



**JSDC Regular Board of Directors Meeting
June 14, 2021
JSDC Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Nick Schauer, Mark Klose, Lorrie Pavlicek, Steve Cichos, Jeremy Rham, Rod Johnson, Tom Silbernagel, and Matthew Pepple.

Members Absent: Kelly Rachel, Dwaine Heinrich, Ritch Wolf, CJ Janke, and David Steele.

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

Staff Absent: None.

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

Call to order: 11:46 a.m. by Marlee Siewert.

Conflict of Interest: None.

B) Approval of Agenda:

Steve moved to approve the Agenda as presented, Matthew seconded, and the motion passed unanimously by voice vote.

C) President's Report: Marlee reminded the group that ADM will be in Jamestown on Wednesday. There will be a meeting at the UJ Newman Center from 11:30-1:00 that day. She stated full Board meetings will continue to be held in the JSDC lower level conference room in the future.

D) Strategic Committee Reports

Finance Committee-

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

- The Committee did not meet since the last Board meeting.
- The Finance Committee meets on an as needed basis. The Finance Committee will be meeting with the Organizational Excellence Committee on Tuesday, June 22nd to discuss the Project Legal Fees policy/procedure.

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 was briefed on what discussions have been and will be had regarding housing projects. The Committee has requested a presentation on availability of land for housing projects at their next meeting. The Draft survey is still in review.
- 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, July 6th.

New Business Attraction Committee-

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

- Tom reported the Committee met and discussed the current Flex PACE program as well as the 2022 program.
- 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, July 7th.

Organizational Excellence Committee –

(Committee members: Marlee, Kelly, Mark, David, CJ, Lorrie, Ritch, Jeremy, Connie, Tracey, and Corry)
2021 Members

- Lorrie reported the Committee met and reviewed the Project Legal Expense item in the JSDC Procedures that the Board sent back to the Committee for review. Research showed this item originated with the Finance Committee. The Organizational Excellence Committee will meet with the Finance Committee to work on a recommendation to the Board.
- Organizational Excellence will be meeting with the Finance Committee on Tuesday, June 22nd at 3:00 p.m. The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee Meeting is to be determined as the regular scheduled meeting falls on the observance of the 4th of July holiday.

E) Approval of Meeting Minutes: Minutes from the regular Board of Directors meeting on May 10, 2021 were in the One Drive for review.

Tory moved to approve the minutes of the May 10, 2021 Board of Directors meeting as presented, Tom seconded, and the motion passed unanimously by voice vote.

Minutes from the Annual Board of Directors meeting on May 19, 2021 were in the One Drive for review.

Matthew moved to approve the minutes of the May 19, 2021 Annual Board of Directors meeting as presented, Rod seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: Tracey reviewed the May financial reports which were in the One Drive for review.

Nick moved to approve the May financial report as presented, Steve seconded, and the motion passed unanimously by voice vote.

G) De-obligation of Airport Park Funds: Tracey reviewed her memo in the One Drive. She requested to de-obligate \$424,007.15 from the City and \$106,557.00 from the County originally obligated to the Airport Park development.

Mark made a motion to de-obligate \$424,007.15 from the City and \$106,557.00 from the County originally obligated for the Airport Park development, Lorrie seconded, and the motion passed by unanimous roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-aye, Mark-aye, Lorrie-aye, Steve-aye, Jeremy-aye, Rod-aye, Tom-aye, Matthew-aye, with Kelly, Dwaine, CJ, Ritch, and David absent.

H) 2021 Flex PACE Program: Corry reported there's been discussion on how to move forward for the 2021 Flex PACE Program and into 2022. The New Business Attraction Committee has made three recommendations:

- 1) funding up to \$1 million dollars for the 2021 Flex PACE Program (up to an additional \$720,000)
- 2) making the following changes to the current Flex PACE Program:
 - a. Applicants are only able to have 1 active Flex PACE loan with the JSDC
 - b. Confirmation of Funding Letter from the Lender
 - c. Question on whether the applicant plans or has received a tax incentive.
- 3) funding the 2022 Flex PACE Program up to \$500,000 with the parameters to be determined in the coming months

Questions and discussion followed.

Tom made a motion to fund the 2021 Flex PACE Program up to \$1 million dollars on an 80% city / 20% county split (up to an additional \$720,000), Matthew seconded, and the motion passed unanimously by roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-aye, Mark-aye, Lorrie-aye, Steve-aye, Jeremy-aye, Rod-aye, Tom-aye, Matthew-aye, with Kelly, Dwaine, Ritch, CJ, and David absent.

Lorrie made a motion to approve the three recommended changes to the current Flex PACE Program: a) Applicants are only able to have 1 active Flex PACE loan with the JSDC, b) Confirmation of Funding Letter from the Lender, and c) Question whether the applicant plans or has received a tax incentive. Tom seconded the motion. Discussion followed. It was clarified that the one active Flex PACE loan is based on ownership of 20% or more. If an individual or entity owns 20% or more in two or three projects, the individual/entity is limited to one active Flex PACE loan at a time. The motion passed on a 7-3 roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-nay, Mark-aye, Lorrie-aye, Steve-aye, Jeremy-aye, Rod-nay, Tom-aye, Matthew-nay, with Kelly, Dwaine, Ritch, CJ, and David absent.

Steve made a motion to fund the 2022 Flex PACE Program up to \$500,000 with the parameters to be determined in the coming months, Jeremy seconded, and the motion passed unanimously by roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-aye, Mark-aye, Lorrie-aye, Steve-aye, Jeremy-aye, Rod-aye, Tom-aye, Matthew-aye, with Kelly, Dwaine, Ritch, CJ, and David absent.

I) Staff Reports:

CEO: Connie reviewed the draft Agenda for the ADM luncheon meeting on Wednesday. Connie's full report was in the One Drive for review.

Business Development: Corry reported he's working on closing out a couple Flex PACE applications this week. Corry's full report was in the One Drive for review.

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

J) Ex-Officio Reports:

City of Jamestown: Sarah Hellekson was in attendance and reported on the City of Jamestown.

Stutsman County: Mark Klose & Steve Cichos were in attendance and reported on Stutsman County.

Jamestown Chamber of Commerce: Emily Bivens was in attendance and reported on the Jamestown Area Chamber of Commerce. Emily's full report was in the One Drive for review.

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

Small Business Development Center: The SBDC report was in the One Drive for review.

Adjourn: Marlee Siewert adjourned the meeting at 12:39 p.m.

Recording Ended: 12:40 p.m.

Respectfully submitted,
Tracey J Pringle, Admin & Finance Coordinator