



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

Members Present: Kelly Rachel, Steve Cichos, Mark Klose, Lorrie Pavlicek, CJ Janke, Chris Rathjen, Marlee Siewert, Pam Phillips, Dwaine Heinrich, Bill Lytle (via phone), and Tory Hart (entered at 11:50 am)

Members Absent: Gerald Horner, Ritchie Wolf, Bob Toso, and Jason Rohr

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

Staff Absent: none.

Guests Present: Keith Norman, Jamestown Sun; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Mary Lou Urquhart, Chamber of Commerce BOD; Casey Aldinger, Magnum Electric; Steve Aldinger, Interstate Engineering; Ben Aeseth, Interstate Engineering; Margie Johnson, South Central Dakota Regional Council; Luke Weiss, Border States Paving; Rod Johnson; Collins Aerospace; Nick Schauer, First Community Credit Union; Courtney VanDyke, Bank Forward; and Travis Edinger, James River Property Management/Innovative Siding, Windows & Remodeling .

Call to order: 11:47 a.m. by Kelly Rachel.

Tape recorder started: 11:47 a.m.

Conflict of Interest: No conflicts of interest were declared at the time of inquiry, however, Tory Hart who entered the meeting after the conflict of interest was addressed did declare a conflict of interest on the James River Property Management Flex PACE Request agenda item since Bank Forward is the lender on the request. Tory will abstain from voting on the James River Property Management Flex PACE Request.

Approval of Agenda: The November 12, 2019 Board Agenda was approved as presented.

President's Report: Kelly Rachel gave a brief President's Report. Kelly reminded the Board of Directors to please fill out Connie Ova's Annual Performance Appraisal and return to him no later than Friday, November 22. The appraisal was sent out via email to the JSDC Board of Directors last week Wednesday. Kelly also gave a brief update on the SEPA trial status.

Minutes: Minutes from the October 14, 2019 Board of Directors Meeting were in One Drive for review and approval.

CJ Janke moved to approve the minutes of the October 14, 2019 Board of Directors Meeting as presented, Pam Phillips seconded, and the motion passed unanimously by voice vote.

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

Chris Rathjen moved to approve the October financial report as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.

James River Property Management Flex PACE Request: Corry reported on the James River Property Management Flex PACE Request item. James River Property Management will be purchasing a commercial building in Jamestown to house Innovative Siding, Windows & Remodeling.

Innovative Siding, Windows & Remodeling provide several home improvement services and are currently leasing the facility they are occupying, the new building would allow them to continue servicing our community and showcase their products.

Travis Edinger, James River Property Management/Innovative Siding, Window & Remodeling, and Courtney VanDyke, Bank Forward, were both in attendance to present the request and answer various questions from the JSDC Board of Directors.

The JSDC Funding Application and Flex PACE rubric were in One Drive for review.

A recommendation was made to the JSDC Board of Directors to fund James River Property Management Flex PACE request for up to \$13,144.19 at an 80/20 City=\$10,515/County=\$2,629 split.

Inquiries and a brief discussion were held by the JSDC Board of Directors.

Bill Lytle motioned to approve James River Property Management Flex PACE request for up to \$13,144.19 in Flex PACE Interest Buydown funds at an 80/20 City=\$10,515/County = \$2,629 split, Pam Phillips seconded the motion, and the motion passed unanimously. Roll Call: Chris-aye, Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Pam-aye, Bill-aye, and Kelly- aye. Motion passed 10-0 with Gerald Horner, Ritchie Wolf, Bob Toso, and Jason Rohr absent and Tory Hart abstaining from the vote.

JSDC Board Nominations: Kelly reviewed the memo in One Drive with the Board of Directors. The JSDC Nominating Committee met on Wednesday, November 6th and reviewed the JSDC Board of Director members whose terms were ending in 2019 as well as members whose terms are up for re-election. The Nominating Committee also reviewed applicant resumes of interest that were submitted for the open Board positions starting January 1st, 2020.

Those Board members whose current terms are expiring and completing their last term on the Board of Directors include:

- *Bob Toso*
- *Chris Rathjen*

Their vacancy will leave two open seats on the Board of Directors starting January 1, 2020.

Those board members whose current terms are expiring and up for renewal include:

- *Bill Lytle, completing 2nd term*
 - *If elected Bill would serve a 3rd term from 2020-2022*

There were four good candidates who submitted resumes/expressed interest in the open Board positions. The resumes received, minutes from the November 6th Nominating Committee meeting, approved JSDC Bylaws, and Board member terms are located in One Drive for review.

At the JSDC Nominating Committee Meeting, a recommendation was made by Jason Rohr and seconded by Steve Cichos to forward the names of Rod Johnson and Nick Schauer to fill the open positions on the JSDC Board of Directors starting January 1, 2020.

The JSDC Board of Directors were asked to make the final decision on the selection of nominees to fill the two open seats on the JSDC Board of Director and approve Bill Lytle's renewal for a third term on the JSDC Board of Directors.

A brief discussion and review of the applicant resumes submitted was conducted by the JSDC Board of Directors.

Chris Rathjen motioned to approve the JSDC Nominating Committee's recommendation to appoint Nick Schauer and Rod Johnson to fill the open seats on the JSDC Board of Directors starting January 1, 2020 and renew Bill Lytle for a 3rd term on the JSDC Board of Directors, Lorrie Pavlicek seconded the motion, and the motion passed unanimously by voice vote.

Train ND Quarterly Report: Jerod Tengesdal from Train ND was in attendance. Jerod presented the Train ND Quarterly report to the Board of Directors. The Train ND Quarterly Report was not in One Drive, however, Jerod noted he would send it after the meeting so it could be available for the Board of Directors in One Drive for review.

Airport Park: An update was given on the Airport Park. Steve Aldinger, Interstate Engineering; Ben Aeseth, Interstate Engineering; Luke Weiss, Border States Paving; and Casey Aldinger, Magnum Electric were in attendance and gave a breakdown of the current status of the Airport Park Project. Steve Aldinger from Interstate Engineering informed the Board that the following items remain to be completed: seeding, the concrete sanitary sewer pipe and concrete valley gutter. Letters regarding each of the items was provided by Luke Weiss of Border States Paving and was in One Drive for review. The seeding could not be completed in 2019 due to the weather and timing therefore will be completed in the spring of 2020; the concrete valley gutter located at station 20+75 does not drain the water as expected from north to south therefore it will be replaced in the spring of 2020; and a small crack in one of the sanitary sewer pipes is being monitored if it continues to expand it will also be fixed.

A change order request was also included in One Drive. Casey Aldinger from Magnum Electric noted they are requesting a change order in the amount of \$20,871.84. The purpose for the change order is due to the excessive rock, and hard clay they broke two trenchers. This required them to backhoe the entire 3,894 feet to move the project forward and in doing this the amount of man hours and fuel to do the dirt work tripled.

A financial report prepared by Steve Aldinger was provided for the JSDC Board of Directors' review in One Drive as well.

The Board of Directors discussed the change order request and made inquiries for clarification.

Lorrie Pavlicek motioned to approve the change order request in the dollar amount of \$20,871.84, Tory Hart seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Pam-aye, Tory-aye, Chris-aye, and Kelly-aye. Motion passed 10-0 with Ritchie Wolf, Bob Toso, Jason Rohr, Gerald Horner, 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 has not met since the last Board of Directors Meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, November 25th.

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, November 5th. The committee discussed incentive review. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, December 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, November 19th, however, due to scheduling conflicts the meeting will be held on Thursday, November 21st.

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 and plan to meet next on Tuesday, December 3rd.

Action Items: None 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 was present and reported on the County.

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

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

South Central Dakota Regional Council: Margie Johnson, the new Executive Director for SCDRC, was present and reported on South Central Dakota Regional Council.

Adjourn: The meeting was adjourned at 1:10 p.m. by Kelly Rachel.

Tape Recorder stopped: 1:10 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant