



**JSDC Regular Board of Directors Meeting  
March 14, 2022  
Official Minutes  
JSDC Lower Level Conference Room**

**Members Present:** Marlee Siewert, Tory Hart, Kelly Rachel, Dwaine Heinrich, Mark Klose, Jeremy Rham, David Steele, and Jen Dockter.

**Members Absent:** Nick Schauer, Steve Cichos, Rod Johnson, Tom Silbernagel, and Tonya Perkins.

**Staff Present:** Corry Shevlin.

**Staff Absent:** Connie Ova and Tracey Pringle.

**Guests Present:** Linda Mohn, Schauer & Associates; Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Sarah Hellekson, City of Jamestown; and Emily Bivens, Jamestown Area Chamber of Commerce.

**Call to order:** 11:45 a.m. by Marlee Siewert.

**Conflict of Interest:** None.

**B) Approval of Agenda:** Marlee added the 2021 Awards item to the agenda.

*Tory made a motion to approve the agenda with the addition of 2021 Awards, Jen seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Marlee reminded the group the Annual Meeting will be held Wednesday, April 27, 2022 at the Newman Center. The social will be from 5:00-6:00 and the meeting will begin at 6:00 pm.

**D) 2021 Audit Review/Approval:** Marlee introduced Linda Mohn of Schauer & Associates who presented the 2021 Draft Audit. All members received a paper copy of the audit. Linda reported JSDC owes tax for 70% of SEPA's 2021 income.

*Dwaine made a motion to approve the 2021 Audit as presented, Kelly seconded, and the motion passed unanimously by roll call vote. Roll Call: Jen-aye, David-aye, Jeremy-aye, Mark-aye, Dwaine-aye, Kelly-aye, Tory-aye, Marlee-aye, with Nick, Steve, Rod, Tom, and Tonya absent.*

Linda also distributed paper copies of the 2021 990 tax return and reviewed it with the members.

*Tory made a motion to approve the 2021 990 tax return as presented, Mark seconded, and the motion passed unanimously by roll call vote. Roll Call: Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Jeremy-aye, David-aye, Jen-aye, Kelly-aye, with Nick, Steve, Rod, Tom, and Tonya absent.*

**E) Strategic Committee Reports**

Organizational Excellence Committee –

(Committee members: Jeremy, Marlee, Tory, Kelly, Mark, David, Jen, Tonya, Connie, Corry, and Tracey) \*2022 Members\*

- Jeremy reported he was elected as the committee Chair for 2022. The committee is recommending a revision to the JSDC Bylaws regarding hiring a CEO which is on today's agenda.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee meeting is scheduled for Monday, April 4, 2022.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Connie, Corry, and Tracey) \*2022 Members\*

- Marlee reported the Finance committee reviewed the 2021 draft audit and the 2023 draft budget. Both items are recommended for approval on today's agenda.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Mark, David, Rod, Tom, Connie, and Corry) \*2022 Members\*

- Tory reported the committee reviewed the Internship Program survey results which is on today's agenda. The committee also went into executive session to discuss housing.
- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon. The next regular monthly Existing Business Outreach Committee meeting is scheduled for Tuesday, April 5<sup>th</sup>.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Tory, Kelly, Dwaine, Steve, Jen, Tonya, Connie, and Corry) \*2022 Members\*

- Tory reported the committee discussed the automation incentive which is on today's agenda.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next monthly Business Attraction Committee meeting is scheduled for Wednesday, April 6<sup>th</sup>.

**F) Approval of Meeting Minutes from 2/14/22 Meeting:** The minutes were in the One Drive for review.

*David moved to approve the minutes of the February 14, 2022 Board of Directors meeting as presented, Jeremy seconded, and the motion passed unanimously by voice vote.*

**G) Account Status Report:** Corry stated the financial reports were in the One Drive for review. He pointed out there are detail reports for expense items that are showing over budget.

*Kelly moved to approve the account status report as presented, Dwaine seconded, and the motion passed unanimously by voice vote.*

**H) 2023 Draft Budget Review/Approval:** Corry reviewed the 2023 draft budget which was in the One Drive for review. He explained the budget request was reduced for 2022 due to staffing levels. This reduction was premature as staff needs to be increased again. The 2023 draft budget requests going back to the 2021 budget level. The biggest changes in the 2023 draft budget are seen in payroll taxes and salaries expenses to add a part-time staff member. Corry reported the Finance Committee is recommending approval of the 2023 draft budget.

*Jen made a motion to approve the 2023 draft budget as presented, Dwaine seconded, and the motion passed unanimously by roll call vote. Roll call: Mark-aye, Jeremy-aye, David-aye, Jen-aye, Marlee-aye, Tory-aye, Kelly-aye, Dwaine-aye, with Nick, Steve, Tod, Tom, and Tonya absent.*

**I) JSDC Bylaws Revision Approval:** Corry reported the revision is to remove the word “contracted” from Article 6, Section 3 of the JSDC Bylaws pertaining to the hiring of a CEO. The Bylaws with this revision was in the One Drive. Corry stated this gives the Board more flexibility in hiring a CEO. Kelly reported this change also reflects actual practice as Connie has not been contracted as CEO for a few years.

*Kelly made a motion to approve the revision to Article 6, Section 3 of the Bylaws as presented, David seconded, and the motion passed unanimously by roll call vote. Marlee-aye, Tory-aye, Kelly-aye, Dwaine-aye, Mark-aye, Jeremy-aye, David-aye, Jen-aye, with Nick, Steve, Rod, Tom, and Tonya absent.*

**J) Automation Incentive Discussion:** Corry reported this new incentive has been in the works for a couple months. He reviewed his memo in the One Drive. This would be a grant program for only primary sector businesses up to \$25,000 or 5% new equipment expense associated with automation. The new equipment must be associated with the production of the facility and would not include office equipment or any other equipment that does not improve production. The request is for up to \$250,000 for 12 months of this program. Funding will be approved on a first-come-first-served basis. There can be no elimination of jobs and employees cannot be displaced by the equipment purchased. A summary of how the new equipment will increase productivity, details on current employee levels, projected employee levels, and a signed purchase agreement will need to accompany the JSDC Application for Board consideration. Grant funds would be released upon delivery of the equipment. Discussion followed. Mark raised concern of this incentive being a grant and not recirculating dollars in our community.

*Kelly made a motion to approve the automation incentive program, Dwaine seconded.*

Discussion followed. It was clarified this would be a one-time only incentive. JSDC would ask city/county for the full annual \$250,000 funding. Applications would go to JSDC Committee and JSDC Board of Directors for approval. Corry clarified his recommendation is an 80% city / 20% county split with \$200,000 from the city and \$50,000 from the county for this program.

*Dwaine moved to amend the motion changing the split from 80% city / 20% county to 50% city / 50% county with \$125,000 from the city and \$125,000 from the county for this program, Tory seconded, and the motion to amend the original motion passed by a 7:1 majority roll call vote. Roll call: Jeremy-aye, David-aye, Jen-aye, Marlee-aye, Tory-aye, Kelly-aye, Dwaine-aye, Mark-nay, with Nick, Steve, Rod, Tom, and Tonya absent.*

*The amended motion to approve the automation incentive program on a 50% city / 50% county split passed unanimously by roll call vote. Roll call: Jeremy-aye, David-aye, Marlee-aye, Tory-aye, Kelly-aye, Dwaine-aye, Mark-nay, with Jen, Nick, Steve, Rod, Tom, and Tonya absent.*

**K) Internship Program Survey Results:** Corry reported the results of the survey were very good and were in the One Drive. Many interns were offered and accepted employment. Those intern who did not accept

employment need to continue their education first. It was mentioned there were challenges completing the survey on Survey Monkey. Staff will look into this and plan a better survey for next time.

**L) CEO Search Committee Update:** Marlee reported Connie has requested to stay in her position for up to another two years in order to see some of the big projects completed. The CEO Search Committee happily accepted Connie's request and has discontinued its search for a CEO. This is great news for JSDC!

**M) 2021 Award Winners:** Corry stated the Board needs to choose a Growing Jamestown Award winner and a Community Development Award winner for 2021 to be presented at the 2022 Annual Meeting. Corry recommended Applied Blockchain Inc. for the Growing Jamestown Award and James Valley Career & Tech Center for the Community Development Award.

*Kelly made motion to approve Corry's recommendations for 2021 award winners, Jen seconded, and the motion passed unanimously by voice vote.*

**N) Staff Reports:**

**CEO:** Connie's report was in the One Drive.

**Business Development:** Corry updated the Board on projects.

**Admin/Finance Coordinator:** Tracey's report was in the One Drive.

**O) Ex-Officio Reports:**

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

**Stutsman County:** Mark reported on Stutsman County.

**ND Job Service:** Danica Chaput reported on ND Job Service.

**Jamestown Chamber of Commerce:** Emily reported on the Chamber.

**SEPA:** No report.

**Adjourn:** Marlee adjourned the meeting at 1:05 p.m.

Respectfully submitted,  
Tracey J Pringle, Administrative Coordinator