



**JSDC Board of Directors Meeting
June 8, 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, Rod Johnson, Nick Schauer, and Mary Lou Urquhart.

Members Absent: none

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

Staff Absent: none

Guests Present: Emily Bivens, Jamestown Chamber of Commerce and Danica Chaput, Job Service of ND.

Call to order: 11:45 a.m. by Kelly Rachel.

Zoom Meeting recording started: 11:48 a.m.

Conflict of Interest: Kelly Rachel inquired as to if there was a conflict of interest on any of the agenda items up for discussion at today's meeting. Tory Hart declared a conflict of interest on the Triple C Tree Service Flex PACE agenda item as Bank Forward is Triple C Tree Service's lender. Tory will abstain from voting on this request.

Approval of Agenda: The June 8, 2020 Board Agenda was approved as presented.

President's Report: Kelly gave his President's report. Kelly informed the Board of Directors that he and Connie recently met to discuss how JSDC Board Meetings should be conducted going forward in light of the Covid-19 pandemic. After further discussion it has been decided that due to the social distancing guidelines that have been put into place the JSDC Board of Director Meetings would continue to meet via Zoom until otherwise directed. Kelly noted that JSDC sub-committees could meet in person if they decided to do so by meeting in the Lower Level conference room of the JSDC to allot for the proper social distancing precautions or committees could continue to meet via Zoom.

Minutes: Minutes from the May 11, 2020 Board of Directors Meeting were in One Drive for review and approval.

Marlee Siewert moved to approve the minutes of the May 11, 2020 Board of Directors Meeting as presented, Pam Phillips seconded, and the motion passed unanimously by voice vote.

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

Pam Phillips moved to approve the May financial report as presented, Tory Hart seconded, and the motion passed unanimously by voice vote.

Triple C Tree Service: Corry reviewed his memo on the Triple C Tree Service agenda item. Triple C Tree Service is purchasing a building to store equipment and additional office space for their business. Triple C Tree Service provide tree removal, trimming, and stump removal services to the citizens of Jamestown and the surrounding area.

The JSDC Funding Application and Flex PACE rubric were in One Drive for review.

A recommendation was made to the JSDC Board of Directors to approve the Request for Flex PACE funds for Triple C Tree Service in the amount of \$6,137 at an 80/20 County=\$4,909.60/City=\$1,227.40 split.

A brief discussion was held by the JSDC Board of Directors.

Lorrie Pavlicek motioned to approve Triple C Tree Service's Flex PACE request for \$6,137 in Flex PACE Interest Buydown funds at an 80/20 County=\$4,909.60/City=\$1,227.40 split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Rod-aye, Nick-aye, and Mary Lou-aye. Motion passed 13-0 with Tory Hart abstaining from the vote and Jeremy Rham not voting.

Klose Property: Connie reviewed her memo on the Klose Property agenda item. Connie reported that the Klose property approvals to merge in SEPA were completed in 2018; however, the property was not merged at that time because we did not want the only tenant, DSA, responsible for the charges for legal fees for that as well as future property taxes on Klose property. Since then, we have modified the farm leases so that the lease includes payment of the property taxes by the farmer so that issue has been resolved. The legal fees for all the initial process have been paid by SEPA with income from the SEPA farm lease.

Connie informed the JSDC Board of Directors that she had Moss and Barnett update all the documents. The updated documents were available in One Drive for review. Connie commented that there is a viable tenant interested in a location in the Klose property and that tenant is also interested in being a part of the Spiritwood Energy Park Association (SEPA). Connie noted that once a signed letter of intent for the project has been obtained, we will proceed with signatures on the included documents.

Connie noted supporting documentation was in One Drive for the Board's review and requested the Board's thoughts prior to making the final decision to proceed.

The JSDC Board of Directors discussed the Klose Property agenda item. Conversation included inquiry as to what pros would there be in making the transfer at this time. Some board members expressed that it is good and proactive to have the documents available and up to date but felt that it is not necessary to go forward with the transfer portion at this particular time.

After further discussion, Kelly Rachel recommended bringing the Klose Property item back to the JSDC Board of Directors for discussion in the fourth quarter closer to the end of the year. A request was made by one of the Board members for JSDC staff to schedule a meeting prior to the next Board of Directors meeting in July for a 10 to 15 minute conversation on SEPA for those Board members who may be new to the JSDC Board or who feel they may just need further clarification on the Spiritwood Energy Park Association.

Connie and Corry will include this discussion at the next JSDC Existing Business Outreach Committee Meeting and extend the invite to all Board members so those who wish to participate can join. A time and date will be established for the meeting and an invite will be sent out once that has been determined.

➤ Action Item:

- Establish a time and date for the next JSDC Existing Business Outreach Committee Meeting to meet and have a conversation regarding the Spiritwood Energy Park Association; inviting all Board of Director members so those who wish to participate can join.
- Bring the Klose Property agenda item back to the JSDC Board of Directors for discussion in the fourth quarter closer to the end of the year.

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 met on Monday, June 1st via a Zoom Meeting. The committee discussed the marketing plan for the Airport Business Park and the Spiritwood Energy Park. The committee also discussed JSDC Programs. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, June 29th.

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, July 7th.

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. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, June 16th.

Finance Committee-

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

- The Finance Committee meets on an as needed basis.

Action Items:

➤ *Under agenda item Klose Property:*

- Establish a time and date for the next JSDC Existing Business Outreach Committee Meeting to meet and have a conversation regarding the Spiritwood Energy Park Association; inviting all Board of Director members so those who wish to participate can join.
- Bring the Klose Property agenda item back to the JSDC Board of Directors for discussion in the fourth quarter closer to the end of the year.

Other: Nothing at this time.

Staff Reports:

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

Business Development: Corry reviewed his report; his full report was in One Drive for review.

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

Finance/Administrative: Tracey reviewed her report; her full report was in One Drive for review.

Ex-Officio Reports:

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

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

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

Stutsman County: Mark Klose was in attendance and reported on Stutsman County.

Adjourn: The meeting was adjourned at 12:47 p.m. by Kelly Rachel.

Zoom Meeting Recording Ended: 12:47 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant