



**JSDC Board of Directors Meeting  
December 14<sup>th</sup>, 2020  
Zoom Meeting  
Official Minutes**

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

**Members Absent:** none.

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

**Staff Absent:** none

**Guests Present:** Cory Struble, Collins Aerospace; Clyde Schmutz, Shore Properties & Infinity Building Services; Brian Kamnitz, Jamestown City Council; Danica Chaput, Job Service of ND; Emily Bivens, Jamestown Area Chamber of Commerce; Ian Carlstrom, Small Business Development Center; and Keith Norman, Jamestown Sun.

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

**Conflict of Interest:** Nick Schauer has a conflict with the added Flex PACE request item for Infinity Building Services and will refrain from voting. Rod Johnson has a conflict with the Collins Aerospace agenda item and will refrain from voting.

**Approval of Agenda:** The Flex PACE Request from Infinity Building Services was added to the Agenda as item L.

**President's Report:** Kelly reported this is his last meeting as Chair and that Marlee will be chairing the next meeting. Kelly stated he will continue to serve as Past President for the next two years.

**Minutes:** Minutes from the November 9, 2020 Board of Directors Meeting were in the One Drive for review.

*David Steele moved to approve the minutes of the November 9, 2020 Board of Directors Meeting as presented, Jeremy Rham seconded, and the motion passed unanimously by voice vote.*

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

*Steve Cichos moved to approve the November financial report as presented, Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**Board Member Election & Appointments:** Tracey reported that at the last meeting Marlee Siewert was elected as Chair beginning January 1, 2021. Marlee's second term, however, expires December 31, 2020. Tracey requested the election of Marlee to a third term from January 1, 2021 through December 31, 2023. Tracey also requested re-affirming Mark Klose as the JSDC appointed County representative and David Steele as the JSDC appointed City representative on the JSDC Board of Directors.

*Tory moved to elect Marlee Siewert to a third term from January 1, 2021 through December 31, 2023 and to re-affirm Mark Klose and David Steele as JSDC appointees to the Board of Directors, Nick seconded, and the motion passed unanimously by voice vote.*

**2021 Check Signatories:** Tracey reported with the change in officers also comes a change in bank account signatories. Tracey requested all officers and Connie Ova, CEO, be approved as authorized signatories for JSDC bank accounts.

*Lorrie Pavlicek moved to approve Kelly Rachel-Past Chair, Marlee Siewert-Chair, Tory Hart-Vice Chair, Nick Schauer-Secretary/Treasurer, and Connie Ova-CEO as authorized bank signatories, David Steele seconded, and the motion passed unanimously by voice vote.*

**Collins Aerospace Lease:** Corry reviewed his memo in the One Drive regarding the building lease with Collins Aerospace. The changes for the fifth amendment to the lease and option include; a yearly lease payment of \$38,519.80 for the 3-year term (2021-24); a 2% yearly increase should they exercise the option to renew the lease; and two 3-year extension periods which would allow Collins to potentially lease and occupy the facility up to 2030.

Additionally, The JSDC currently holds the lease to the land upon which the building with the Jamestown Regional Airport until 2025. JSDC requested another 5-year extension term to that lease which will allow JSDC to match the Building Lease with Collins.

*Dwaine Heinrich moved to approve the building lease to Collins Aerospace and to request a five-year extension from the Jamestown Regional Airport on the land lease upon which the building sits, Steve Cichos seconded, and the motion passed unanimously by voice vote with Rod Johnson abstaining.*

**CED Building Tuckpointing/Caulking:** Tracey reported the CED building has needed tuckpointing/caulking now for years. Two contractors have given bids for doing different repairs, all of which are necessary. Burkle Masonry of Jamestown quoted \$15,900 to prep the building for new caulking, refill mortar on all sides of building except the south side, and to fix the northeast corner of the building where the granite has shifted. Ellenson Caulking of Fargo quoted \$10,500 to caulk between the granite, control joints, and from sidewalk to bottom of building.

The Building Committee did not reach a quorum but decided to move the \$26,400 project on to the JSDC Board of Directors for discussion.

Tory stated JSDC may come in approximately \$26,000 under budget for 2020 and asked if the building improvements could be paid from those funds. Connie stated she will bring it to the next Finance Committee meeting for discussion.

*David Steele moved to approve the tuckpointing/caulking bids at a total of \$26,400 contingent upon the Chamber approving to pay their 18% share of the cost, Mary Lou seconded, and the motion passed unanimously with Marlee abstaining. Roll call: Kelly-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, David-aye, Jeremy-aye, Rod-aye, Nick-aye, and Mary Lou-aye.*

**Infinity Building Services Flex PACE Request:** Corry explained the Flex PACE request of Infinity Building Services which is a locally owned hardware store that's been serving the community for over 12 years and are looking to move locations. This project will be in conjunction with Shore Properties and the incentive will be passed through to the tenant, Infinity Building Services. The request is for a total of \$86,000 on an 80/20 City/County split with the City share being \$68,800 and the County share being \$17,200.

*Dwaine Heinrich moved to approve up to \$86,000 in Flex PACE funds for the Infinity Building Services/Shore Properties project on an 80% city / 20% county split with the City share being up to \$68,800 and the County share being up to \$17,200, Lorrie Pavlicek seconded and the motion passed unanimously with Nick Schauer & Marlee Siewert abstaining. Roll call: Kelly-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, David-aye, Jeremy-aye, Rod-aye, and Mary Lou-aye.*

**CEO Evaluation:** Kelly reported receiving 13 evaluations for the CEO annual evaluation. Connie received an overall rating of Above Average. Kelly has consolidated all evaluations into one form which has been presented to Connie. Kelly, Marlee, and Connie will meet virtually to review and discuss the evaluation. The consolidated report is available by contacting Kelly.

**Outgoing Board Members:** Kelly reported this is Gerald's last meeting. He thanked Gerald for 9 years of service. Kelly remarked JSDC has appreciated the perspective Gerald has brought to the Board as, not only a rancher but as a banker in Medina and keeping JSDC in the loop on some of those projects. Kelly reported Tom Silbernagel from Butler Machinery will begin as a new Director on January 1<sup>st</sup>, 2021.

Connie reported this is Mary Lou Urquhart's last meeting as well. Mary Lou is outgoing Chair of the Jamestown Area Chamber of Commerce. Matthew Peple will be taking Mary Lou's place in January. Kelly thanked Mary Lou for her service.

#### **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, November 30<sup>th</sup> via Zoom. No Committee report was given. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, December 28<sup>th</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 canceled the meeting scheduled for Tuesday, December 8<sup>th</sup>. No Committee report was given. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, January 12<sup>th</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 canceled their meeting scheduled for Monday, December 7<sup>th</sup>. No Committee report was given. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, January 4<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 has not met since the last Board of Directors meeting. No Committee report was given. 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.

**Finance/Administrative:** Tracey's full 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 1:53 p.m. by Kelly Rachel.

**Zoom Meeting Recording Ended:** 12:53 p.m.

Respectfully submitted,

By Tracey J Pringle, Admin & Finance Coordinator