



**Special JSDC Board of Directors Meeting**  
**Tuesday, January 16, 2024**  
**Official Minutes**  
**JSDC Lower-Level Conference Room**

**Members Present:** Tory Hart, Nick Schauer, Jeremy Rham, Marlee Siewert (via Zoom), Dwaine Heinrich, Mark Kloose, Levi Taylor, Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

**Members Absent:** None.

**Staff Present:** Corry Shevlin, Alyssa Looyesen, Jamie Czapiewski.

**Guests Present:** Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Chris Erwin, SBDC.

**Call to order:** 11:46 a.m. by Tory.

**Conflict of Interest:** Tory Hart for Breck A. Leach, DMD.

**B) Approval of Agenda:** The agenda was in the One Drive for Approval.

*Jeremy Rham made a motion to approve the agenda as presented. Tonya Perkins seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Tory gave a brief president's report looking back at 2023.

Mike Delfs entered the meeting at 11:51 a.m. and Dwaine Heinrich entered the meeting at 11:55 a.m.

**D) Strategic Committee Reports**

Organizational Excellence Committee –

(Committee members: David, Mark, Tonya, Marlee, Jen, Connie, Corry, Alyssa, and Jamie) \*2023 Members\*

- The Organizational Excellence Committee did not meet in January.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Marlee, Casey, Connie, Corry, Alyssa, Jamie, and LeAnn) \*2023 Members\*

- The Finance Committee met on Thursday, January 11, 2024, to discuss the 2023 finances and audit.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: David, Mark, Tory, Rod, Dwaine, Mike, Connie, Corry, Alyssa, and Jamie) \*2023 Members\*

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, January 10, 2024.
- The de-obligation of the 2021 and 2022 unused Flex PACE funds was discussed at the January meeting, along with an amendment in the Breck A Leach, DMD Flex PACE Request.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Jeremy, Nick, Dwaine, Tonya, Jen, Mike, Connie, Corry, Alyssa, and Jamie) \*2023 Members\*

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, January 10, 2024.
- The de-obligation of the 2021 and 2022 unused Flex PACE funds was discussed at the January meeting, along with an amendment in the Breck A Leach, DMD Flex PACE Request.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

**E) Approval of Meeting Minutes:** The minutes from the December meeting were in the One Drive for review.

*Rod Johnson made a motion to approve the minutes as presented. David Steele seconded, and the motion passed unanimously by voice vote.*

**F) Account Status Report:** The financial reports were in the One Drive for review.

There was a roughly \$38,000 overage in the operating expenses for 2023. This stems from having additional employee expenses, as there was more overlap between Connie and Alyssa than was previously anticipated. There is a cash balance in the operating budget that can absorb this overage.

*Tonya Perkins made a motion to approve the financials as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.*

*Mike Delfs made a motion to acknowledge the budget shortfall and allow it to be absorbed by the operating cash balance. Nick Schauer seconded, and the motion passed unanimously by voice vote.*

**G) De-obligation of Unused Funds – Flex PACE:** Alyssa’s memo regarding the de-obligation of Flex PACE funds from 2021 and 2022 was in the One Drive. Alyssa recommended de-obligation the unused back to the city and county in their respective amounts.

The de-obligation amounts for 2021 are \$90,964.55 for the city and \$22,741.14 for the county.

The de-obligation amounts for 2022 are \$128,194.09 for the city and \$32,048.52 for the county.

*David Steele made a motion to de-obligate the unused Flex PACE funds from 2021 back to the city and county in their respective amounts, Jeremy Rham seconded, and the motion passed unanimously by voice vote.*

*Mark Klose made a motion to de-obligate the unused Flex PACE funds from 2022 back to the city and county in their respective amounts, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**H) Amendment to Breck A Leach, DMD Flex PACE:** Alyssa’s updated memo regarding the Breck A Leach, DMD Flex PACE request was in the One Drive. The loan will now be signed to the limited liability corporation “Keeman, LLC.” Keeman, LLC is a Utah corporation with sole member Bubbyboo, LLC, which is an Alaska-based LLC. Bubbyboo, LLC is owned by Breck and Morgan Leach 50/50. This is the only asset in Keeman, LLC.

*Dwaine Heinrich made a motion to approve noted amendment of the Breck A Leach, DMD Flex PACE request. Casey Henderson seconded, and the motion passed unanimously by voice vote. Tory Hart refrained from voting due to conflict of interest.*

**I )2023 Audit:** The Engagement Letter concerning the 2023 Audit from Schauer & Associates was in the One Drive. This document needs approval so that work on the audit can begin.

The audit will be done later than usual this year. Schauer has stated that they can have it finished by May 31, 2024, at the latest.

*Casey Henderson made a motion to move the JSDC Annual Meeting to the third Wednesday in June. Mark Klose seconded, and the motion passed unanimously by voice vote.*

*Casey Henderson made a motion to approve signing the engagement letter from Schauer & Associates to complete the 2023 Audit. Mike Delfs seconded, and the motion passed unanimously by voice vote.*

**K) Staff Reports:**

**Corry:** Corry reported on upcoming housing meetings and that the SEPA Board is looking to close out the rail project.

**Alyssa:** Alyssa reported that there are several Flex PACE requests in the works. She also reported that several 2023 projects are closing out.

**Jamie:** Jamie reported that committee sign up sheets for 2024 are now available and must be filled out and returned.

**L) Ex-Officio Reports:**

**City of Jamestown:** Dwaine and David reported on the City of Jamestown.

**Stutsman County:** Mark and Levi reported on Stutsman County.

**Jamestown Chamber of Commerce:** Emily reported on the Chamber.

**Jamestown Tourism:** Emily reported on tourism.

**ND Job Service:** Danica reported on Job Service.

**Small Business Development Center:** Chris reported on the SBDC.

**Adjourn:** Tory adjourned the meeting at 12:47 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator