



**JSDC Board of Directors Meeting
October 12th, 2020
Zoom Meeting
Unofficial Minutes**

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

Members Absent: Dwaine Heinrich.

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

Staff Absent: none

Guests Present: David Schloegel, Jamestown City Council; Keith Norman, Jamestown Sun; Danica Chaput, Job Service of ND; Emily Bivens, Jamestown Area Chamber of Commerce; Ian Carlstrom, Small Business Development Center; Courtney VanDyke, Bank Forward; and News Dakota.

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

Zoom Meeting recording started: 11:35 a.m.

Conflict of Interest: Tory Hart declared a conflict of interest on the T&K Intervention Flex PACE agenda item. Tory will abstain from voting.

Approval of Agenda: The Agenda was accepted as presented.

President's Report: Kelly noted that JSDC continues to have many things happening and the staff continues to work diligently on project opportunities.

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

David Steele moved to approve the minutes of the September 14, 2020 Board of Directors Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.

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

Marlee Siewert moved to approve the September financial report as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.

T&K Early Intervention Flex PACE Request: T&K Early Intervention evaluates and treats speech, language, and swallowing problems caused by developmental and voice disorders for patients in Jamestown. They are purchasing the building in Jamestown they are currently leasing. The JSDC application and Flex PACE rubric were in the One Drive for review.

Corry noted the split is 80% city, 20% county for this project. The Business Outreach committee reviewed the project and recommend approval.

Lorrie Pavlicek motioned to approve the T&K Early Intervention request for up to \$63,116 in Flex PACE Interest Buydown funds at an 80/20 City=\$50,492.80/County=\$12,623.20 split, Marlee Siewert seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, David-aye, Jeremy-aye, Rod-aye, Nick-aye, and Kelly-aye. Motion passed 12-0 with Dwaine Heinrich absent and Tory Hart and Mary Lou Urquhart abstaining.

Emergency Disaster Plan: Emily Bivens summarized the creation of the Emergency Disaster Plan for the Center for Economic Development building. It has been reviewed by the Stutsman County Emergency Manager, Jerry Bergquist, who made a few changes. It will be presented for approval at the Chamber of Commerce Board of Directors meeting this week. Approval of the Plan is being requested by the JSDC Board of Directors.

Lorrie Pavlicek motioned to approve the Emergency Disaster Plan as presented, David Steele seconded the motion, and the motion passed unanimously by voice vote.

Personnel Policy Revision Approval: Tory Hart reported the Organizational Excellence committee is recommending the Personnel Policy revisions. Tracey reviewed the Executive Summary of Revisions Proposed which was included in the One Drive.

Steve Cichos clarified that Stutsman County does not currently levy a full 4 mils to the economic development fund. He made a recommendation to change the first sentence under JSDC General Purpose on page 4 to state Stutsman County levies "up to" 4 mills.

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

Mary Lou Urquhart motioned to approve Personnel Policy Revisions as recommended by the Organizational Excellence Committee adding the clarification of the Stutsman County levy as "up to" 4 mils, Tory Hart seconded the motion, and the motion passed unanimously by voice vote.

Jamestown Tourism Event Grant Guidelines: Searle summarized the Tourism Event Grant Guidelines which were in the One Drive for review.

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, September 28th via Zoom. No Committee report was given. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, October 26th.

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, October 6th via Zoom. No Committee report was given. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, November 3rd.

Organizational Excellence Committee –

(Committee members consist of: Kelly, Mary Lou, Marlee, Lorrie, David, Tory, Connie, Tracey, and Beth) **2020 Members**

- The Organizational Excellence Committee met on Monday, October 5th via Zoom. No Committee report was given. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, November 2nd.

Finance Committee-

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

- The Finance Committee has not met since the last Board of Directors Meeting. The Finance Committee meets on an as needed basis.

Action Items: Nothing at this time.

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.

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

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

Ex-Officio Reports:

City of Jamestown: David Steele 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.

Adjourn: The meeting was adjourned at 12:34 p.m. by Kelly Rachel.

Zoom Meeting Recording Ended: 12:34 p.m.

Respectfully submitted,

By Tracey J Pringle, Admin & Finance Coordinator