



**JSDC Regular Board of Directors Meeting
September 13, 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, Jeremy Rham, David Steele, Rod Johnson, Tom Silbernagel, and Matthew Pepple.

Members Absent: Steve Cichos.

Staff Present: Connie Ova and Corry Shevlin.

Staff Absent: Tracey Pringle.

Guests Present: Shawn Gaddie, RR Valley Supply Project; Darby Heinert, James Valley Career & Technology Center; Keith Norman, Jamestown Sun; Masaki Ova, Jamestown Sun; Sarah Hellekson, City of Jamestown; 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: None.

B) Approval of Agenda:

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

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 to put together a policy and procedure revision for covering the hard costs for Flex PACE/PACE/New Jobs Training programs. The Committee also created a proposed policy and procedure revision for the lien position. That policy and procedure revision will only be addressed today if the policy itself gets approved today.
- 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, October 4, 2021.

Finance Committee-

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

- Nick reported the Committee met jointly with the Organizational Excellence Committee on the topics Lorrie reviewed.
- 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 a proposed request for some funding for engineering costs related to the housing needs in Jamestown. Also reviewed was a matching funds request for James Valley CTC. The Committee is recommending a do pass on both of these items.
- 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, October 5th.

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 request to remove one of the restrictions for Flex PACE funding. They also discussed a request for funding for an environmental study for SEPA.
- 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, October 6th.

E) Red River Valley Water Supply Project: Shawn Gaddie of AE2S presented a summary of the project.

F) Approval of Meeting Minutes: Minutes from the regular Board of Directors meeting on July 12, 2021 were in the One Drive for review.

David moved to approve the minutes of the July 12, 2021 Board of Directors meeting as presented, CJ seconded, and the motion passed unanimously by voice vote.

G) CTC Matching Funds Request: Darby Heinert, Assistant Director of James Valley Career & Technology Center presented a summary of their project to expand learning opportunities for area students that will help the greater Jamestown area build and sustain a stronger workforce.

Corry stated the recommendation from the Existing Business Outreach Committee is to approve the request for \$131,500 in matching funds for this \$1.2 million project. This would be on an 80% city / 20% county split. As part of this request, the Committee recommends de-obligating the \$100,000 in Career Builders funds that were not expensed because of COVID outbreak.

Lorrie made a motion to de-obligate the \$100,000 in Career Builders funds and to approve \$131,500 in matching funds to the James Valley Career & Technology

Center, Dwaine seconded, and the motion passed unanimously by roll call vote with Steve absent. Roll Call – Tom-aye, Rod-aye, David-aye, Jeremy-aye, Lorrie-aye, Curt-aye, Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye.

H) Account Status Report: Connie reviewed Tracey’s memo in the One Drive. The August financial reports which were in the One Drive for review.

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

I) JSDC Policy: Lorrie reported there are two pieces to the policy recommendation.

1. It was thought that the Security Position/Lien Position needed to be strengthened from a policy standpoint. Corry reported the Organizational Excellence and Finance Committees recommend to “continue requiring personal guarantees from each business owner of 20% or more as security for PACE, Flex PACE, and New Jobs Training loans and to keep the option of obtaining mortgage liens and other security options for different types of loans included in the policies.” Nick reported there were part of our policies and procedures that were talked about a few years ago that weren’t as clear, so this is to clarify that we don’t have to take a mortgage on Flex PACE loans. So we will continue to do personal guarantees on PACE, Flex PACE, and New Jobs Training.

Kelly made a motion to approve the recommended policy change as stated above, Ritch seconded, and the motion passed by unanimous roll call vote with Steve absent. Roll call: Rod-aye, David-aye, Jeremy-aye, Lorrie-aye, Curt-aye, Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Tom-aye.

2. The Organization Excellence Committee is recommending adding the Project Hard Costs Reimbursement policy on page 8 of the JSDC Policies manual. The JSDC Policies manual was in the One Drive for presentation of specific placement and wording.

Mark made a motion to approve the Project Hard Costs Reimbursement policy and wording as recommended, Tom seconded, and the motion passed unanimously by roll call vote with Steve absent. Roll call: Jeremy-aye, Lorrie-aye, Curt-aye, Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Tom-aye, Rod-aye, David-aye.

The Organizational Excellence Committee is recommending wording changes regarding the security position policy found in the JSDC Policies manual on page 7. The JSDC Policies manual was in the One Drive for presentation of specific placement and wording.

Tory made a motion to approve the wording changes minus the first sentence, Jeremy seconded, and the motion passed unanimously by roll call vote with Steve absent. Roll call: Lorrie-aye, Curt-aye, Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Tom-aye, Rod-aye, David-aye, Jeremy-aye.

J) JSDC Procedure: Lorrie reported there are some revisions to the JSDC Procedures for both of the policies discussed above. The changes are found on pages 6, 7, 13, and 14 of the JSDC Procedures manual. The Manual was in the One Drive. Corry reviewed each change recommendation.

Tory made a motion to approve all recommended changes to the JSDC Policies manual, Matt seconded, and the motion passed unanimously by roll call vote with Steve absent. Roll call: CJ-aye, Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Tom-aye, Rod-aye, David-aye, Jeremy-aye, Lorrie-aye.

L) Flex PACE Program: Corry reported there's been a lot of discussion in the New Business Attraction Committee about this program and the changes for additional funding in 2021 and how the program is going to proceed into 2022. There have been a few applications for 2021 funding that have been excluded because of the restriction of applicants not being allowed to have more than one active Flex PACE loan. The recommendations from the Committee are:

- 1) To remove the limit restricting each individual to one active Flex PACE loan effective immediately
- 2) To recommend funding the 2022 Flex PACE program at \$500,000 (approved previously by JSDC, City, and County) under the following requirements:
 - a. A full and complete application (revisions to be recommended by Organizational Excellence Committee).
 - b. A completed rubric (revisions to be recommended).
 - c. A letter confirming funding from the lead lender.
 - d. The Bank of North Dakota draft amortization schedule.

Dwaine made a motion to approve the recommendation as presented, Tom seconded, and the motion passed unanimously by roll call vote with Steve and Lorrie absent. Roll call: Ritch-aye, Mark-aye, Dwaine-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Tom-aye, Rod-aye, David-aye, Jeremy-aye, CJ-aye.

M) City Infrastructure Engineering Funding Request: Corry reported there have been many discussions regarding housing development in Jamestown. The request is for \$50,000 from the city for preliminary cost estimates for various sites in Jamestown with the potential to become significant housing developments. Three of the sites are within the city limits and two sites are currently outside city limits. The cost estimates will provide a good starting point for housing development. The New Business Attraction Committee is recommending approval of \$50,000 funding for preliminary cost estimates for potential housing development sites in Jamestown. The request is to be 100% city funded. Discussion followed.

****Mark stated JSDC used to have a 1 percent City Sales Tax revenue source for economic development and then the city got 50% of that for infrastructure for city use. Mark's understanding was that the city would use that for infrastructure and wouldn't come back to JSDC for funding. If this is infrastructure, why wouldn't it come out of that 50% Mark questioned.**

--Dwaine stated this request is not for city infrastructure. Dwaine recommended members review the City Resolution in the One Drive which spells out for what the ½ percent is used. Dwaine stated that money was dedicated to go for buying down a portion of the special assessments for items such as water projects. There was no money, he stated further, that went to the city for expansion of infrastructure outside the city or anything. This request is not a city infrastructure issue. It should be labeled as infrastructure for residential development study rather than city infrastructure. This issue has nothing to do with the taking of the ½ percent of the original 1 percent sales tax for economic development by the city. This is about growing Jamestown. This is about expanding the city and to create spaces where our new residents can live.

****Mark commented when talking about adding lift stations, he considers that infrastructure.**

--Dwaine stated we are talking about infrastructure for economic development which is approved use of JSDC economic development funds. This is not to pay for any existing city infrastructure.

**Mark restated when you consider adding lift stations and roads, etc. that is infrastructure.
--Dwayne clarified lift stations and roads are infrastructure, but it is not existing city infrastructure. We're talking about infrastructure for economic development.

Tory made a motion to approve the request for \$50,000 to contract Preliminary Engineering for cost estimates for utilities to various proposed housing development sites to be funded 100% City's economic development fund, CJ seconded, and the motion passed unanimously by roll call vote with Steve, Lorrie, and Tom absent. Roll Call: Mark-aye, Dwayne-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Rod-aye, David-aye, Jeremy-aye, CJ-aye, Ritch-aye.

N) SEPA Engineering Funding Request: SEPA is required by USDA to get an updated environmental assessment in order to obtain funding for the approve \$1 million RDLG Loan. The estimate for the environmental assessment (EA) is \$48,500 from Barr Engineering. SEPA does have some revenue from the lease of land to cover the EA. However, SEPA will require other professional services for ADM/Marathon and other projects. SEPA is requesting up to \$200,000 from its partners on an 80% JSDC / 20% GRE split. The request to JSDC is for \$160,000 on a 90% city / 10% county split.

Kelly made a motion to approve \$160,000 funding to SEPA to cover professional fees on a 90% city / 10% county split, Nick seconded, and the motion passed unanimously by roll call vote with Steve, Lorrie, and Tom absent. Roll call: Dwayne-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matt-aye, Rod-aye, David-aye, Jeremy-aye, CJ-aye, Ritch-aye, Mark-aye.

O) JSDC Visioning: Connie reported JSDC will be issuing an RFP for strategic planning. Staff will be asking for availability for Board Members for a strategic planning meeting in the near future.

P) Staff Reports

CEO: Connie's report 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: Dwayne & David reported on the City of Jamestown.

Stutsman County: Mark offered to answer any questions regarding 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 1:45 p.m.

Recording Ended: 1:45 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator