



**JSDC Board of Directors Meeting  
August 14, 2017  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Chris Rathjen, Dale Marks, Mark Klose, Katie Andersen, Bob Toso, Gerald Horner, Bill Lytle, Lorrie Pavlicek, CJ Janke, Ritchie Wolf, Jason Rohr, Kelly Rachel, and Ramone Gumke (via phone).

**Members Absent:** Tom Hausmann and Marlee Siewert

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

**Guests Present:** Chris Olson, Jamestown Sun; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Stacy Bowerman, South Central Dakota Regional Council; Becky Thatcher- Keller, Jamestown Chamber of Commerce; Pam Phillips, City Council; Tena Lawrence, University of Jamestown; Katherine Roth, Jamestown Regional Entrepreneurship Center; Searle Swedlund, Jamestown Tourism; Duane Enzminger, Former JSDC BOD member/community member; Kim Lees, SCDRC Board member; Cory Bayer, Marvel Homes; Jim Boyd, Jamestown Regional Airport; and Karla Hoelscher, Train ND.

**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 August 14, 2017 agenda was approved as presented. The Train ND Quarterly Report agenda item was moved to the end of the agenda items due to the presenters arriving later than previously anticipated.

**President's Report:** Chris Rathjen opened the meeting with welcoming everyone and introductions were made. Chris noted she had a couple announcements to make; she congratulated Searle Swedlund on his appointment to the ND Council of Arts by Governor Doug Burgum and Katie Andersen on her appointment by Governor Burgum to the State Water Commission. Chris also informed the Board that there is a Partners Event scheduled for Thursday, August 24<sup>th</sup> at the Gladstone Inn from 11:00 am-1:00 pm. This event is a result of the Existing Business Outreach Committee. The goal was to try to get an event put together for local businesses to attend and to be able to showcase what the JSDC, state and the different programs have to offer as well as the different people JSDC partners with. There will be six speakers presenting at the event along with the JSDC.

**Minutes:** *Bob Toso moved to approve the minutes of the July 10, 2017 Board of Directors Meeting as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

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

*Bill Lytle moved to approve the July financial report as presented, Jason Rohr seconded, and the motion passed unanimously by voice vote.*

**SCDRC Request for Dues Funding:** Corry reviewed the memo on the SCDRC Request for Dues Funding agenda item. The South-Central Dakota Regional Council is requesting \$36,945 for 2018 Dues. This is a 3% increase from 2017 with the City at 63% for a dollar amount of \$23,275 and County at 37% for a dollar amount of \$13,670. The application for South Central Dakota Regional Council annual dues was included in the dropbox.

Stacey Bowerman, Regional Council Executive Director and Brenda Moritz, Regional Council Business Manager, were both in attendance to answer any questions or concerns the Board of Directors had. The Board held a brief discussion in which Commissioner Mark Klose noted that the County had sent out a memo asking all agencies that receive county funding to request the same amount of funding they received in 2017 for 2018. Mark inquired if SCDRC had received that memo. Stacey Bowerman responded by noting that they did receive the memo but it was to his understanding that the Regional Council had already taken action on seeking a 3% increase prior to the memo being sent out. After further discussion, the overall consensus of the JSDC Board was to deny the request for a 3% increase for 2018 and approve the 2018 request at the same level paid in 2017.

*Bob Toso motioned to approve the South-Central Dakota Regional Council 2018 Dues at the same level as 2017, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Ramone-aye, Ritchie-aye, Jason-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, and Chris-aye. Motion passed 13-0 with Tom Hausmann and Marlee Siewert absent.*

**Witthauer Insurance Request for Flex PACE Funds:** Corry reviewed his memo on the Witthauer Insurance Request for Flex PACE Funds agenda item. Witthauer, Inc. is in the investment and insurance industry. The Witthauer, Inc. office has several divisions within; Individual life insurance, Group insurance and Investment for individuals and business. He has added additional employees and has no room for additions or remodeling in his current downtown location. He intends to purchase a currently vacant building and renovate for his new location. The interest savings will allow him to further improve the property.

Witthauer, Inc. is requesting up to \$86,000 in Flex PACE Interest Buydown funds. Those funds will be matched by the Bank of ND by up to \$200,000.

The recommendation was made to the JSDC Board of Directors to fully fund the Witthauer, Inc. request for \$86,000 at an 80/20 City=\$68,800 /County=\$17,200 split.

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

*Katie Andersen motioned to approve Witthauer Insurance for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County=\$17,200 split, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye,*

*Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, Ritchie-aye, Jason-aye, and Chris-aye. Motion passed 13-0 with Marlee Siewert and Tom Hausmann absent.*

**Train ND Quarterly Report:** The Train ND Quarterly Report agenda item was addressed after the Ex-Officio reports were presented. Karla Hoelscher from Train ND was in attendance and gave a brief quarterly report on Train ND and their progress. The information presented was in the dropbox for review. Karla also gave the group the opportunity to give any suggestions of classes they would like to see held in the future. Train ND will give another quarterly review at the November JSDC Board of Directors Meeting.

**Jamestown Tourism Grant Request:** Corry introduced the Jamestown Tourism Grant Request agenda item. Corry noted this is an annual request. Corry then turned the presentation over to Searle Swedlund, Executive Director of Jamestown Tourism, who briefly reviewed his memo to the JSDC Board.

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.

Searle noted in his memo that the impact of Tourism is always difficult to measure. In 2016, the receipt of tax dollars from hotel and restaurant taxes were down. While this was common across North Dakota, Jamestown can see how its impact was sustained through the downturn in the oil and ag industries. The most recent research from North Dakota Tourism paints the picture for Stutsman County.

*Dale Marks 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: Ritchie-aye, Jason-aye, Kelly-aye, Bill-aye, Bob-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Ramone-aye, and Chris-aye. Motion passed 13-0 with Tom Hausmann and Marlee Siewert absent.*

**JSDC Board Member on Entrepreneurship Board of Directors:** Tena Lawrence, University of Jamestown and Katherine Roth, Jamestown Regional Entrepreneurship Center were both in attendance to present on the JSDC Board Member on Entrepreneurship Board of Directors agenda item. Tena announced to the Board that there is a new space for an office on the University of Jamestown Campus for the Jamestown Regional Entrepreneurship Center. Tena commented they are in the process of putting together a board for their organization; the board will consist of several seats including a few permanent seats which include the JSDC, University of Jamestown, and Great River Energy. Three entrepreneurs have also committed to being on the board including Mayor Katie Andersen, Jim Boyd and Scott Bintz.

Tena introduced Katherine Roth, Katherine is the new Executive Director of the Jamestown Regional Entrepreneurship Center. Katherine gave a brief history about herself to the Board of Directors.

Chris inquired the Board's thoughts as to what makes the most sense for JSDC as to who they would want to appoint to the Board. Bill commented he thought this was something that they should discuss in the Organizational Excellence Committee and bring a recommendation back to the JSDC Board of Directors.

➤ **Action item:**

- The Organizational Excellence Committee will meet to discuss the JSDC Board member they feel should be selected to represent JSDC on the Entrepreneurship Board of Directors. They will then bring their recommendation back to the JSDC Board.

**JSDC Nominating Committee:** Chris reviewed the memo in the dropbox on the JSDC Nominating Committee agenda item. Chris noted that there are two Board members whose terms are expiring at the end of the 2017 year. The board members whose current terms are expiring include:

Gerald Horner, completing 2nd term, eligible for re-election  
Marlee Siewert, completing 1st term, eligible for re-election

Both of these individuals have agreed to serve another term.

The JSDC Nominating Committee will report back to the JSDC Board of Directors at their regular meeting on Monday, September 11th with recommendations for two candidates for election/re-election; as well as reaffirm the City and County appointees from JSDC: Ramone Gumke and Mark Klose. Connie will also advertise in the Jamestown Sun for the board openings.

➤ **Action Item:**

- The JSDC Nominating Committee will meet to review and recommend two candidates for election/re-election and report back to the JSDC Board of Directors at the September BOD Meeting

**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)

- The JSDC Business Attraction Committee met on Monday, August 7<sup>th</sup>. The next scheduled meeting date for the Business Attraction Committee will be on Monday, September 4<sup>th</sup>, which falls on the Labor Day holiday so it will be rescheduled for a different day for the month of September.

Existing Business Outreach Committee-

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

- The JSDC Existing Business Outreach Committee met on Tuesday, August 1<sup>st</sup>. The committee worked on the Partners Event which is scheduled for Thursday, August 24<sup>th</sup> at the Gladstone Inn from 11:00 am-1:00 pm. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, September 5<sup>th</sup>.

Organizational Excellence Committee –

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

- The JSDC Organizational Excellence Committee met on Tuesday, July 18<sup>th</sup>. Corry reported some slight revisions were made to the Flex PACE rubric. The revised rubric was in the dropbox. Katie noted the committee did review how the rubric has been working and found it to be working well overall, therefore, only a few changes were made as it still meets the goals at a higher dollar amount. Corry requested the Board's approval on the revised Flex PACE rubric.

*Bill Lytle moved to approve the new Flex PACE rubric, Gerald Horner seconded the motion, and the motion passed unanimously by voice vote.*

The next scheduled meeting date for the Organizational Excellence Committee will be on Tuesday, August 15<sup>th</sup>.

Finance Committee-

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

- Chris reported the Finance Committee has not met since the last Board of Directors Meeting.

**Action Items:**

- **New Action Items-**
  - none at this time
  
- **Old Action Items-**
  - The Organizational Excellence Committee will review the JSDC Benefit package for the 2018 budget
    - This is on the agenda for the August 15<sup>th</sup> Organizational Excellence Committee Meeting

**Staff Reports:**

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

**Business Development:** Corry gave a brief staff report; his 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.

(Dale Marks exited the meeting at 12:42 pm)

**South Central Dakota Regional Council:** Stacey Bowerman and Brenda Moritz were 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.

(Ramone Gumke left the conversation at 12:47 pm)

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

**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 1:03 p.m.

**Tape Recorder stopped:** 1:03 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant