for a proposed National Guard facility at an 80/20 City=\$280,000/County=\$70,000 split, Pam Phillips seconded the motion, and the motion passed 12-1. Roll Call: Chris-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-no, Steve-aye, Gerald-aye, Pam-aye, Tory-aye, Ritchie-aye, Bob-aye, Jason-aye, and Bill-aye. Motion passed with 12-aye votes and 1- no vote with Kelly Rachel and Marlee Siewert absent.

Airport Park Update: Steve Aldinger from Interstate Engineering was in attendance and gave an update on the progress at the Airport Business Park. Steve reported they finished paving and are just waiting on striping. Seeding also needs to be done and the construction signs will be coming down along with permanent signing going up. Steve noted that completion on a few items have been delayed due to weather conditions. Steve informed the Board of Directors that overall the project is 91% complete.

Steve commented that there was also a complaint from a community member that the grass at the Airport Business Park in some areas was too tall and needed to be tended to. Connie commented the JSDC and Katie from the Jamestown Regional Airport would work together to come up with a solution to resolve this issue.

- ❖ **Action Item:** The JSDC and Katie Hemmer from the Jamestown Regional Airport will work together to come up with a solution to the tall grass complaint at the Airport Business Park.

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, August 26th. The committee discussed the City of Jamestown Funding Request presented at the BOD Meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, September 30th.

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, September 3rd. The committee discussed Train ND and was given an update on D & B Portables. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, October 1st.

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, September 17th.

Finance Committee-

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

- The Finance Committee has not met since the last Board of Directors Meeting. The Finance Committee meets on an as needed basis.

Action Items:

- The JSDC and Katie Hemmer from the Jamestown Regional Airport will work together to come up with a solution to the tall grass complaint at the Airport Business Park as discussed under the Airport Park Update agenda item.

Other:

- Ian Carlstrom from SBDC was in attendance and gave a brief update on SBDC, services offered, and the areas/locations he services.
- Jerod Tengesdal from Train ND introduced himself to those in attendance and gave a brief update on Train ND.

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; nothing to report on the County at this time.

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

South Central Dakota Regional Council: Jennifer Schultes was present and reported on the South Central Dakota Regional Council.

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

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

- **In addition:** Jim Boyd, General Manager for Sabirs, was in attendance and gave an update on some new upcoming changes happening at Sabris.

Adjourn: The meeting was adjourned at 1:01 p.m. by Bill Lytle.

Tape Recorder stopped: 1:01 p.m.

Respectfully submitted,
By Beth Blumhardt: JSDC Administrative Assistant