



**JSDC Board of Directors Meeting
Monday, September 9, 2024
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart, Jeremy Rham, Marlee Siewert, Dwaine Heinrich, Mark Klose, Levi Taylor, David Steele, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Casey Henderson, Rod Johnson.

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

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Emily Bivens, Jamestown Chamber/Tourism.

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 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.

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 September.
- 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 September.
- 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, September 4, 2024.
- The Internship Reimbursement Applications, Building Purchase and Remodel, and 2023 Audit were discussed at the September 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, September 4, 2024.
- The Internship Reimbursement Applications, Building Purchase and Remodel, and 2023 Audit were discussed at the September meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

Mike Delfs made a motion to approve the minutes as presented. Marlee Siewert seconded, and the motion passed unanimously by voice vote.

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

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

G) Fall 2024 Internship Reimbursement Applications: Jamie’s memo regarding the two internship reimbursement applications for the Fall 2024 semester was in the One Drive. Two applications were received. One is a Public Health Intern at Central Valley Health District and the other is a Graphic Design Intern at Blueprint Creative Solutions. Both met all requirements and scored high enough on the rubric to be considered for reimbursement. The New and Existing Business Committee voted to send both applications to the Board for approval at their Wednesday, September 4 meeting.

Marlee Siewert made a motion to approve the two Internship Reimbursement Applications for the Fall 2024 semester as presented, David Steele seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Casey and Rod were not in attendance to vote.

H) Building Purchase and Remodel: Corry’s memo regarding the building purchase and remodel was in the One Drive. There have been discussions regarding the potential expansion of the Chamber/Tourism within the building for the last several years. The proposal that the Chamber/Tourism have brought forward includes purchasing the building from the city and county and renovating the space. The ownership structure would be JSDC at 50% and the Chamber and Tourism both at 25%.

Emily Bivens was in attendance to answer any additional questions about the purchase and remodel. Renovating their half of the upstairs will allow the Chamber, Tourism, and DMV to better utilize the space. The JSDC will also have the added benefit of better access to the upstairs bathroom and the elevator. The renovation will also

increase the building value for all owners.

Corry made the recommendation to approve the purchase of the building with the JSDC share to be \$81,000, with an 80/20 split between the city and county. The city share would be \$64,800 and the county's share would be \$15,200. The New and Existing Business Committee voted to send this request to the Board for approval at their Wednesday, September 4 meeting.

Corry also made the recommendation to approve the renovation plans brought forward from the Chamber/Tourism, with the JSDC share not exceeding \$55,000, again with an 80/20 city and county split. The city's share would be \$44,000 and the county's share would be \$11,000. The New and Existing Business Committee voted to send this request to the Board for approval at their Wednesday, September 4 meeting.

Mike Delfs made a motion to approve the Building Purchase Plans as presented to send to the City and County for approval, Jeremy Rham seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Casey and Rod were not present to vote.

Marlee Siewert made a motion to approve Building Renovation Plans as presented to send to the City and County for approval, Jen Dockter seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Casey and Rod were not present to vote.

I) Finalize 2023 Audit: The 2023 Draft Audit was in the One Drive. No changes needed to be made after the SEPA tax returns, and it is ready to be approved and finalized by the Board.

Mark Klose made a motion to approve the 2023 JSDC Audit as presented, Jeremy Rham seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Casey and Rod were not present to vote.

J) Staff Reports:

Corry: Corry reported on several SEPA projects.

Alyssa: Alyssa reported on several projects that are near closing.

K) Ex-Officio Reports:

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

Stutsman County: Mark reported on the County.

Jamestown Chamber of Commerce: Emily reported on the Chamber

Jamestown Tourism: Emily reported on Tourism.

ND Job Service: Danica reported on Job Service.

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

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.