



**JSDC Board of Directors Meeting  
November 14, 2016  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Ritchie Wolf, Katie Andersen, Ramone Gumke, Gerald Horner, Marlee Siewert, Mark Klose, Toni Wegenast, Chris Rathjen, Dale Marks, Bob Toso, and Lorrie Pavlicek (attended via phone).

**Members Absent:** CJ Janke, Bill Lytle, Kelly Rachel, and Tom Hausmann.

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

**Guests Present:** Keith Norman, Jamestown Sun; Becky Thatcher-Keller, Chamber of Commerce; Danica Chaput, ND Job Service; Searle Swedlund, Jamestown Tourism; Brenda Moritz, South Central Dakota Regional Council; Joan Morris, Agri Cover; Matt Woods, Holiday Inn Express.

**Call to order:** 11:45 a.m. by Bob Toso.

**Tape recorder started:** 11:45 am

**Conflict of Interest:** None to declare.

**Approval of Agenda:** No additions or changes were made to the agenda. The November 14, 2016 agenda was approved as presented.

**President's Report:** Bob gave a brief president report in which he recognized JSDC Employee Anniversaries: Connie- 14 years, Beth- 3 years, Corry- 2 years.

**Minutes:** *Gerald Horner moved to approve the minutes of the October 10, 2016 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the October financial report to the Board of Directors.

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

**Agri Cover Flow Through NTJF:** Connie reviewed her memo in the dropbox on the Agri Cover flow through NJTF request agenda item. Agri Cover is planning to expand their Stutsman County operation to increase employment by an additional 43 FTE over the next 5 years. At this time, they are not looking for an upfront loan, however they are asking JSDC to assist in facilitating their company being able to receive 100% reimbursement of the New Jobs Training Funds. These funds will be paid by the ND State Tax Department on a quarterly basis to JSDC and JSDC in turn will issue a check to Agri-Cover, Inc. for

that amount, less an agreed upon fee of not less than \$100 per quarter, for administration of this program. Included in the dropbox is a New Jobs Training Funds agreement for Agri-Cover, Inc. (ACI)

Joan Morris, Controller for Agri Cover, attended the meeting and gave some information in regards to the request, she also answered questions the Board of Directors had. Agri Cover is a family owned corporation that manufactures soft roll covers, snowplows, covers for agricultural and semi-trucks, and most recently have introduced a hard cover into their product line. Agri Cover is looking to expand their existing factory with the addition of 58,000 square feet and in the process, hire an additional 43 full time employees over the next five years. Of those 43 new employee hires, 42 would be for production jobs and 1 would be for the shipping and receiving area.

*Mark Klose motioned to approve Agri Cover's request that JSDC assist in facilitating their company being able to receive 100% reimbursement of the New Job Training Funds, these funds will be paid by the ND State Tax Department on a quarterly basis to JSDC and JSDC in turn will issue a check to Agri-Cover, Inc. for that amount, less an agreed upon fee of not less than \$100 per quarter, for administration of this program, Katie Andersen seconded the motion, and the motion passed unanimously. Roll Call: Chris-aye, Katie-aye, Mark-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Marlee-aye, Toni-aye, and Bob-aye. Motion passed 11-0 with Kelly Rachel, Bill Lytle, Tom Hausmann, and CJ Janke absent.*

**JSDC Bank Balances & FDIC:** Tracey reviewed her memo in the dropbox. In the memo, it noted that the Federal Deposit Insurance Corporation insures cash balances up to \$250,000 per institution. In prior years, JSDC has had cash balances in two institutions (Wells Fargo Bank for JSDC and First Community Credit Union for SEPA) which have exceeded the \$250,000 maximum insured by the FDIC.

Tracey noted she just wanted to point this out to the board for awareness purposes and that this is included in audited financial statements.

A brief discussion was held by the Board.

Mark suggested getting pledges of security to cover the amount not covered. Bob agreed with Mark and asked Tracey to look into this and report back at the next Board of Directors meeting in December.

**Finance Committee- "2016-17 Audit Proposals":** Chris reported on the Finance Committee "2016-17 Audit Proposals" agenda item. Chris noted that JSDC received a total of three proposals to provide audited financial statements and tax return services for 2016-17. The proposals submitted were from Schauer & Associates P.C., Eide Bailly in Fargo, and Brady Martz in Bismarck.

The Finance Committee met on November 1, 2016 and unanimously recommend accepting Schauer & Associates P.C. proposal. All three proposals were included in the dropbox for review.

A brief discussion was held among the Board of Directors.

Marlee inquired as to how many years the JSDC has used Schauer & Associates for the audit. Connie commented she believes the JSDC has used Schauer & Associates since 2002. Marlee also asked if the JSDC is required to change auditors every so many years. Connie responded the JSDC is not required to change auditors every so many years, however, the JSDC is required to bid the audit every 2 years.

*Chris Rathjen moved to approve the 2016-17 audit proposal from Schauer & Associates P.C., Ramone Gumke seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Ramone-aye,*

*Ritchie-aye, Marlee-aye, Toni-aye, Dale-aye, Lorrie-aye, Mark-aye, Katie-aye, Chris-aye, and Bob-aye. Motion passed 11-0 with CJ Janke, Tom Hausmann, Kelly Rachel and Bill Lytle absent.*

**Connie Ova's Annual Performance Evaluation:** Bob reported on Connie Ova's Annual Performance Evaluation agenda item. Bob noted a few weeks ago, Connie's Performance Evaluation was sent out to the JSDC Board members to fill out and return to him. Bob collated the information and the result was above average in all areas. Bob has shared and reviewed the evaluations with Connie. Connie has received a copy of her evaluation, there is also a copy in her file. Bob commented that the overall Annual Performance Review for Connie Ova was above average.

**Strategic Committee Reports:**

**Strategic Business Plan Committees:**

Business Attraction Committee – Bob gave a brief update on the Business Attraction Committee. Bob commented the committee met last week and continued discussion on where to go from here now that the I94 Business Park is close to full and attracting business to SEPA is going good. Bob noted they are in the process of working with the city on how they can develop land by the airport.

Existing Business Outreach Committee- Lorrie gave an update on the Existing Business Outreach Committee. Lorrie commented they are in the process of going out and interviewing current businesses with the new revised BR&E forms. Lorrie noted two interviews have already been completed and Corry and Connie have more scheduled; once more visits have been completed the committee will report back. The Existing Business Outreach Committee will not have a December meeting but will resume meeting in January.

Organizational Excellence Committee – The JSDC Organizational Excellence Committee meets on an as needed basis and has not meet since the last update.

**Action Items:** There were no action items at this time.

**Other:** Nothing at this time.

**Staff Reports:**

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

**Business Development:** Corry was not in attendance; no report was included in the dropbox.

**Administrative Assistant:** Beth stated her full report was in the dropbox.

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

**Ex-Officio Reports:**

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

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

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

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

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

**South Central Dakota Regional Council:** Brenda Moritz was present and reported on South Central Dakota Regional Council.

**Adjourn:** The meeting was adjourned at 12:41 p.m.

Tape recorder stopped at 12:41 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant