



JSDC Board of Directors Meeting
Monday, March 11, 2024
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Tory Hart, Nick Schauer, Jeremy Rham, Levi Taylor, Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Marlee Siewert, Dwaine Heinrich, Mark Klose

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

Guests Present: Rory Timm, Unison Bank; Kelly Seckerson, Business Loop LLC; Tricia Seckerson, Dairy Queen; Masaki Ova, Jamestown Sun; Sarah Hellekson, City of Jamestown; Glenn Hauk, GRE; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Paul Smith, SBDC.

Call to order: 11:45 a.m. by Tory.

Conflict of Interest: None.

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

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

C) President's Report: Tory gave a brief president's report.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Tory, David, Mark, Tonya, Corry, Alyssa, and Jamie) *2024 Members*

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

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Corry, Alyssa, Jamie, and LeAnn)

2024 Members

- The Finance Committee did not meet in March.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Jeremy, Marlee, Dwaine, Casey, David, Jen, Mike, Corry, Alyssa, and Jamie) *2024 Members*

- The Existing Business Outreach Committee met with the New Business Attraction

Committee on Wednesday, March 6, 2024.

- The Flex PACE request and Awards were discussed at the March meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tory, Nick, Marlee, Dwaine, Tonya, Jen, Mike, Casey, Rod, Mark Corry, Alyssa, and Jamie) *2024 Members*

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, March 7, 2024.
- The Flex PACE request and Awards were discussed at the March meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

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

Rod Johnson made a motion to approve the financials as presented. Levi Taylor seconded, and the motion passed unanimously by voice vote.

G) Business Loop LLC Flex PACE Request: Alyssa's memo regarding the Flex PACE request was in the One Drive. Business Loop LLC is owned by Kelly Seckerson. They are building a new facility at 220 Business Loop West in Jamestown. The new facility will be for the relocation of Dairy Queen, and they are planning to add additional staff, increase efficiency, increase hours of operation, and provide additional services such as serving breakfast.

Kelly Seckerson of Business Loop LLC was in attendance to answer any questions, along with Rory Timm of Unison Bank. The Seckerson's have owned the Jamestown Dairy Queen for seven years now and it was within their ten-year plan to move/expand. The Jamestown Dairy Queen location has been ranked the #1 Dairy Queen in the state and is in the top 5% of locations nation-wide.

They currently have 35 employees, and this new facility will allow them to go up to 50 to 60 employees, including an additional salaried manager. The new location has also been approved to add breakfast services, which would extend their operating hours from 7 am to 10 pm. The expansion will also include two drive-thru lanes and windows towards the back, to make sure cars aren't lining up causing traffic issues. An outdoor seating area is also planned.

Alyssa recommended the funding for this project in the amount of \$85,714.30 with an 80% city and 20% county split. The city's portion would be \$65,571.44 and the county's portion would be \$17,142.86. The New and Existing Business Committees recommended the funding of the request.

David Steele made a motion to approve the Business Loop LLC Flex PACE Request as presented, Levi Taylor seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Nick – Aye, Jeremy – Aye, Levi – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Marlee, Dwaine, and Mark were not in attendance to vote.

H) 2023 Community Development Award and Growing Jamestown Award: Information regarding the criteria for the Community Development Award and Growing Jamestown Award was in the One Drive for reference.

Recipients of the Community Development Award are recognized as a great asset to our community for providing services, activities, and other opportunities that enrich the lives of residents. The Growing Jamestown Award is given to a business that is currently working or has worked with JSDC in the past and has a positive influence on the local economy.

Corry's recommendation for the 2023 awards were Our 5 Boys (T&K Pediatric) for the Community Development Award and the Anne Carlson Center for the Growing Jamestown Award.

T&K Pediatric Services has experienced growth and has had to move to a bigger facility to accommodate. They provide many services to the children of the community such as early intervention, occupational and physical therapy, and mental health services.

The Anne Carlsen Center also has grown with their new facility nearing completion. The center has been a part of Jamestown for over 80 years and the new state-of-the-art facility shows continued dedication to the area.

The New and Existing Business Committees recommended Our 5 Boys/T&K for the Community Development Award and the Anne Carlsen Center for the Growing Jamestown Award.

Mike Delfs made a motion to approve Our 5 Boys LLC/T&K Pediatric Services for the 2023 Community Development Award. Jen Dockter seconded, and the motion passed unanimously by voice vote.

Levi Taylor made a motion to approve the Anne Carlsen Center for the 2023 Growing Jamestown Award. Rod Johnson seconded, and the motion passed unanimously by voice vote.

I) CEO Employment Contract The new CEO Employment Contract dated March 1, 2024 to December 31, 2024 was in the One Drive. Going forward the CEO Employment Contract will follow a calendar year from January 1st to December 31st to better follow the standard employee pay raises that are budgeted to begin at the beginning of the new year.

Mike Delfs made a motion to approve the CEO Employment Contract as presented. Nick Schauer seconded, and the motion passed unanimously by voice vote.

M) Staff Reports:

Corry: Corry reported that rail payments are going out. He reported that NextEra has received money from the state. He also attended a meeting on natural gas meeting with area businesses.

Alyssa: Alyssa reported that she is working on finalizing the sale of Lot 4 in the Bloom Business Park and that there are other Flex PACE projects in the works.

N) Ex-Officio Reports:

City of Jamestown: David reported on the City of Jamestown.

Stutsman County: 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: Paul reported on the SBDC.

Adjourn: Tory adjourned the meeting at 12:38 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator