



**JSDC Board of Directors Meeting
May 9, 2016
Lower Level Conference Room
Official Minutes**

Members Present: Kelly Rachel, Chris Rathjen, Katie Andersen, CJ Janke, Ritchie Wolf, Bob Toso, Lorrie Pavlicek, and Marlee Siewert, Mark Klose, Dale Marks, Toni Weganast, Tom Hausmann, and Gerald Horner.

Members Absent: Ramone Gumke, Bill Lytle

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

Guests Present: Keith Norman; Jamestown Sun, Becky Thatcher-Keller; Chamber of Commerce, Deb Kantrud; South Central Dakota Regional Council, Danica Chaput; ND Job Service, Clarice Liechty; community member, Searle Swedlund; Jamestown Tourism, John Marshall; Golden Shovel

Call to order: 11:46 a.m. by Bob Toso.

Tape recorder started: 11:46 am

Conflict of Interest: None to declare.

Approval of Agenda: No additions or changes were made to the agenda.

President's Report: Bob Toso thanked everyone for their attendance at the JSDC Annual Meeting on April 27th and thanked JSDC staff for their work.

Minutes: *CJ Janke moved to approve the minutes of the April 11, 2016 Board of Directors Meeting as presented, Chris Rathjen seconded, and the motion passed unanimously by voice vote.*

Chris Rathjen moved to approve the minutes of the April 27, 2016 Board of Directors Annual Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.

Account Status Report: Tracey presented the financial report for April. The financial information was in the dropbox for review.

Katie Andersen moved to approve the April financial report as presented, Dale Marks seconded, and the motion passed unanimously by voice vote.

Golden Shovel: Connie introduced John Marshall from the Golden Shovel Agency to the Board of Directors and gave some background information on John and Golden Shovel. John Marshall is the Vice President of Sales at Golden Shovel with 12 years of experience in financial analysis, sales and business development in the privately owned business market, specifically manufacturing, real estate

development and the construction industries. Golden Shovel is a full service ad agency that only works with economic development groups. Golden Shovel works with over a hundred communities across the country managing their online economic development presence. Golden Shovel has over 10 years of experience combining web technology and design expertise to present communities in their best light. Golden Shovel also holds a high client retention rate.

John gave an overview of capabilities/background of the Golden Shovel Agency and presented the proposal for web services for JSDC to the Board of Directors. Golden Shovel will meet with JSDC staff monthly to make sure they are satisfied with the content and service they are providing. They provide quarterly reports designed for sharing with board members.

The cost for this service is \$950 monthly. There is no upfront set up cost, no long term contracts and the contract is a 30-day contract with termination available with a 30-day written notice.

A discussion was held among the Board of Directors.

Katie Andersen motioned to move forward with the contract with Golden Shovel for the website hosting, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Chris-aye, Kelly-aye, Katie- aye, Mark-aye, Lorrie- aye, Dale-aye, Gerald- aye, Tom- aye, CJ- aye, Ritchie- aye, Marlee-aye, Toni- aye and Bob- aye. Motion passes 13-0 with Bill Lytle and Ramone Gumke absent.

Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee – The Business Attraction Committee has not met since the last committee meeting on April 4th prior to the last BOD Meeting. The next meeting will be on Monday, June 6th from 9:00 am to 10:00 am.

Organizational Excellence Committee – The Organizational Excellence Committee has not met since the last committee meeting on April 5th prior to the last BOD meeting. The next meeting is scheduled for Tuesday, May 17th from 8:30 am to 9:30 am.

Existing Business Outreach Committee – The Existing Business Outreach Committee met on April 20th. Bob reported the purpose of this committee is to gather information from existing businesses to see how we can work with them to improve their businesses if possible. This meeting will meet the second Thursday of each month from 7:30 am – 8:30 am. Corry commented the committee is currently working on getting questions together and reviewing documents. There will not be a May committee meeting; the next Existing Business Outreach Committee Meeting is scheduled for Thursday, June 9th from 7:30 am – 8:30 am.

Real Estate Committee – No update was given at the time of the committee updates. Katie did however note in her report for the City that the RE Committee did revisit the Jon Goplin request for a lot in the I94 Business Park and motioned to move it forward to the Finance Committee, however, Jon has now rescinded his application.

Action Items: None at this time.

Other: Nothing at this time.

Staff Reports:

CEO: Connie reviewed her report and stated her full report is in the dropbox.

Business Development: Corry reported last week he was in San Antonio for the second part of a three course series of OUEDI Economic Development Training.

Administrative Assistant: Beth stated her full report was in the dropbox and commented a meeting invite was sent out earlier in the day in regards to the next Organizational Excellence Meeting scheduled for Tuesday, May 17th.

Office Manager: Tracey stated her full report is in the dropbox.

Ex-Officio Reports:

City of Jamestown: Katie Andersen was present and reported on the City.

South Central Dakota Regional Council: Deb Kantrud was present and reported on the South Central Dakota Regional Council.

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

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

Jamestown Chamber of Commerce: Becky Thatcher-Keller was present and reported on the Chamber.

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

Jamestown Regional Airport: Katie Andersen was present and reported on the Jamestown Regional Airport on behalf of Jim Boyd.

Adjourn: The meeting was adjourned at 1:00 p.m.

Tape recorder stopped at 1:00 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant