



**JSDC Board of Directors Meeting
February 8, 2021
Zoom Meeting
Official Minutes**

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

Lorrie Pavlicek and Mark Klose entered meeting sometime after Call to Order.

Members Absent: none.

Staff Present: Connie Ova and Corry Shevlin.

Staff Absent: Tracey Pringle.

Guests Present: NewsDakota.com; Keith Norman, Jamestown Sun; Sarah Hellekson, City of Jamestown; Searle Swedlund, Jamestown Tourism; Emily Bivens, Jamestown Area Chamber of Commerce; and Danica Chaput, Job Service of ND.

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

Conflict of Interest: Tory Hart declared a conflict of interest for the Advantage Properties Flex PACE request.

B) Approval of Agenda:

David Steele moved to approve the Agenda as presented, Jeremy Rham seconded, and the motion passed unanimously by voice vote.

C) President's Report: Marlee reported the Executive Committee discussed beginning in-person meetings when possible. The lower level conference room is large enough for JSDC committees to meet and still social distance. The Executive Committee recommends beginning in-person committee meetings for March and begin in-person Board of Directors meetings for the month of May. A bigger location is needed for the Board meetings beginning in May to continue social distancing. The Executive Committee also recommends each committee chair to report for their committee at each Board meeting. Also discussed was the role of the Executive Committee. At this time, it is not the intent for the Executive Committee to make recommendations to the Board of Directors, unless it is an organizational item. Information and recommendations will still come from the committees to the full Board of Directors for non-organizational items. This is to assure all Directors have the opportunity to express their opinions and to provide full transparency.

D) Minutes: Minutes from the January 11, 2021 Board of Directors Meeting were in the One Drive for review.

Tory Hart moved to approve the minutes of the January 11, 2021 Board of Directors Meeting as presented, Nick Schauer seconded, and the motion passed unanimously by voice vote.

E) Account Status Report: Connie stated the financial reports were in the One Drive for review.

Steve Cichos moved to approve the January financial report as presented, David Steele seconded, and the motion passed unanimously by voice vote.

F) JSDC Annual Meeting: Marlee reported the Executive Committee discussed many options for holding the Annual Meeting. The consensus was to hold a hybrid of in-person and virtual. JSDC invites directors, city representatives, county representatives, local legislators, stakeholders, and community members. Connie reported we generally have 100-120 people attend.

Marlee asked the group if they were agreeable to holding the Annual Meeting towards the end of May.

Tory Hart made a motion that JSDC have a combination in-person and virtual Annual Meeting in late May with more details to be decided as the meeting date gets closer.

Discussion: Matt asked if staff has reached out to anyone regarding technology and the ability to host virtually. Connie reported staff will be doing this to make sure we are equipped for both or if we would need to just go virtual. Lorrie asked when a decision is wanted. She asked if we need to decide today or if it's just for discussion today. Marlee stated she doesn't think we need a decision today but wanted to get it out on the table so if we are having it in person, we can work on getting a location and start planning. Lorrie asked if we need a motion today to act on or if we can wait until next month or just let the Executive Committee make the decision. Tory stated he made a motion and would like to see a decision made today.

Dwaine Heinrich seconded the motion. The motion carried with a majority voice vote with Lorrie Pavlicek voting nay.

G) Advantage Properties Flex PACE Request: Corry reported Advantage Properties is the holding company for the building Advantage Electric rents. He stated the Application and Bank of North Dakota amortization schedule is in the One Drive. This is a demolition and reconstruction project on the east half of the current location to facilitate growth. JSDC does have a Flex PACE loan with Advantage Properties from before, but we have entered a new biennium so they are eligible again. The rubrics show both Advantage Properties and Advantage Electric qualify. Courtney Van Dyke of Bank Forward provided a summary of the project. She stated the project principals have discussed having retail space in the new building, but there are no specific plans for that at this point. There will be offices in the new building right away.

Corry explained due to timing of the approval of the new 2021 Flex PACE requirements, this project is being recommended for approval by the Executive Committee as the application was received after the New Business Attraction committee would have met. Future Flex PACE approval recommendations will come from the New Business Attraction committee as in the past.

The recommendation from the Executive Committee is to fund this Flex PACE at the full level. The Executive Committee meeting minutes show Dwaine Heinrich moved to recommend approval to the Board of Directors of up to \$86,000 in Flex PACE loan funds to Advantage Properties, Nick Schauer seconded, and the motion passed with Tory Hart abstaining from the vote.

Steve Cichos made a motion to approve up to \$86,000 in Flex PACE loan funds to Advantage Properties. Rod Johnson seconded. The motion passed. Roll call: Nick-aye, Dwaine-aye, David-aye, Mark-aye, Steve-aye, Tom-aye, Lorrie-aye, CJ-aye, Ritchie-aye, Jeremy-aye, Rod-aye, Kelly-aye, Marlee-aye, with Tory and Matthew abstaining.

H) Tourism Grant Review: Searle reported JSDC supports Jamestown Tourism with a \$75,000 grant and Jamestown Tourism works to match those grant dollars which influence events, staffing, and projects throughout the community in that particular year. Searle reviewed the Jamestown Tourism report which was in the One Drive.

I) Other: Corry reported there are several items in the One Drive that were discussed by the Executive Committee such as Open Meeting Laws and the unofficial minutes from the last Executive Committee meeting. Also included is the Committee Assignments for 2021.

Marlee requested the Committee Assignments be sent out in an email along with the Committee Chair for each.

J) 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.

K) Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich and David Steele were 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. Her report was in the One Drive for review.

Job Service North Dakota: Danica Chaput was in attendance and reported on Job Service North Dakota.

Jamestown Tourism: Searle Swedlund was in attendance and reported on Jamestown Tourism.

Adjourn: The meeting was adjourned at 1:42 p.m. by Marlee Siewert.

Zoom Meeting Recording Ended: 1:42 p.m.

Respectfully submitted,
By Tracey J Pringle, Admin & Finance Coordinator