



**JSDC Regular Board of Directors Meeting
October 11, 2021
JSDC Lower Level Conference Room
Official Minutes**

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

Members Absent: None.

Staff Present: Connie Ova and Tracey Pringle.

Staff Absent: Corry Shevlin.

Guests Present: Jeff Romsdal, Central Sales Inc. (by phone); Casey Veil, Mid Mac Marketing; Jeremy Forester, First Community Credit Union; Mark Domek, Unison Bank; Keith Norman, Jamestown Sun; Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Emily Bivens, Jamestown Area Chamber of Commerce; and Searle Swedlund, Jamestown Tourism.

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

Conflict of Interest: Nick Schauer declared a conflict of interest on the Mid Mac Marketing Flex PACE request. He will not participate in discussion or vote on this item. Kelly Rachel declared a conflict of interest for Stoudt Properties and Romsdal/Central Sales Inc. Flex PACE requests. He will not participate in discussion or vote on these two items.

B) Approval of Agenda: None.

C) President's Report: None.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Marlee, Kelly, Mark, David, CJ, Lorrie, Ritch, Jeremy, Connie, Tracey, and Corry)

2021 Members

- Lorrie reported the Committee met on October 4th. Lorrie and Jeremy will be reviewing a Board self evaluation. The Committee reviewed the list of Board members whose terms are expiring this year as well as the JSDC Application.
- 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, November 1, 2021.

Finance Committee-

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

- Nick reported the Committee met on October 1st and discussed the PPP Loan being forgiven which is on today's Agenda. The also discussed the County mills and are not sure how they are determined each year. The Committee reviewed the separation of the ½ percent sales tax that now goes to offset the City's special assessments. The Committee also reviewed the projection report in the One Drive. Nick explained this report to the Board. It was agreed this is a good report to review on a regular basis to assist in planning.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

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

- Tory reported the Committee met and reviewed the Internship Program application on the Agenda today. The Committee is recommending approval. Also discussed was workforce and housing as it relates to strategic planning.
- 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, November 2nd.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Dwaine, Steve, Lorrie, CJ, Ritch, Matthew, Corry, and Connie) *2021 Members*

- Tom reported the Committee discussed three Flex PACE applications which are all on the Agenda today.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next regular monthly Business Attraction Committee Meeting is scheduled for Wednesday, November 3rd.

E) Approval of Meeting Minutes from 9/13/21 Meeting:

CJ moved to approve the minutes of the September 13, 2021 Board of Directors meeting as presented, David seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: Tracey reported the Incentive AR Detail shows payments are due for past quarters of New Jobs Training because of the 2 year ramp up period. These past quarter payments should be paid in full in December 2021. JSDC Operations is within budget overall for the year. Tracey also reported the balance of economic development funds with the City at the end of August was \$3.61 million and the balance with the County was \$353,000.

Matt moved to approve the account status report as presented, Tom seconded, and the motion passed unanimously by voice vote.

G) PPP Loan Forgiveness: Tracey reported the \$59,200 PPP loan funds, plus interest, have been fully forgiven by SBA. The Finance Committee is recommending to keep this amount in the account until the end of the year

and to be included in the year end reconciliation which is when shortage/overage is calculated. Any overage is returned to the City and County.

Mark moved to keep the \$59,200 plus interest in the account to be included in the year end reconciliation, Tom seconded, and the motion passed unanimously by roll call vote. Roll call: Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matt-aye, Marlee-aye, Tory-aye, Nick-aye.

H) Internship Reimbursement Program Application: Tracey reported the Existing Business Outreach Committee is recommending approval of one Internship Program Application for Stutsman Harley Davidson. The application was in the One Drive.

Dwaine made a motion to approve the Stutsman Harley Davidson application for up to \$3,500 limited to one school semester, Lorrie seconded, and the motion passed unanimously by roll call vote. Roll Call: Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matt-aye.

I) Stoudt Properties: Connie reviewed Corry's memo in the One Drive. The New Business Attraction Committee is recommending up to \$33,360.40 in Flex PACE funds to Stoudt Properties to build a warehouse to store inventory and equipment during inclement weather. A Stoudt Properties representative was not present to answer questions.

Dwaine made a motion to approve up to \$33,360.40 to Stoudt Properties for this project, Matt seconded.

Discussion followed. Concerns were expressed that the building to be constructed does not add anything to the business in what it offers its customers or the public. It was suggested to review the criteria for approving Flex PACE funds.

The motion passed with a 12:2 roll call vote with Kelly abstaining. Roll call: Tory-aye, Nick-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matt-aye, Marlee-aye. 12 ayes, 2 nays, 1 abstain.

J) Mid Mac Flex PACE Request: Connie reviewed Corry's memo in the One Drive. The New Business Attraction Committee is recommending approval for up to \$24,589.50 in Flex PACE funding to purchase additional machinery for process automation. Mid Mac will not be letting any employees go. Casey Veil and Jeremy Forester were present to answer questions.

Dwaine Heinrich entered the meeting at 11:48 a.m.

Tory made a motion to approve \$24,589.50 in Flex PACE funding on an 80% city / 20% county split to Mid Mac Marketing, Steve seconded, and the motion passed unanimously by roll call vote with Tom absent and Nick abstaining. Roll call: Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye,

*Matt-aye, Marlee-aye, Tory-aye, Kelly-aye, Dwaine-aye, Mark-aye, Nick-
abstained, with Tom absent.*

L) Romsdal/Central Sales Flex PACE Request: Connie reviewed Corry's memo in the One Drive. The New Business Attraction Committee is recommending approval of up to \$85,714 in Flex PACE funding to Jeff Romsdal/Central Sales Inc. to purchase the building they are currently leasing. Jeff Romsdal was on the phone to answer questions about the project. Jeff reported he planning to add the purchase of the property west of Menards to this project as well, but it will not change the amount of the loan from JSDC.

Lorrie made a motion to approve \$85,714 in Flex PACE funds to Jeff Romsdal/Central Sales Inc. on an 80% city / 20% county split, CJ seconded, and the motion passed unanimously by roll call vote with Tom absent and Kelly abstaining. Roll call: Marlee-aye, Tory-aye, Nick-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Matt-aye, Kelly-abstained, with Tom absent.

Tom Silbernagel entered the meeting at 11:49 a.m.

M) Jamestown Tourism 2022 Funding Request: Searle pointed out his memo in the One Drive requesting \$75,000 as a match to the grant program. He reviewed the 2020 Grant report which showed how the funds were expended in the last year. The request is on an 80% city / 20% county split.

Kelly made a motion to approve the request for \$75,000 to Jamestown Tourism as 2022 matching grant funds on an 80% city/ 20% county split, Lorrie seconded, and the motion passed unanimously by roll call vote. Roll Call: Matt-aye, Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye.

N) Board Member Terms Expiring 12/31/21: Connie reviewed the list of board members whose terms are expiring the end of 2021. She stated there will be a Nominating Committee meeting soon to review these terms and plan for 2022.

O) Strategic Planning: Connie reported the Organizational Excellence Committee has recommended having a facilitator to update the strategic plan. She has reached out to a few providers and will continue requesting proposals. The plan is to have a ½ day strategic planning meeting in January 2022.

Tory requested the staff note on the current strategic plan which items are completed and which are pending.

P) Staff Reports

CEO: Connie's reviewed here report which was in the One Drive for review.

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

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

Q) Ex-Officio Reports:

City of Jamestown: Dwaine reported on the City of Jamestown.

Stutsman County: Mark reported on Stutsman County.

Jamestown Chamber of Commerce: Emily Bivens reported on the Jamestown Area Chamber of Commerce.

Jamestown Tourism: Searle Swedlund reported on Jamestown Tourism.

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

Adjourn: Marlee Siewert adjourned the meeting at 1:15 p.m.

Recording Ended: 1:15 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator