



**JSDC Board of Directors Meeting
May 14, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Bob Toso, Mark Klose, Ramone Gumke, Katie Andersen, CJ Janke, Ritchie Wolf, Chris Rathjen, Dale Marks, Bill Lytle (via phone at 11:51), and Jason Rohr (entered at 11:52).

Members Absent: Marlee Siewert, Kelly Rachel, Gerald Horner, Tom Hausmann, and Lorrie Pavlicek.

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

Staff Absent: none

Guests Present: Chris Olson, Jamestown Sun; Katherine Roth, UJ Entrepreneurship Center; Stacy Bowerman, South Central Dakota Regional Council; Maria Effertz-Hanson, AE2S; Taylor Corbett, AE2S; Sarah Hellekson, City of Jamestown; Becky Thatcher- Keller, Chamber of Commerce; Pam Phillips, City Council; and Dania Chaput, ND Job Service.

Call to order: 11:47 a.m. by Chris Rathjen.

Tape recorder started: 11:47 am

Conflict of Interest: None to declare.

Approval of Agenda: Chris informed the Board that agenda item (G) "Personnel Policy Manual Revisions" will be removed and taken back to the Organizational Excellence Committee due to some wording revisions that still need to be made, once those revisions have been made this item will be brought back to the Board of Directors for approval. The May 14, 2018 JSDC Board of Director Meeting Agenda was approved as revised.

President's Report: Chris noted she had nothing to report at this time.

Minutes: *Katie Andersen moved to approve the minutes of the April 16, 2018, April 23, 2018 and April 25, 2018 Board of Directors Meetings as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

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

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

Airport Park: Corry reported on the Airport Park agenda item. Jamestown Regional Airport Authority (JRAA) has ownership of approximately 96 acres along Hwy 20 North, in the City of Jamestown North Dakota, which is prime for development into industrial and aeronautical use lots. Corry noted development of these lots has previously been discussed as a next step for the Jamestown/Stutsman Development Corporation (JSDC). For the term of development, the JRAA will lease the land to the JSDC at the agriculture land lease rate. The JSDC would be able to sublease the land for agriculture purposes.

The next step in this process is securing the land from the Jamestown Regional Airport. Included in the dropbox was the Airport Commercial Land Development Lease Agreement between the Jamestown Regional Airport and the Jamestown/Stutsman Development Corporation for 96.68 acres. The leasing term will begin June 1st 2018 and end on May 31st 2027. The cost to the JSDC to enter into the leasing agreement will be \$112.17 per acre for the first year of the lease and will be annually adjusted with an additional 3% per year increase.

A motion was made by Ramone Gumke at the New Business Attraction Committee to recommend approval of the Airport Commercial Land Development Lease Agreement; CJ Janke seconded the motion; all voted aye.

Corry commented that the JSDC plans on offsetting the majority of the lease cost by subleasing the land to Reimers Land Legacy, LLC. The Airport Farm Sublease between the Jamestown/Stutsman Development Corporation and Reimer Land Legacy, LLC was in the dropbox for review. The document includes 96.68 acres however that will be subject to change as they will not be able to farm where there is construction or where equipment is being staged. The leasing terms will begin June 1st, 2018 and end December 31st, 2018. The cost will be \$112.17 per acre for the leasing period. This will offset a majority of the leasing cost incurred by the JSDC, the difference in the total lease payments made to the JSDC and the total due to the Jamestown Regional Airport will be included as part of the construction cost to the project.

A motion was made by Ramone Gumke at the New Business Attraction Committee to recommend approval of the Airport Farm Sublease; CJ Janke seconded the motion; all voted aye.

Corry commented the JSDC Board of Directors recently awarded construction bids to Border States Paving for \$2,174,962.76 and to Strata Corporation for \$124,362.00. Included in the dropbox were the construction contracts for both contractors. They anticipate beginning construction in late June.

A recommendation was made to the JSDC Board of Directors to approve the construction contracts drafted by Interstate engineering.

A discussion was held by the JSDC Board of Directors. Three separate motions were made.

Bob Toso moved to approve the Airport Commercial Land Development Lease Agreement, CJ Janke seconded the motion, and the motion passed unanimously. Roll Call: Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Dale-aye, Ramone-aye, Ritchie-aye, Jason-aye, and Chris-aye. Motion passed 10-0 with Kelly Rachel, Lorrie Pavlicek, Gerald Horner, Tom Hausmann, and Marlee Siewert absent.

Ramone Gumke moved to approve the Airport Farm Sublease, Jason Rohr seconded the motion, and the motion passed unanimously. Roll Call: CJ-aye, Dale-aye, Ramone-aye, Ritchie-aye, Jason-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, and Chris-aye. Motion passed 10-0 with Gerald Horner, Marlee Siewert, Tom Hausmann, Kelly Rachel, and Lorrie Pavlicek absent.

(Phone call with Bill Lytle was dropped)

Katie Andersen moved to approve the construction contracts drafted by Interstate Engineering, Bob Toso seconded the motion, and the motion passed 9-0. Roll Call: Ramone-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Dale- aye, and Chris-aye. Motion passed 9-0 with Tom Hausmann, Kelly Rachel, Gerald Horner, Marlee Siewert, Lorrie Pavlicek, and Bill Lytle absent.

Personnel Policy Manual Revisions: This agenda item was removed and sent back to the Organizational Excellence Committee due to some wording revisions that still need to be made, once the revisions have been made this item will be brought back to the JSDC Board of Directors for approval.

Bookkeeping Procedure Revisions: Tracey reviewed her memo in the dropbox on the Bookkeeping Procedure Revisions agenda item. On April 17, 2018, the Organizational Excellence Committee approved recommendation of mobile deposits for Connie and Corry. The underlined section below is the proposed addition to the deposit section of the procedure manual.

DEPOSITS

JSDC routinely receives payment for operating funds from the City of Jamestown and Stutsman County, shared reimbursements, and legal reimbursements. Each of these items is made payable to JSDC. Payments are first routed to the CEO who confirms her knowledge of the payment received by initialing the payment voucher. The CEO then forwards payment to the JSDC Bookkeeper who processes the deposit in the bookkeeping system and physically prepares a deposit slip for the Operations bank account. A staff member is asked to deliver all deposits to the bank. The CEO and Business Development Manager may also mobile deposit each check separately. All receipts and bank bags are returned and mobile deposit confirmations are forwarded to the bookkeeper.

The Committee also approved recommendation of monthly automatic electronic payments for bills received on a consistent, recurring basis.

The underlined section below is the proposed addition to the Procedures Manual for the Operations Bookkeeping section.

Automatic Electronic Payments: Some Vendors may be approved for automatic electronic payments. These are typically Vendors who bill JSDC on a regular monthly basis. Vendors approved for this type of payment can be found on the most recently Signed Automatic Electronic Payment Authorization form found at \\SERVER-PC\ServerDocs\JSDC\JSDC Policies & Procedures, By-Laws\Automatic Electronic Pmt Authorizations.pdf

Board approval was requested for both procedure revisions.

Dale Marks moved to approve the procedural changes as presented, Ramone Gumke seconded the motion, and the motion passed unanimously by voice vote.

AE2S Presentation: Maria Effertz- Hanson and Taylor Corbett, both from AE2S, were in attendance and presented the Communications/Marketing Audit to the Board of Directors. After the review was completed, the floor was opened up for discussion and questions from those in attendance. Maria then conducted a mini workshop on workforce initiative.

After the workshop, Chris suggested that the workforce initiative be taken to the Existing Business Outreach Committee to brainstorm ideas and talk with others to see if they can get a larger committee formed to address items discussed in the workshop along with the best fit to run the committee.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Mark, Ramone, Katie, Bob, Curt, Bill, Corry, and Connie)

- Corry reported the Business Attraction Committee met on Monday, May 7th. The committee reviewed the contracts for the Airport Business Park approved at today's BOD meeting. The next Business Attraction Committee Meeting is scheduled for Monday, June 4th.

Existing Business Outreach Committee-

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

- Chris reported the Existing Business Committee met on Tuesday, May 8th. The committee discussed Storefront Improvement. Chris commented the committee felt that at this time it would be best to talk to the City to see if there's a better place/fit for Storefront Improvement than the JSDC. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, June 5th.

Organizational Excellence Committee –

(Committee members consist of: Bob, Katie, Bill, Lorrie, Kelly, Connie, Tracey, and Beth)

- The Organizational Excellence Committee met on Tuesday, April 17th. The committee discussed Personnel Policy Manual Revisions and Bookkeeping Procedure Revisions. The next scheduled meeting for May was cancelled. The Organizational Excellence Committee monthly meeting will reconvene on Tuesday, June 19th.

Finance Committee-

(Committee members consist of: Chris, Katie, Bill, Kelly, Tracey, and Connie)

- Chris reported that the Finance Committee will be meeting soon and a doodle has been sent out to committee members to determine the next meeting date.

Action Items:

- **Existing Business Outreach Committee:** The workforce initiative will be taken to the Existing Business Outreach Committee to brainstorm ideas and talk with others to see if they can get a larger committee formed to address items discussed in the workshop along with the best fit to run the committee.
- **Organizational Excellence Committee:** The Organizational Excellence Committee will rereview the Personnel Policy Manual Revisions and make the necessary adjustments, once completed it will be sent back to the Board of Directors for approval as noted in today's meeting.

Other: Nothing at this time.

Staff Reports:

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

Business Development: Corry gave a brief report; his full report was in the dropbox.

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

Office Manager: Tracey's 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 Chamber of Commerce: Becky Thatcher-Keller was present and reported on the Jamestown Chamber of Commerce.

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

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

(Ritchie Wolf and Mark Klose exited the meeting at 1:17 pm)

South Central Dakota Regional Council: Stacy Bowerman was present and reported on South Central Dakota Regional Council.

Adjourn: The meeting was adjourned at 1:22 p.m. by Chris Rathjen.

Tape Recorder stopped: 1:22 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant