



**JSDC Board of Directors Meeting
September 10, 2018
Lower Level Conference Room
Official Minutes**

Members Present: CJ Janke, Bob Toso, Kelly Rachel, Ritchie Wolf, Mark Klose, Gerald Horner, Dale Marks, Lorrie Pavlicek, Tom Hausmann, Dwaine Heinrich, Marlee Siewert (via phone), Pam Phillips (entered at 11:52 am), and Bill Lytle (entered at 11:58 am)

Members Absent: Chris Rathjen and Jason Rohr.

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

Staff Absent: none

Guests Present: Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Corey Bayer, Marvel Homes; David Steele, City Council; Emily Bivens, Chamber of Commerce; Sarah Hellekson, City of Jamestown; Beth Keller, Lawn Now, LLC; and James Jensen, Lawn Now, LLC.

Call to order: 11:46 a.m. by Kelly Rachel, the Vice President who is acting as the President in the President's absence and has the ability to perform such duties as authorized by Article 7 of JSDC's Bylaws.

Tape recorder started: 11:46 a.m.

Conflict of Interest: None to declare.

Approval of Agenda: The September 10, 2018 JSDC Board Agenda was approved as presented.

President's Report: Nothing was reported. Chris Rathjen was absent, Kelly Rachel chaired the meeting in her absence.

Minutes: Minutes from the August 13, 2018 Board of Directors Meeting and minutes from the September 4, 2018 Special Board of Directors Meeting were in the dropbox for review and approval.

Lorrie Pavlicek moved to approve the minutes of the August 13, 2018 Board of Directors Meeting as presented, Dale Marks seconded, and the motion passed unanimously by voice vote.

Bob Toso moved to approve the minutes of the September 4, 2018 Board of Directors Meeting as presented, Gerald Horner seconded the motion, and the motion passed unanimously by voice vote.

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

CJ Janke moved to approve the August financial report as presented, Tom Hausmann seconded, and the motion passed unanimously by voice vote.

(Pam Phillips entered the meeting at 11:52 am)

Lawn Now, LLC. Flex PACE Request: Corry reported on the Lawn Now, LLC. Flex PACE Request agenda item. Lawn Now, LLC. is purchasing and remodeling a building in Jamestown to set up a permanent location for their real estate agency. They are locally owned with state-of-the-art technology and vast knowledge of the area to give people relocating to the area another option.

Lawn Now, LLC. 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 application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fully fund Lawn Now, LLC's request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Beth Keller and James Jensen from Lawn Now, LLC. were both in attendance to further explain the request and answer any questions the Board of Directors had.

Bob Toso motioned to approve Lawn Now, LLC. 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: CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Tom-aye, Ritchie-aye, Marlee-aye, Bob-aye, Dwaine-aye, Mark-aye, and Kelly-aye. Motion passed 12-0 with Chris Rathjen, Bill Lytle, and Jason Rohr absent.

(Bill Lytle entered the meeting at 11:58 am)

Heartland Heating & Cooling, Inc. Flex PACE Request: Corry reported on the Heartland Heating & Cooling, Inc. Flex PACE Request agenda item. Heartland Heating & Cooling, Inc. is purchasing an existing business in Jamestown. They are relocating their business from Courtenay to Jamestown to have a more centralized location for their customers to have access to.

Heartland Heating and Cooling, 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 application and Flex PACE rubric were in the dropbox for review.

A recommendation was made to the JSDC Board of Directors to fully fund Heartland Heating & Cooling's request for up to \$86,000 at an 80/20 City=\$68,800/County=\$17,200 split.

Mark Klose motioned to approve Heartland Heating & Cooling, Inc. for up to \$86,000 in Flex PACE Interest Buydown funds at an 80/20 City=\$68,800/County = \$17,200 split, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, Tom-aye, Ritchie-aye, Marlee-aye, Bob Toso-aye, Bill Lytle-aye, and Kelly Rachel-aye. Motion passed 13-0 with Jason Rohr and Chris Rathjen absent.

SCDRC 2018 Dues and \$5,000 for SBDC: Connie reviewed her memo on the SCDRC 2018 Dues and \$5,000 for SBDC agenda item. Included with the memo in the dropbox was a letter dated 7/20/18 received 8/20/18 from Stacy Bowerman, SCDRC Executive Director, requesting modification of payment for SBDC for 2018 from \$15,000 to \$5,000. The Organizational Excellence reviewed the letter and recommended accepting the offer of the \$5,000 and paying the remainder of the 2018 dues to SCDRC of \$16,141 in exchange for that \$5,000. They did not agree to the other items listed in the letter. The 2019 request for dues will be considered at a later date.

The funds of \$16,141.00 would be split between the City and County as follows: 63/37 City = \$10,169/County = \$5,972.

Connie commented Stacey was unable to make the meeting today due to another commitment but that she did speak to him last week Friday in regards to this.

Inquiries were made and a board discussion was held.

Bob spoke on behalf of the Organizational Excellence Committee and commented that when the committee met on this in August they felt it was best to resolve and settle the 2018 dues in order to move on and work towards the 2019 dues. Dwaine expressed his opinion and commented he felt the dues should be something that goes to the City and County rather than JSDC making a recommendation to City and County therefore alleviating any friction created between the two entities.

The payment of \$16,141.00 only settles the dues for 2018; the 2019 dues will need to be discussed going forward.

Bob Toso moved to approve payment of the South Central Dakota Regional Council 2018 dues in the amount of \$16,141.00 with a 63/37 City= \$10,169/County= \$5,972 split and accept the agreement for SCDRC to pay the JSDC \$5,000 in support of the Small Business Development Center, Gerald Horner seconded the motion, and the motion passed unanimously. Roll Call: Tom-aye, Ritchie-aye, Marlee-aye, Bill-aye, Bob-aye, Dwaine-aye, Mark-no, CJ-aye, Lorrie-aye, Dale-aye, Gerald-aye, Pam-aye, and Kelly-aye. Motion passed 12-1 with Chris Rathjen and Jason Rohr absent.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

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

- The Business Attraction Committee has not met since the last Board of Directors Meeting. The monthly September meeting was cancelled. The next Business Attraction Committee Meeting will be held on Monday, October 1st.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee has not met since the last Board of Directors Meeting. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, September 11th.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee met Tuesday, August 21st. The committee discussed Board vacancies and Board structure. The committee also discussed the 2018 SCDRC dues and Small Business Development Center as presented at today's meeting. The next Organizational Excellence Committee meeting is scheduled for Tuesday, September 18th.

Finance Committee-

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

- Nothing was reported for the Finance Committee at this time. The Finance Committee meets on an as needed basis.

Action Items: Nothing at this time.

Other: Nothing at this time.

Staff Reports:

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

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:

Jamestown Chamber of Commerce: Emily Bivens, new Executive Director for the Chamber, was present and reported on the Chamber of Commerce.

Jamestown Tourism: Emily Bivens reported on Jamestown Tourism in Searle Swedlund's absence.

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

City of Jamestown: Dwaine Heinrich and Pam Phillips were present and reported on the City.

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

Adjourn: The meeting was adjourned at 12:59 p.m. by Kelly Rachel.

Tape Recorder stopped: 12:59 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant