



**JSDC Board of Directors Meeting
July 8, 2019
Lower Level Conference Room
Official Minutes**

Members Present: Bob Toso, Mark Klose, Tory Hart, Gerald Horner, Steve Cichos, Marlee Siewert, Kelly Rachel, Chris Rathjen, Lorrie Pavlicek, and CJ Janke.

Members Absent: Bill Lytle, Pam Phillips, Ritchie Wolf, Dwaine Heinrich, and Jason Rohr.

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

Staff Absent: none

Guests Present: Danica Chaput, ND Job Service; David Steele, City Council; Emily Bivens, Jamestown Chamber of Commerce; Jennifer Schultes, South Central Dakota Regional Council; Keith Norman, Jamestown Sun; Sarah Hellekson, City of Jamestown; Courtney VanDyke, Bank Forward; and Craig Day, CAD Properties LLC.

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

Tape recorder started: 11:45 a.m.

Conflict of Interest: Tory Hart declared a conflict of interest on the CAD Properties Flex PACE Request agenda item, which was added to the agenda at the beginning of the meeting. Tory will abstain from voting on the CAD Properties item.

Approval of Agenda: Kelly commented that Corry had an addition to the July agenda; CAD Properties Flex PACE Request. The July 8, 2019 Board Agenda was approved with the addition of CAD Properties Flex PACE Request added to the agenda.

Lorrie Pavlicek moved to approve the July 8, 2019 JSDC Board of Directors agenda with the addition of CAD Properties Flex PACE Request, Bob Toso seconded, and the motion passed unanimously by voice vote.

President's Report: Kelly commented he did not have anything to report at this time.

Minutes: Minutes from the June 12, 2019 Board of Directors Meeting were in the dropbox for review and approval.

Bob Toso moved to approve the minutes of the June 12, 2019 Board of Directors Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.

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

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

CAD Properties Flex PACE Request: Corry reported on the CAD Properties LLC. Flex PACE Request agenda item. This item was added to the agenda at the beginning of the meeting. CAD Properties is in the process of expanding their facility. They will be making improvements to their current facility and purchasing additional equipment to facilitate this expansion. The property expansion houses NAPA Auto Parts Delivery.

Craig Day, CAD Properties LLC, and Courtney VanDyke, Bank Forward, were both in attendance to present the request and answer various questions from the JSDC Board of Directors.

The application and Flex PACE rubric were in the Dropbox and One Drive for review.

A recommendation was made to the JSDC Board of Directors to fund CAD Properties LLC's 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. Tory will be abstaining from the vote.

Lorrie Pavlicek motioned to approve CAD Properties LLC's 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, Chris Rathjen seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Bob-aye, Chris-aye, and Kelly-aye. Motion passed 9-0 with Bill Lytle, Dwaine Heinrich, Pam Phillips, Ritchie Wolf, and Jason Rohr absent and Tory Hart abstaining from the vote.

South Central Dakota Regional Council Request for 2020 Dues: Connie reported on the South Central Dakota Regional Council (SCDRC) Request for 2020 Dues agenda item. Connie noted that included in the dropbox is a request packet from SCDRC Interim Executive Director Jennifer Schultes for 2020 dues, the SCDRC projected budget, financials and the calculation, based on county population, for each of the counties in the region served by SCDRC.

The amount requested is \$36,458. The split, as recommended in the past is: City = 63%/\$22,969 and County = 37%/\$13,489.

Jennifer Schultes, SCDRC Interim Executive Director, was in attendance to answer any inquiries the Board of Directors had regarding the request presented.

Tory Hart motioned to approve the South Central Dakota Regional Council 2020 Dues in the amount of \$36,458 at a 63/37 City=\$22,969/County=\$13,489 split, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Mark-aye, CJ-aye, Steve-aye, Lorrie-aye, Gerald-aye, Tory-aye, Bob-aye, Chris-aye, Marlee-aye, and Kelly-aye. Motion passed 10-0 with Dwaine Heinrich, Jason Rohr, Pam Phillips, Bill Lytle, and Ritchie Wolf absent.

Site Plan Approval: Corry reported on the Site Plan Approval agenda item. Corry informed the Board that the Existing Business Committee met and reviewed the site plans for the UPS facility in the I-94 Business Park. The site plans were in One Drive for review. Corry noted the plans include all the necessary items required and meet the covenants and restrictions for the land.

At the Existing Business Committee meeting, Tory Hart made a recommendation to the full board to approve the site plans as presented; CJ Janke seconded the motion.

A brief discussion was held by the JSDC Board of Directors.

Bob Toso motioned to approve the site plans for the UPS facility as presented, Marlee Siewert seconded the motion, 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 has not met since the last Board of Directors Meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, July 29th.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee met on Tuesday, July 2nd. The committee explored the Strategic Plan Goals (2 goals and 3 strategies) and discussed Train ND reporting. Both items included a memo in One Drive for review.

➤ The Goals and Strategies discussed are listed below:

- Goal 1: Workforce
 - *Strategy 1:* Support Primary Sector Job Creation within Stutsman County.
 - *Strategy 2:* Support local workforce development initiatives.
- Goal 2: Community
 - *Strategy 1:* Support Community Development Projects

Chris Rathjen motioned to accept the Goals and Strategies of the Strategic Plan as presented, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote.

- The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, August 6th.

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 last Board of Directors Meeting. There will not be an Organizational Excellence Committee Meeting for the month of July. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, August 20th.

Finance Committee-

(Committee members consist of: Marlee, Chris, Gerald, Pam, Steve, Kelly, Tracey, and Connie)

- The Finance Committee meets on an as needed basis.

Action Items: There are no action items at this time.

Other: Corry gave a brief update on the progress at the Airport Business Park for the Board.

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: Sarah Hellekson and David Steele were present and reported on the City.

Stutsman County: Mark Klose and Steve Cichos were present and reported on the County.

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.

Adjourn: The meeting was adjourned at 12:37 p.m. by Kelly Rachel.

Tape Recorder stopped: 12:37 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant