



**JSDC Board of Directors Meeting
June 12, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Ritchie Wolf, Mark Klose, Dale Marks, Chris Rathjen, Lorrie Pavlicek, Marlee Siewert, Bill Lytle, Katie Andersen, Bob Toso, Jason Rohr, and Gerald Horner.

Members Absent: Tom Hausmann, CJ Janke, Kelly Rachel, and Ramone Gumke.

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

Guests Present: Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Becky Thatcher- Keller, Jamestown Chamber of Commerce; Cory Bayer, Marvel Homes; Jim Boyd, Jamestown Regional Airport; and Pam Phillips, City Council.

Call to order: 11:45 a.m. by Chris Rathjen.

Tape recorder started: 11:45 am

Conflict of Interest: None to declare.

Approval of Agenda: The June 12, 2017 agenda was approved as presented.

President's Report: Chris Rathjen opened the meeting with welcoming everyone. Chris noted she had nothing specific to report at this time.

Minutes: *Dale Marks moved to approve the minutes of the May 15, 2017 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

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

Bill Lytle moved to approve the May financial report as presented, Ritchie Wolf seconded, and the motion passed unanimously by voice vote.

Relocation of Public Access: Corry reviewed his memo in the dropbox on the Relocation of Public Access agenda item. There has been a number of discussions on the east half of Section 28 in Spiritwood (Klose Property) being incorporated into the Spiritwood Energy Park. In between the two pieces of land lays public access for a section line. Previously the Board of Directors passed a motion to incorporate the Klose Property into SEPA upon the request of a tenant.

The Business Attraction committee discussed a number of options as to where the best place to relocate the public access so SEPA could be one contiguous piece of land. Dedicating the western border of the Klose Property as public access would leave the most amount of land available for development without restricting any portion of the remaining property.

A recommendation was made from the Business Attraction Committee to the Board of Directors to relocate the public access to the western border of the east half of Section 28 in Spiritwood. This would be contingent on the incorporation of the eastern half of Section 28, or a portion of that Section, into the Spiritwood Energy Park. The recommendation was made by Tom Hausmann and was seconded by Gerald Horner.

The Board made a few inquiries and a discussion was held.

Lorrie Pavlicek motioned to approve the recommendation from the Business Attraction Committee to relocate the public access to the western border of the east half of Section 28 in Spiritwood contingent on the incorporation of the eastern half of Section 28, or a portion of that Section, into the Spiritwood Energy Park, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote.

Ritchie inquired if there are any easements drawn into this or what are the options for easements. Ritchie commented one of things they always run into when they get into putting in utilities is where do you put it and without a designated spot you need to go out and get a private easement. Ritchie noted that a private easement really doesn't protect anyone else so as a developer you might want to consider having an easement in with the infrastructure and then one can have some control as to where the utilities go and can address all utility issues at once. Ritchie inquired if that has ever been considered and what would it take to be considered.

A brief discussion was held by the Board. Lorrie asked Ritchie if he wanted her to amend her motion to include this. Ritchie commented that it isn't unusual for plats to include easements for utilities. Katie noted two things; first that all we are doing at this point is requesting that the county close the section line and relocate the public access; the plat is another thing that we will eventually have to have for this area so if we are going to plat additional right of way or if we are going to have any lot lines drawn then in that process of platting it would be a good time to make sure all utilities are in place. Katie commented she feels this would be separate. Ritchie commented the whole point of bringing this topic up is that he feels that as your developing it would make sense to include easements and that it should be included in the platting process. Lorrie requested it be noted in the minutes so it can be acknowledged. Connie mentioned bringing this up at the next County Commission meeting.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

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

- Corry reported the JSDC Business Attraction Committee met on Monday, June 5th. The committee discussed the relocation of public access and made a recommendation to the Board of Directors which was discussed at today's meeting. The next scheduled meeting date for the Business Attraction Committee will be on Monday, July 3rd.

Existing Business Outreach Committee-

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

- Corry reported the JSDC Existing Business Outreach Committee met on Thursday, May 18th. At the last meeting, the committee reviewed and discussed the committee goals. The next Existing Business Outreach Committee Meeting is scheduled for Thursday, June 15th, however, due to a number of committee members being unable to attend that meeting Chris asked Corry to send out an email to all committee members to see when would work to reschedule.

Organizational Excellence Committee –

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

- The JSDC Organizational Excellence Committee has not met since the last BOD meeting. The next scheduled meeting date for the Organizational Excellence Committee will be on Tuesday, June 20th.

Finance Committee-

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

- Chris reported the Finance Committee has not met since the last BOD meeting.

Action Items:

- **Past Action Items-** New rules and guidelines for PACE/Flex PACE are to be reviewed by a sub-committee. The sub-committee selected for this action item was the Organizational Excellence Committee.
 - The Organizational Excellence Committee will review this at their monthly June meeting.
- **New Action Items-**
 - Tracey will check with Schauer and Associates to get details in regards to the payroll processing expense on the Operations Profit and Loss Report. (the Operations Profit and Loss Report discussed was included in the dropbox)
 - Corry will send an email to the Existing Business Outreach Committee regarding rescheduling of the committee meeting currently set for June 15th

Staff Reports:

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

Business Development: Corry gave a brief staff report; no 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.

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

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.

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

Adjourn: The meeting was adjourned at 12:31 p.m.

Tape Recorder stopped: 12:31 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant