



**JSDC Board of Directors Meeting  
August 10<sup>th</sup>, 2020  
Zoom Meeting  
Official Minutes**

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

**Members Absent:** Ritchie Wolf.

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

**Staff Absent:** none

**Guests Present:** Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Searle Swedlund, Jamestown Tourism; Ian Carlstrom, Small Business Development Center; and Tony Grindberg, NDSCS.

**Call to order:** 11:47 a.m. by Kelly Rachel.

**Zoom Meeting recording started:** 11:31 a.m.

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

**Approval of Agenda:** The August 10, 2020 Board Agenda was approved as presented.

**President's Report:** Kelly noted he had nothing specific to report for his President's report that wouldn't already be covered at today's meeting.

**Minutes:** Minutes from the July 13, 2020 Board of Directors Meeting were in One Drive for review and approval.

*Tory Hart moved to approve the minutes of the July 13, 2020 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the Mid-Year Budget Review to the Board of Directors. Tracey then presented the July financial report. All reports were in One Drive for review.

*David Steele moved to approve the July financial report as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**Small Business Development Center:** Ian Carlstrom from the Small Business Development Center was in attendance on the Zoom Meeting and gave an update to the JSDC Board of Directors on the Small Business Development Center.

After his update, Ian opened the floor to questions. The Board made a few inquiries. Lorrie commented that it would be nice to have an update with a breakdown every month of what portion of what Ian has been working on comes from the Jamestown/Stutsman area. Ian thanked Lorrie for her feedback and suggestion.

**JSDC Website Update:** Corry highlighted features of the new website design with the Board of Directors. Visuals of the new website design were in One Drive for the Board's review.

Corry noted that the update for the website is on the list for the development team to start the process so once they give him notice of when this will happen, he will notify the Board of Directors.

**Economic Resiliency Grant:** Connie reviewed the information in One Drive on the Economic Resiliency Grant. The North Dakota Department of Commerce's Economic Resiliency Grant (ERG) Program has been created to help restore consumer confidence in the marketplace while reducing the spread of COVID-19. The ERG is a grant not a loan.

North Dakota businesses can apply for grant funding up to \$50,000 (up to \$100,000 for businesses with more than one location) for investments with the purpose of reducing the spread of COVID-19. Grant funds must be used for DIRECT investments, such as:

- Investments that reduce repetitive touch, such as:
  - » Touchless payment systems or document signing systems
  - » Automatic faucets, toilets and door kicks
  - » Technology to manage take-out, or drive-through orders
- Improvements that create distance between customers or employees
  - » Expanded outdoor dining
  - » Partitions between workers who cannot be socially distanced
- Purchases of items that directly controls infection, such as:
  - » PPE
  - » UV sanitizers
  - » Temperature checking equipment

To be eligible, businesses must:

- have a permanent physical location in North Dakota
- have been financially viable before the coronavirus pandemic
- have experienced negative financial impact due to the coronavirus pandemic
- show how the grant will improve the business' COVID-19 resiliency and restore consumer confidence
- be in good standing with the ND Secretary of State or applicable tribal government
- have made the investment in qualifying improvements on or after March 27, 2020 or use the money to make qualifying improvements within 45 days of receiving the grant or prior to December 29, 2020, whichever comes first
- use the grant money ONLY for approved expenses as listed on the grant application
- return any unused grant funds to the state.

Applications will be opening soon and will be processed on a first-come, first served-basis. Funding will be approved if the application meets all criteria and if funding is still available.

Connie noted that Governor Burgum would be announcing the portal opening at his briefing today.

**Jamestown Tourism Grant Request:** Searle Swedlund, Executive Director of Jamestown Tourism was in attendance on the Zoom Meeting and presented the annual request for matching dollars to the JSDC Board of Directors.

Jamestown Tourism is requesting \$75,000 for 2021 to help fund tourism sites, events, and other recreational entities that generate economic impact by bringing visitors to Jamestown. These dollars are allocated through an application process where the organization presents the request in front of the five-member Jamestown Tourism Grant Executive Board for approval.

Tourism is continually working to leverage these dollars in ways that both bring visitors to Jamestown and create ways to increase the time here. Often projects that are good for the visitor create quality of life and opportunities for leisure and recreation for those living in and around Jamestown.

An application along with Tourism's 2021 proposed budget were in One Drive for review.

*Dwaine Heinrich motioned to approve Jamestown Tourism's request for \$75,000 in matching dollars for 2021, Steve Cichos seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, David-aye, Jeremy-aye, Rod-aye, Nick-aye, Mary Lou-aye, and Kelly-aye. Motion passed 14-0 with Ritchie Wolf absent.*

**Request for Audit Services:** Tracey reviewed her memo in One Drive on the Request for Audit Services agenda item. From 1998 through 2016, Schauer & Associates provided audit/tax return services for JSDC. For the year 2017, Brady Martz began providing these services after Schauer & Associates had a conflict and could not provide these services. Brady Martz disagreed with how assets and liabilities were being recorded in the Incentive account. This necessitated significant changes in accounting procedures. JSDC accepted Brady Martz proposal for services for 2018 and 2019. We do not currently have services secured for the 2020 Audit/Tax Return.

JSDC staff requested guidance from the Finance Committee on how to proceed with securing Audit/Tax Return services for 2020 and into the future.

A recommendation was made at the Finance Committee Meeting by Marlee Siewert, seconded by Steve Cichos, requesting proposals for Audit/Tax Return services every three years. Included in the request for proposal (RFP) will be a specific deadline that the Audit/Tax Return is due to be completed. All members voted aye, and the motion passed unanimously.

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

*Lorrie Pavlicek made a motion to approve the Finance Committee's recommendation that Request for Proposals (RFPs) be sent out for the audit for three-year intervals; the RFP will also include a specific deadline that the Audit/Tax Return is due to be completed, Tory Hart seconded the motion, and the motion passed unanimously by voice vote.*

**SEPA Land Transfer:** Connie reviewed her memo in One Drive on the SEPA Land Transfer agenda item. SEPA is working with a viable greenhouse project and are drafting a letter of intent with them. To facilitate this 35M project, we need to complete the process of merging the Klose property with SEPA. The benefits to this include the fact that the existence of a second tenant in SEPA activates the ROE (return on equity) of 5% of \$5.85M/annually that is built into the original term sheet with JSDC/GRE and SEPA. That term sheet is included

in One Drive as reference. Many of the details of the greenhouse are bound by a non-disclosure agreement; however, as we are able that information will be shared. Supporting documentation was included in One Drive. Signatures on the updated documents are all that is needed to complete this transaction then they will be filed at the Stutsman County Courthouse.

A discussion was held by the JSDC Board of Directors. Steve Cichos inquired about putting a revisionary clause in the Klose deed stating that if the project doesn't happen then the land will be transferred back to the JSDC. After some discussion it was decided this is a legal question that will need to be addressed with our SEPA attorney. Kelly commented that Connie and Corry can research that and get back to the Board.

- **Action Item:** Connie and Corry will contact the SEPA attorney, Mike Nixt, to discuss whether a revisionary clause can be added to the Klose deed stating that if the project does not happen the land will be transferred back to the JSDC. Connie and Corry will then bring back their findings to the Board.

### **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, July 27<sup>th</sup> via a Zoom Meeting. The committee discussed the new JSDC website design and project update. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, August 31<sup>st</sup>.

##### Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee met on Tuesday, August 4<sup>th</sup> via a Zoom Meeting. The committee discussed the Economic Resiliency Grant and reviewed the new JSDC website. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, September 1<sup>st</sup>.

##### Organizational Excellence Committee –

(Committee members consist of: Kelly, Mary Lou, Marlee, Lorrie, David, 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, August 18<sup>th</sup>.

##### Finance Committee-

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

- The Finance Committee met on Wednesday, August 5<sup>th</sup> via a Zoom Meeting. The committee discussed the 2020 Budget Performance review and Request for Proposals of Audit/Tax Return Services. The Finance Committee meets on an as needed basis.

### **Action Items:**

- *Under the SEPA Land Transfer agenda item:* Connie and Corry will contact the SEPA attorney, Mike Nixt, to discuss whether a revisionary clause can be added to the Klose deed stating that if the project does not happen the land will be transferred back to the JSDC. Connie and Corry will then bring back their findings to the Board.

**Other:** Nothing at this time.

**Staff Reports:**

**CEO:** Connie's full report was in One Drive for review.

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

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

**Finance/Administrative:** Tracey's full report was in One Drive for review.

**Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich and David Steele were in attendance and reported on the City of Jamestown.

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

**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.

**Adjourn:** The meeting was adjourned at 12:56 p.m. by Kelly Rachel.

**Zoom Meeting Recording Ended:** 12:56 p.m.

Respectfully submitted,

By Beth Blumhardt: JSDC Administrative Assistant