



**JSDC Board of Directors Meeting  
December 12, 2016  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Bob Toso, Ritchie Wolf, CJ Janke, Bill Lytle, Katie Andersen, Ramone Gumke, Gerald Horner, Mark Klose, Chris Rathjen, Dale Marks, and Tom Hausmann.

**Members Absent:** Toni Wegenast, Kelly Rachel, Marlee Siewert, and Lorrie Pavlicek.

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

**Guests Present:** Chris Olson, Jamestown Sun: Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Jim Boyd, Jamestown Regional Airport; Corey Bayer, Marvel Homes; Amy Waliser, Hometown Living LLC.

**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. The December 12, 2016 agenda was approved as presented.

**President's Report:** Bob gave a brief president report in which he thanked the JSDC staff for the gift baskets given to the JSDC Board of Directors. Chris Rathjen then presented Bob with a plaque in recognition of his years of service on the JSDC Board of Directors as Board President.

**Minutes:** *Ramone Gumke moved to approve the minutes of the November 14, 2016 Board of Directors Meeting as presented, Dale Marks seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Connie presented the November financial report to the Board of Directors in Tracey's absence. Connie also noted that the Finance Committee will meet one more time before year end; an invite will be sent out to the committee when that date is determined.

*Ramone Gumke moved to approve the November financial report as presented, Chris Rathjen seconded, and the motion passed unanimously by voice vote.*

\*Bob skipped to agenda item De-obligation of Funds while waiting for the arrival of Hometown Living LLC's Manager for the Hometown Living LLC Request agenda item.

**Hometown Living LLC Request for Flex PACE Interest Buydown:** Corry reviewed his memo in the dropbox for Hometown Living LLC's Request for Flex PACE. Hometown Living LLC. built a facility for seniors to live that have moderate income. The facility provides support services, controlled access, a community setting and room, exercise facilities, beauty salon, delivery services and on site management. They have 2 full-time employees and 5 part-time employees.

The funding requested of the JSDC consists of \$43,000 for the Flex PACE Program. That money will be matched by the Bank of North Dakota for up to \$100,000 and will create an additional 2 FTE's.

The recommendation to the JSDC Board of Directors is to approve funding for the Flex PACE Program on an 80/20 City County split with the City=\$34,400 and County=\$8600. Hometown Living LLC's Application and Flex PACE rubric was in the dropbox for review.

Amy Waliser, Manager for Hometown Living LLC, attended the meeting and gave some information in regards to the request, she also answered questions the Board of Directors had.

*Chris Rathjen motioned to approve the Flex PACE Interest Buy-down request for Hometown Living LLC. in the amount of \$43,000 with an 80/20 City = \$34,400/County = \$8,600 split, Bill Lytle seconded the motion, and the motion passed unanimously. Roll Call: Katie-aye, Chris-aye, Mark-aye, Dale-aye, Gerald-aye, Bill-aye, Ramone-aye, Tom-aye, CJ-aye, Ritchie-aye, and Bob-aye. Motion passed 11-0 with Lorrie Pavlicek, Marlee Siewert, Toni Wegenast and Kelly Rachel absent.*

**De-obligation of Funds:** Connie reviewed items on the City/County reports that have reached their sunset point and beyond. The two items to recommend de-obligation of funds for are as follows:

NDSCS Mfg. Training Center: City = \$20,000/County = \$5,000

JSDC Partners in Marketing Match: City = \$22,500/County = \$2,500

Total to de-obligate: City = \$42,500 County = \$7,500.

*Ramone Gumke motioned to de-obligate funds for a total of City= \$42,500 and County= \$7,500, Katie seconded the motion, and the motion passed unanimously. Roll Call: Dale-aye, Gerald-aye, Bill-aye, Ramone-aye, Tom-aye, CJ-aye, Ritchie-aye, Chris-aye, Katie-aye, Mark-aye, and Bob-aye. Motion passed 11-0 with Kelly Rachel, Toni Wegenast, Lorrie Pavlicek and Marlee Siewert absent.*

### **Strategic Committee Reports:**

#### **Strategic Business Plan Committees:**

##### Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Ramone, Curt, Corry, Connie, and Rich)

##### Goal:

- JSDC BOD and Staff will fill the 500 acres Spiritwood Energy Park with one or more large commercial Clients(s) needing heavy infrastructure.

##### Update:

- Corry commented the committee has made a lot of progress completing this goal and they continue to work with the Large Value Added Ag Processor and the other projects they have attracted to the community. The new website has been a tool in helping attract potential business and the committee is looking to keep growing the growingjamestown.com presence among the target individuals.

Goal:

- JSDC BOD and Staff will fill the 320-acre site south of the Spiritwood Energy Park.

Update:

- Working the current projects, the committee has come up with a plan for this piece of land that essentially incorporates this goal into goal 1. Upon the request of a tenant, this property will be incorporated into the Spiritwood Energy Park Association.

Existing Business Outreach Committee-

(Committee members consist of: Lorrie, Chris, Ritchie, Toni, Marlee, Dale, Corry, and Connie)

Goal:

- Enhance communication between JSDC and the business community.

Update:

- In this committee, they have created a Close Out Process to gather feedback on the JSDC Process and a Business Retention & Expansion Program that will be ongoing to not only keep a line of communication open, but improve our communication with the business community.

Goal:

- Collaborate with existing businesses to help with expansion needs.

Update:

- The committee is in the process of identifying the barriers to growth in each industry through the Business Retention & Expansion Program. This will be an ongoing Program.

Organizational Excellence Committee – The JSDC Organizational Excellence Committee meets on an as needed basis and has not met 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 reviewed his report; his full report was in the dropbox. Corry also gave a year to date update on the Business Attraction Committee and the Existing Business Outreach Committee. Updates on these committees are recorded in the minutes under the Strategic Committee Reports agenda item.

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

**Office Manager:** Tracey was not in attendance; her report was in the dropbox.

**Ex-Officio Reports:**

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

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

**Jamestown Regional Airport:** Jim Boyd was present and reported on the Jamestown Regional Airport.

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

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

**Adjourn:** The meeting was adjourned at 12:39 p.m.

Tape recorder stopped at 12:39 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant