



**JSDC Board of Directors Meeting
March 11, 2019
Lower Level Conference Room
Official Minutes**

Members Present: CJ Janke, Bob Toso, Dwaine Heinrich, Lorrie Pavlicek, Ritchie Wolf, Marlee Siewert, Mark Klose, Kelly Rachel, Chris Rathjen, Gerald Horner, Tory Hart, and Pam Phillips.

Members Absent: Steve Cichos, Jason Rohr, and Bill Lytle.

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

Staff Absent: none

Guests Present: Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Emily Bivens, Chamber of Commerce; David Steele, City Council; Jim Boyd, Jamestown Regional Entrepreneurship Center; Katherine Roth, Jamestown Regional Entrepreneurship Center; Jodie Mjoen, Impact Dakota; and Jarrod Lindermann, Iridium Properties (via phone).

Call to order: 11:45 a.m. by Kelly Rachel

Tape recorder started: 11:45 a.m.

Conflict of Interest: None to declare.

Approval of Agenda: Resolution for Jamestown Entrepreneurship Center was added to the agenda under "Other". The March 11, 2019 Board Agenda was approved as presented with the addition.

President's Report: Kelly Rachel gave a brief President's Report. Kelly informed the Board that the JSDC Annual Meeting date has been changed from Wednesday, April 24th to Wednesday, May 1st. The Annual meeting will be held at the Quality Inn & Suites in Jamestown with a social starting at 5:00 pm and the Annual Meeting at 6:00 pm.

Minutes: Minutes from the February 11, 2019 Board of Directors Meeting were in the dropbox for review and approval.

Pam Phillips moved to approve the minutes of the February 11, 2019 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.

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

Chris Rathjen moved to approve the February financial report as presented, Bob Toso seconded, and the motion passed unanimously by voice vote.

Iridium Properties Flex PACE Request: Corry reported on the Iridium Properties Flex PACE Request agenda item. Iridium Properties, LLC is in the process of planning an expansion into Stutsman County, they will be building a facility where North Valley Aircraft will be housed. North Valley Aircraft is an agri-business that provides agronomy consulting, seed, chemical sales and application. The Flex PACE funds will be used to buydown the interest rate on the construction of the building in Stutsman County. The project qualifies under the 2019 Flex PACE Program. To max out the matching dollars from the Bank of North Dakota, the JSDC will have to provide the maximum community buydown portion.

Jarrold Lindermann, Iridium Properties, was in attendance via conference phone and gave a brief history and further explained the request as well as answered various questions from the JSDC Board of Directors.

The application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fund Iridium Properties' request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

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

Bob Toso motioned to approve Iridium Properties Flex PACE request for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 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, Gerald-aye, Pam-aye, Tory-aye, Ritchie-aye, Bob-aye, and Kelly-aye. Motion passed 12-0 with Bill Lytle, Steve Cichos, and Jason Rohr absent.

Growing Jamestown Award: Corry reported on the Growing Jamestown Award agenda item. Corry commented that each year a project is selected to be recognized for the Growing Jamestown Award at the JSDC Annual Meeting. Corry provided a list of the 9 projects approved in 2018 in the dropbox for review. Corry expressed his recommendation to select Holte Construction to receive the Growing Jamestown Award for 2018.

The Board briefly reviewed and discussed the list provided in the dropbox. After reviewing a motion was made.

Lorrie Pavlicek motioned to approve Holte Construction as the recipient for the Growing Jamestown Award for 2018, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote.

After the motion was made, a few members of the Board inquired if there could be two recipients and suggested including Advantage Properties, LLP. to also receive the Growing Jamestown Award for 2018. The overall consensus amongst the Board was for both Holte Construction and Advantage Properties, LLP to be selected as the recipients. An amendment to the previous motion was made.

Lorrie Pavlicek motioned to approve Holte Construction and Advantage Properties, LLP. as the recipients of the Growing Jamestown Award for 2018, Marlee Siewert seconded, and the motion passed unanimously by voice vote as amended.

New iPad Setup: New iPads for Board members were handed out at the end of the Board Meeting to those interested in using a JSDC iPad as well as the collection of the old JSDC iPads. In the dropbox were instructions to assist with the reset of old iPads and the setup and navigation for the new iPads.

Strategic Plan: Corry reported on the Strategic Plan item. Corry informed the Board of Directors that the 2019-2021 Strategic Plan has been received from KLJ and is in the dropbox for review. Corry noted that the Business Attraction Committee reviewed the Strategic Plan goals at their last meeting as well.

The Board of Directors reviewed the Strategic Plan presented.

Lorrie Pavlicek moved to adopt the final draft of the 2019-2021 JSDC Strategic Plan as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

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, March 4th. The committee discussed the Jarrod Lindemann (Iridium Properties) project and reviewed the Strategic Plan goals in the drafted Strategic Plan presented at today's Board meeting for approval. The committee has decided to meet the last Monday of the month at 9:00 a.m. going forward. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, March 25th.

Existing Business Outreach Committee-

(Committee members consist of: Tory, Ritchie, Lorrie, Bill, CJ, Chris, Jason, Corry, and Connie)

- The Existing Business Outreach Committee has not met since the new committee members were established. A monthly meeting date is in the process of being determined.

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 new committee members were established. The committee has decided to meet the third Tuesday of each month at 9:00 a.m. going forward. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, March 19th.

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 committee will continue to meet on an as needed basis.

Action Items: None at this time.

Other: Resolution for Jamestown Regional Entrepreneurship Center was added to the agenda under other.

- **Resolution for Jamestown Regional Entrepreneurship Center:** Connie reported that the Jamestown Regional Entrepreneurship Center (JREC) is applying for a rural business development grant from USDA. Katherine Roth, Executive Director for JREC, was present and gave a brief overview of why

JSDC would basically be administering this or serve as the vehicle by which JREC would get the grant. Katherine explained that JSDC would basically apply for the grant and then contract with JREC to render the services within the community.

Discussion and inquires were held by the board. A Resolution of the JSDC Board of Directors authorizing agreement to apply for the Rural Business Development Grant from USDA for the Jamestown Regional Entrepreneurship Center was in the dropbox for approval and signature.

Bob Toso moved to approve the Resolution for USDA Rural Development Grant, Pam Phillips seconded the motion, and the motion passed 10-2. Roll Call: Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-no, Gerald-aye, Pam-aye, Tory-no, Ritchie-aye, Bob-aye, Chris-aye, and Kelly-aye. Motion passed 10-2 with Steve Cichos, Jason Rohr, and Bill Lytle absent.

Staff Reports:

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

Business Development: Corry's full report was in the dropbox for review.

Administrative Assistant: Beth's full report was in the dropbox for review.

Office Manager: Tracey's full report was in the dropbox for review.

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich and Pam Phillips were present and reported on the City.

Stutsman County: Mark Klose reported on the County.

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

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

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

Jamestown Regional Airport: David Steele was present and reported on the Jamestown Regional Airport.

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

Tape Recorder stopped: 1:00 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant