



**JSDC Board of Directors Meeting
July 11, 2016
Lower Level Conference Room
Official Minutes**

Members Present: CJ Janke, Ritchie Wolf, Katie Andersen, Bob Toso, Dale Marks, Kelly Rachel, Lorrie Pavlicek, Gerald Horner, Mark Klose, Toni Wegenast, Tom Hausmann, Ramone Gumke, and Marlee Siewert.

Members Absent: Bill Lytle and Chris Rathjen.

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

Guests Present: Keith Norman; Jamestown Sun, Becky Thatcher-Keller; Chamber of Commerce, Brenda Moritz; South Central Dakota Regional Council, Danica Chaput; ND Job Service, Clarice Liechty; community member, Corey Bayer; Marvel Homes, Searle Swedlund; Jamestown Tourism, Beth Dewald; Jamestown Tourism, Mitzi Hager; Jamestown Tourism, Rich Garman; SEPA, Pam Phillips; City Council member, Sarah Heinrich; KFGO news, Todd Hylden; Spiritwood Ingredients, Doug Anderson; Spiritwood Ingredients, Bob Keller; Stutsman Rural Water, Steve Burian; AE2S

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 agenda was approved as presented.

President's Report: Bob Toso noted there is a new principal at the High School and that he has been asked by the principal to stop in and talk about ways to increase involvement.

Minutes: *Dale Marks moved to approve the minutes of the June 13, 2016 Board of Directors Meeting as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey presented the financial report for June. The financial information was in the dropbox for review.

Ramone Gumke moved to approve the June financial report as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Jamestown Tourism Renewal of Grant Funds Request: Corry presented the Jamestown Tourism Renewal of Grant Funds Request to the Board of Directors. Jamestown Tourism is requesting \$75,000 in

matching dollars to help fund tourism sites, events, and other recreational entities that generate economic impact by bringing visitors to Jamestown. These dollars are allocated through an application process where the organization presents the request in front of the five member Jamestown Tourism Executive Board for approval.

Corry turned the presentation over to Searle Swedlund, Executive Director of Jamestown Tourism, who briefly explained the request. Searle noted this is an annual request and dollars are matched through the hospitality funds. Searle noted their application is in the dropbox and commented there are six types of grants they fund with this. He then turned the presentation over to Mitzi Hager, President of the Jamestown Tourism Board and Beth Dewald, Treasurer of the Jamestown Board who both gave further clarification and examples as to what the funds are used for.

Kelly Rachel motioned to approve the Jamestown Tourism's request for \$75,000 in matching dollars, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Katie- aye, Mark- aye, Lorrie- aye, Dale- aye, Gerald-aye, Ramone- aye, Tom- aye, CJ- aye, Ritchie- aye, Marlee- aye, Toni- aye, Kelly- aye, Bob- aye. Motion passed 13-0 with Chris Rathjen and Bill Lytle absent.

Spiritwood Ingredients, LLC. Request for APUC Match: Corry presented on the Spiritwood Ingredients, LLC. Request. Spiritwood Ingredients is requesting \$50,000 in matching grant dollars for the APUC Basic & Applied Research. They are looking to construct a Barley Processing Plant using 5 million bushels of barley annually as its primary feedstock. The processing plant will produce high concentrate barley protein for use in the aquaculture (fish farming) industry. The remaining co-product will be used as a feedstock for ethanol production. The project, Spiritwood Ingredients LLC, will be co-located next to Dakota Spirit AgEnergy, a 65 MGY bio refinery in the Spiritwood Energy Park outside of Jamestown.

Doug Anderson and Todd Hylden of Spiritwood Ingredients were in attendance and presented their request to the Board of Directors.

A discussion as well as some inquires took place among the Board.

Dale Marks motioned to approve Spiritwood Ingredients' request for \$50,000 in matching grant dollars contingent upon APUC approval and with a 90/10 City/County split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Gerald- aye, Ramone- aye, Tom- aye, CJ- aye, Ritchie- aye, Marlee- aye, Toni- aye, Kelly- aye, Katie- aye, Mark- aye, Lorrie- aye, Dale- aye, Bob -aye. Motion passed 13-0 with Bill Lytle and Chris Rathjen absent.

Bob Toso moved the Red River Valley Water Supply Request up to discuss as the next agenda item.

Red River Valley Water Supply Request: Connie presented the Red River Valley Water Supply Request to the Board of Directors. Connie noted the Garrison Conservancy District has been allocated dollars to move forward with the next phase of the Red River Valley Water Supply Project (RRVWSP). JSDC has opted into the project in prior years to ensure the region will have enough industrial water for the future.

Connie commented that to continue as a part of the project it has been determined that, in partnership with Stutsman Rural Water District, this area will need an additional 8 cfs of water initially to make sure we can support additional projects to continue growth in the Spiritwood area. 1cfs will cost \$14,000 so 8 cfs = \$112,000. The Stutsman Rural Water District board of directors will provide up to 50% of this if the community will match the other 50%. This cost to move forward with the engineering study of \$56,000 is split 90/City = \$50,400 10/County = \$5,600. This is the same split as has been all of the costs in the Spiritwood Township.

Bob Keller, Stutsman Rural Water, and Steve Burian, AE2S, were both in attendance to present on the request and answer any questions the Board of Directors had. A power point presentation was presented to the Board.

A discussion was held by the Board of Directors.

Katie Andersen motioned to move forward with a nomination of 15 cfs with a contribution not to exceed \$154,000 and to include a 90/10 City/County split, CJ Janke seconded the motion, and the motion passed unanimously. Roll Call: Ritchie- aye, Toni- aye, Marlee-aye, Kelly-aye, Katie-aye, Mark- aye, Lorrie- aye, Dale- aye, Gerald- aye, Ramone- aye, Tom- aye, CJ-aye, Bob- aye. Motion passed 13-0 with Chris Rathjen and Bill Lytle absent.

2017 JSDC Draft Budget: Connie reported on the 2017 JSDC Draft Budget agenda item. Connie noted the budget was in the dropbox along with her memo explaining how much everything will cost. Connie commented she did limit the budget to a 3% overall increase. She also included the workforce and business recruiting budget estimate for 2016 and 2017 as well as the marketing estimate and actual to date for 2016 and 2017.

Connie reported that at the JSDC Finance Committee meeting on Friday, July 8th a recommendation was made to approve the draft budget and move it forward to City/County.

Lorrie Pavlicek motioned to approve the 2017 JSDC Draft Budget as proposed, Dale Marks seconded the motion, and the motion passed unanimously. Roll Call: Mark- aye, Dale- aye, Gerald- aye, Lorrie- aye, Tom- aye, CJ- aye, Ramone- aye, Ritchie- aye, Marlee- aye, Toni- aye, Katie- aye, Kelly- aye, Bob- aye. Motion passed 13-0 with Chris Rathjen and Bill Lytle absent.

SEPA Expansion: Corry presented on the SEPA Expansion agenda item. Corry reported that with the possibility of a 2nd large value added agriculture tenant moving into the Spiritwood area there is an opportunity to expand the Spiritwood Energy Park to accommodate them; the expansion would add the 320 acres, located directly south of SEPA, to the Spiritwood Energy Park. The 320 acres is currently owned by the JSDC on a 90/10 city/county split and is commonly known as the Klose Property. Basic details of the transfer are in Corry's memo in the dropbox.

A recommendation has been made by the New Business Attraction Committee to the full Board of Directors for the JSDC to move the 320 acres of the Klose Property (east half of Section 28) into the Spiritwood Energy Park Association as an equity investment.

A discussion was held by the Board of Directors.

Ramone Gumke motioned to incorporate 320 acres of the Klose Property (east half of Section 28) into the Spiritwood Energy Park Association with the additional costs of equity of the rail spur and switch contingent upon the location of tenant, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Marlee- aye, Toni- aye, Kelly-aye, Katie- aye, Mark- aye, Lorrie- aye, Dale- aye, Gerald- aye, Ramone- aye, Tom- aye, CJ- aye, Ritchie- aye, Bob- aye. Motion passed 13-0 with Bill Lytle and Chris Rathjen absent.

Approval of Governance Documents: Bob referred the Board of Directors to the Governance Documents in the dropbox for approval; the documents are in last month's BOD meeting folder. These documents include the JSDC Procedures, JSDC/City/County Contract and the Articles of Incorporation. Approval of the Governance documents was tabled at the last Board of Directors Meeting in June.

A brief discussion was held among the Board.

Marlee Siewert motioned to approve the governance documents as presented, Tom Hausmann seconded the motion, and the motion passed unanimously. Roll Call: Lorrie -aye, Dale- aye, Ramone- aye, Tom- aye, Gerald- aye, CJ- aye, Toni- aye, Ritchie- aye, Marlee-aye, Kelly- aye, Katie- aye, Mark- aye, Bob- aye. Motion passed 13-0 with Chris Rathjen and Bill Lytle absent.

Number of Bod Members\Ex-Officious: This agenda item was skipped.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee – Bob reported the Business Attraction Committee met today prior to the Board of Director’s Meeting. The recommendation from this committee which was the SEPA Expansion has been addressed in the BOD Meeting. The next meeting is scheduled for Monday, August 1st from 9:00 a.m. – 10:00 a.m.

Organizational Excellence Committee – Bob reported the Organizational Excellence Committee met on Tuesday, June 21st at 8:30 am. Bob commented the focus of the meeting was to review the application process and find a way to make it more user friendly. Bob commented the goal is to finish this process in August. The next meeting is scheduled for Tuesday, July 19th from 10:00 am to 11:00 am.

Existing Business Outreach Committee – Corry reported the Existing Business Outreach Committee has not met since the last BOD meeting; the committee will be meeting on Thursday, July 14th. Corry commented the committee will be going over the old Business Retention questionnaire document.

Action Items: None at this time.

Other: Connie presented on the Secretarial Solutions request to relocate to a smaller space within in the building. Secretarial Solutions does not need the larger office space they are currently leasing and have inquired if they can move their office to the office closest to the JSDC back door. Connie noted she has also discussed with Rich Garman and will have as an agenda item for Spiritwood Energy Park Association (SEPA) the possibility of that entity leasing the space currently occupied by Secretarial Solutions.

Connie would like the Board’s permission to request City/County for Secretarial Solutions relocation and pursue the SEPA request at the SEPA board of directors meeting on Tuesday, July 19th.

Becky Thatcher- Keller from the Chamber of Commerce inquired to Connie that the Chamber is looking for more space and she had spoken with Connie prior about being interested in that space as well. Connie commented for now we can just leave it and beings the Chamber is partial owner of the building Becky can go ahead and explore what the costs would entail to renovate the office with the plans she has in mind and then we can go from there.

Staff Reports:

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

Business Development: Corry stated his full report was 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.

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

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

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

Spiritwood Energy Park Association (SEPA): Rich Garman was present and reported on Spiritwood Energy Park Association.

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

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

Adjourn: The meeting was adjourned at 1:37 p.m.

Tape recorder stopped at 1:37 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant