



**JSDC Board of Directors Meeting  
January 11, 2021  
Zoom Meeting  
Official Minutes**

**Members Present:** Marlee Siewert, Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, CJ Janke, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, and Matthew Pepple.

Tom Silbernagel joined the meeting after roll call.

Steve Cichos left the meeting prior to adjournment.

**Members Absent:** Lorrie Pavlicek and Ritchie Wolf.

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

**Staff Absent:** none

**Guests Present:** Keith Norman, Jamestown Sun; Danica Chaput, Job Service of ND; Ian Carlstrom, Small Business Development Center; Warren Abrahamson, NewsDakota; and Emily Bivens, Jamestown Area Chamber of Commerce.

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

**Conflict of Interest:** None declared.

**Approval of Agenda:** The Agenda was approved as presented.

*Tory Hart moved to approve the Agenda as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

**President's Report:** Marlee thanked everyone for attending. She ask if there were any ideas on how to proceed with the Annual Meeting for 2021. The consensus was that it's too early to know the impact of COVID. The Annual Meeting will be on the February agenda as an item for discussion. Marlee asked all Ex-Officious members to submit their monthly reports to Tracey the Thursday prior to meetings in the future to assist in meeting planning.

**Minutes:** Minutes from the December 14, 2020 Board of Directors Meeting were in the One Drive for review.

*Nick Schauer moved to approve the minutes of the December 14, 2020 Board of Directors Meeting as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the December financial report. The financial report was in the One Drive for review.

*David Steele moved to approve the December financial report as presented, Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.*

**Flex PACE 2021 Program:** Corry reviewed his memo in the One Drive. The New Business Attraction Committee recommends approval of \$250,000 available for 2021 with the following changes.

- 1) Applicants must submit a BND amortization schedule with the application packet. This will give staff and the JSDC Board a better idea of what funds have been allocated and a better idea of the project timeline. For projects that will go through a construction period, JSDC will add a 10% contingency to the proposed Community Contribution. JSDC will allocate the proposed Community Contribution plus the 10% contingency and if the project falls within the approved amount when the project moves into permanent financing, JSDC will fund that amount and add any of the remaining contingency back to the fund. If a project exceeds the 10% contingency, staff will bring it back to the board for review and approval.
- 2) The JSDC will request the funds from the City and County, immediately following approval, to be held by in the JSDC incentive fund account. The reason for this is that it will allow the JSDC staff to close the projects more efficiently.

*Dwaine Heinrich moved to approve the 2021 Flex PACE Program as recommended, Kelly Rachel seconded, and the motion passed with Lorrie Pavlicek, Ritchie Wolf, and Steve Cichos absent. Roll Call: Mark-aye, CJ-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye, Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye.*

#### **Strategic Committee Reports:**

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

###### Business Attraction Committee-

(Committee members consist of: Marlee, Dwaine, Steve, Lorrie, CJ, Ritchie, Tom, Matthew, Corry, and Connie) *\*2021 Members\**

- The Business Attraction Committee has set a new monthly meeting for the first Wednesday of each month at Noon via Zoom. The next regular monthly Business Attraction Committee Meeting is scheduled for Wednesday, February 3<sup>rd</sup>.

###### Existing Business Outreach Committee-

(Committee members consist of: Marlee, Tory, Nick, Kelly, Mark, David, Rod, Tom, Corry, and Connie) *\*2021 Members\**

- The Existing Business Outreach Committee will continue monthly meetings on the first Tuesday of each month at Noon. The Committee met on Tuesday, January 5<sup>th</sup> and began discussing what the role of the committee will be moving forward. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, February 2<sup>nd</sup>.

###### Organizational Excellence Committee –

(Committee members consist of: Marlee, Kelly, Mark, David, CJ, Lorrie, Ritchie, Jeremy, Connie, Tracey, and Corry) *\*2021 Members\**

- The Organizational Excellence Committee did not meet in January. Monthly meetings are currently held on the first Monday of each month at 9:00 a.m. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, February 1<sup>st</sup>.

Finance Committee-

(Committee members consist of: Marlee, Tory, Nick, Dwaine, Steve, Jeremy, Rod, Matthew, Connie, Tracey, and Corry) *\*2021 Members\**

- The Finance Committee meets on an as needed basis. The next meeting is scheduled for Monday, January 25<sup>th</sup> at Noon.

**Other:** Nothing at this time.

**Staff Reports:**

**CEO:** Connie reviewed her report which was in the One Drive for review.

**Business Development:** Corry reviewed his report which was in the One Drive for review. Corry reported the ND National Guard will not be building at the Jamestown Airport Park but will be locating on land near the State Hospital.

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

**Ex-Officio Reports:**

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

**Small Business Development Center:** Ian Carlstrom was in attendance and reported on SBDC.

**Adjourn:** The meeting was adjourned at 1:35 p.m. by Marlee Siewert.

**Zoom Meeting Recording Ended:** 1:35 p.m.

Respectfully submitted,

By Tracey J Pringle, Admin & Finance Coordinator