



**JSDC Board of Directors Meeting  
April 13, 2020  
Zoom Meeting  
Official Minutes**

**Members Present:** Kelly Rachel, Marlee Siewert, Tory Hart, Dwaine Heinrich, Mark Klose, Ritchie Wolf, CJ Janke, Lorrie Pavlicek, Steve Cichos, Gerald Horner, Pam Phillips, Jeremy Rham, Nick Schauer, and Mary Lou Urquhart.

**Members Absent:** Rod Johnson.

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

**Staff Absent:** none

**Guests Present:** David Steele, City Council; Keith Norman, Jamestown Sun; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Katherine Roth, Jamestown Regional Entrepreneur Center, Dan Kroetz, Commonwealth; Kelly Swarthout, Commonwealth; and Mindy Piatz, Brady Martz.

**Call to order:** 11:48 a.m. by Kelly Rachel.

**Conflict of Interest:** No conflicts of interest were declared.

**Approval of Agenda:** The April 13, 2020 Board Agenda was approved as presented. Kelly informed the Board that they would move the following agenda items to the top of the agenda: JSDC 2019 Annual Audit Review and Approval and JSDC 2019 990 Review and Approval.

**President's Report:** Kelly Rachel gave his President's Report. Kelly touched on the SBA Paycheck Protection Program (PPP). The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. SBA will forgive a portion of the loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities. An individual can apply through any existing SBA 7(a) lender or through any federally insured depository institution, federally insured credit union, and Farm Credit System institution that is participating. Other regulated lenders will be available to make these loans once they are approved and enrolled in the program. Lenders may begin processing loan applications as soon as April 3, 2020. The Paycheck Protection Program will be available through June 30, 2020. Kelly also briefly touched on his report in the JSDC Annual Report for 2019.

**Minutes:** Minutes from the March 9, 2020 Board of Directors Meeting were in One Drive for review and approval.

*Nick Schauer moved to approve the minutes of the March 9, 2020 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the March financial report to the JSDC Board of Directors. The reports were in One Drive for review.

*CJ Janke moved to approve the March financial report as presented, Ritchie Wolf seconded, and the motion passed unanimously by voice vote.*

**JSDC 2019 Annual Audit Review and Approval:** The JSDC 2019 Annual Audit and Review agenda item was moved to the top of the agenda by Kelly Rachel. Kelly introduced Mindy Piatz from Brady, Martz and Associates to the Board and attendees. Mindy presented the final 2019 Audit to the JSDC Board of Directors. Mindy then opened the floor to any inquires the Board had. The Audit was included in One Drive for the Board of Director's Review.

*Tory Hart motioned to approve the 2019 JSDC Audit as presented, CJ Janke seconded the motion, and the motion passed unanimously by voice vote.*

**JSDC 2019 990 Review and Approval:** The JSDC 2019 990 Review and Approval agenda item was also moved to the top of the agenda by Kelly Rachel. Mindy Piatz, from Brady, Martz and Associates reviewed the Form 990 with the Board of Directors and opened the floor to any inquires the Board had. The Form 990 was in One Drive for the Board's review.

*Dwaine Heinrich motioned to approve the Form 990 as presented, Steve Cichos seconded the motion, and the motion passed unanimously by voice vote.*

Mindy Piatz exited the meeting at 12:15 after her presentation.

**Eagle Flats Affordable Housing Flex PACE Request:** Corry reported on the Eagle Flats Affordable Housing Flex PACE Request agenda item. Eagle Flats, LLC is going to provide 33 units of affordable housing with a portion of those units having supportive services for tenants with disabilities. This project will also replace an existing building not currently being utilized downtown Jamestown.

The application for Affordable Housing Flex PACE was in One Drive for review.

The community contribution for the new financing amount is \$214,285.76 at an 80/20 City=\$171, 428.61/ County=\$42,857.15 split.

The loan from the JSDC would be contingent on whether or not the Bank of North Dakota approves the Pilot Program which would grant Commonwealth \$550,000 to reduce interest costs on the initial mortgage. The bank requires local participation in the form of a grant or loan to approve the project. If the Bank of North Dakota accepts the Pilot, then JSDC would not contribute dollars to the project. The Flex PACE request from the JSDC would basically be a back up if Bank of North Dakota does not approve the Pilot program.

Dan Kroetz and Kelly Swarthout both from Commonwealth were both in attendance at the Zoom meeting to answer any questions or concerns the Board of Directors may have had.

A discussion was held by the JSDC Board of Directors. Some concern was raised in regard to the Pilot Program and whether or not City Council could explore whether it could modify the Pilot agreement if the Bank of North Dakota does not accept it as local participation.

*Nick Schauer made a motion to provide \$214,285.76 at an 80/20 City=\$171, 428.61/ County=\$42,857.15 split as the Community Match for Eagle Flats, LLC in the event the existing PILOT agreement with the City of Jamestown would not qualify or be modified to qualify as the community match, CJ Janke seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Nick-aye, Mary Lou-aye, and Kelly-aye. Motion passed 13-0 with Rod Johnson and Jeremy Rham absent.*

**JSDC 2019 Annual Report:** Corry reviewed and highlighted various parts of the JSDC 2019 Annual Report. The 2019 Annual Report was in One Drive for the Board of Directors review. Physical copies of the report will be available at a later time. Lorrie Pavlicek commented on the Growing Jamestown Award recipient for 2019, Jonny B's, which was approved by the members of the Board at the March Board of Directors Meeting on March 9<sup>th</sup>. Lorrie inquired that since the JSDC Annual Meeting has been cancelled and currently meetings are being held remotely via Zoom how is the JSDC planning to honor the 2019 Growing Jamestown recipient? Corry responded to Lorrie's inquiry by noting that the JSDC plans to invite Jonny B's to the next physical Board meeting and present him with an Award at that time. Lorrie suggested that the JSDC possibly look into working with the Jamestown Sun and put together something in the newspaper to recognize Jonny B's as the recipient of the 2019 Growing Jamestown Award. The JSDC staff will take her suggestion into consideration and look into the request further.

- **Action Item:** JSDC staff will consider and look into the request to work with the Jamestown Sun and possibly put together something in the newspaper to recognize Jonny B's as the recipient of the 2019 Growing Jamestown Award.

**JSDC 2021 Budget Review and Approval:** Tracey reported on the JSDC 2021 Budget Review and Approval agenda item. Tracey reviewed her memo in One Drive with the Board. It was noted the 2021 Draft Budget is based off 2019-year end and the 2020 Budget.

(Dwaine Heinrich exited the meeting at 12:59 pm)

Tracey reflected in her memo that overall, we are budgeting for a slight increase in income of \$6,235 from 2020 to 2021. And budgeting for a 1.3% increase of \$7,117 in expenses from 2020 to 2021. The 2021 Budget was in One Drive for the Board's Review.

A brief discussion was held by the Board of Directors.

*Pam Phillips moved to approve the 2021 Draft JSDC Budget as presented, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Tory-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Nick-aye, Mary Lou-aye, Marlee-aye, and Kelly-aye. Motion passed 12-0 with Rod Johnson, Jeremy Rham, and Dwaine Heinrich absent.*

The 2021 Draft JSDC Budget will be taken to the Stutsman County Commission and Jamestown City Council for final approval.

### **Strategic Committee Reports:**

#### ***Strategic Business Plan Committees:***

##### Business Attraction Committee-

(Committee members consist of: Kelly, CJ, Dwaine, Lorrie, Mark, Steve, Gerald, Ritchie, Rod, Corry, and Connie) \*2020 Members\*

- The Business Attraction Committee has not met since the last Board of Directors Meeting. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, April 27<sup>th</sup>.

Existing Business Outreach Committee-

(Committee members consist of: Kelly, CJ, Mary Lou, Ritchie, Nick, Tory, Pam, Jeremy, Corry, and Connie) \*2020 Members\*

- The Existing Business Outreach Committee has not met since the last Board of Directors Meeting. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, May 5<sup>th</sup>.

Organizational Excellence Committee –

(Committee members consist of: Kelly, Mary Lou, Marlee, Lorrie, Pam, Tory, Connie, Tracey, and Beth) \*2020 Members\*

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. There will not be an April Organizational Excellence Meeting. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, May 19<sup>th</sup>.

Finance Committee-

(Committee members consist of: Kelly, Marlee, Dwaine, Steve, Rod, Nick, Gerald, Tracey, and Connie) \*2020 Members\*

- The Finance Committee met remotely on Tuesday, March 31<sup>st</sup>. The committee discussed and reviewed the 2019 Annual Audit. The Finance Committee meets on an as needed basis.

**Action Items:**

- *Under agenda item JSDC 2019 Annual Report*
  - JSDC staff will consider and look into the request to work with the Jamestown Sun and possibly put together something in the newspaper to recognize Jonny B's as the recipient of the 2019 Growing Jamestown Award.

**Other:** Nothing at this time.

**Staff Reports:**

**CEO:** Connie reviewed her report; her full report was in One Drive for review.

**Business Development:** Corry's full report was in One Drive for review.

**Administrative Assistant:** Beth's full report was in One Drive for review.

**Office Manager:** Tracey's full report was in One Drive for review.

**Ex-Officio Reports:**

**Job Service of North Dakota:** Danica Chaput was in attendance and reported on Job Service of North Dakota.

**Jamestown Chamber of Commerce:** Emily Bivens was in attendance and reported on the Jamestown Chamber of Commerce.

**Jamestown Regional Entrepreneur Center:** Katherine Roth was in attendance and reported on the Jamestown Regional Entrepreneur Center.

**Adjourn:** The meeting was adjourned at 1:22 p.m. by Kelly Rachel.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant