



JSDC Board of Directors Meeting
Monday, February 12, 2024
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Tory Hart, Jeremy Rham, Marlee Siewert, Dwaine Heinrich, Mark Klose, Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Nick Schauer, Levi Taylor.

Staff Present: Corry Shevlin, Alyssa Looyen, Jamie Czapiewski.

Guests Present: Jeremy Forester, First Community Credit Union; Jozie Kovar, 201 Aesthetics; Kalsie Gumke, 201 Aesthetics; Dr. Kelly Odden, DMD; Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Chris Erwin, SBDC.

Call to order: 11:46 a.m. by Tory.

Conflict of Interest: Jen Dockter for 201 Aesthetics Flex PACE and Rod Johnson for Goodrich Lease Renewal.

C) President's Report: Tory gave a brief president's report.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Tory, David, Mark, Tonya, Corry, Alyssa, and Jamie) **2024 Members**

- The Organizational Excellence Committee did not meet in February.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Corry, Alyssa, Jamie, and LeAnn)

2024 Members

- The Finance Committee did not meet in February.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Jeremy, Marlee, Dwaine, Casey, David, Jen, Mike, Corry, Alyssa, and Jamie) **2024 Members**

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, February 7, 2024.
- The daycare request, internship reimbursement application, Flex PACEs, and lease renewal were all discussed at the February meeting. The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tory, Nick, Marlee, Dwaine, Tonya, Jen, Mike, Casey, Rod, Mark Corry, Alyssa, and Jamie) *2024 Members*

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, February 7, 2024.
- The daycare request, internship reimbursement application, Flex PACEs, and lease renewal were all discussed at the February meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

E) Approval of Meeting Minutes: The minutes from the January meeting were in the One Drive for review.

David Steele made a motion to approve the minutes as presented. Mike Delfs seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: The financial reports were in the One Drive for review.

Marlee Siewert made a motion to approve the financials as presented. Tonya Perkins seconded, and the motion passed unanimously by voice vote.

G) 2024 SCDRC Dues: The 2024 dues invoice for SCDRC was in the One Drive for review. The Stutsman County share is \$36,458. The city and county split would be 63% city and 37% county. The city's share would be \$22,968.54 and the county's share would be \$13,489.46.

Dwaine Heinrich made a motion to send the 2024 South Central Dakota Regional Council dues to the city and county for approval, Jeremy Rham seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick and Levi were not in attendance to vote.

H) Daycare Request: The daycare application for Party Crashers was in the One Drive. The original request from 2023 was asking for \$7,606.50 in matching funds to add an additional bathroom and getting the facility up to code.

They are requesting the additional \$2,393.50 in matching funds.

Mark Klose made a motion to approve the Party Crasher's Daycare request. David Steele seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick and Levi were not in attendance to vote.

I) Spring 2024 Internship Reimbursement Applications: Jamie's memo regarding the Spring 2024 Internship applications was in the One Drive. Out of five applications that were received, the joint New and Existing Business Committee only recommended sending one to the Board for approval. Isaac Patzer is a college senior working at Schauer & Associates, PC as a tax intern. The other applications were for CNA trainees enrolled in a part time program.

Jen Dockter made a motion to approve the Internship Reimbursement Application for Issaac Patzer at Schauer & Associates. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick and Levi were not in attendance to vote.

J) Dr. Kelly Odden Flex PACE Request: Alyssa’s memo regarding the Dr. Kelly Odden Flex PACE request was in the One Drive. Dr. Kelly Odden, DDS is purchasing 33.33% (1/3) of Downtown Dental in Jamestown, which includes the practice, building, equipment, and customer base. Dr. Kelly provides all general dental services and is committed to serving Jamestown and the surrounding areas by helping those she serves reach and maintain optimal dental health, which is a gateway to overall health. Having another committed dentist to the practice will help to increase the capacity of patients while decreasing wait times to help serve more patients.

Dr. Kelly Odden was in attendance to answer any questions.

This Flex PACE loan would be to the individual, Dr. Kelly Odden, not the practice, Downtown Dental. This is similar to Dr. Whitney Bruin’s Flex PACE several years ago, also buying into the same practice. Alyssa recommended funding the request up to the amount of \$85,714.30, with an 80% city and 20% county split. The city’s share would be \$68,571.44 and the county’s share would be \$17,142.86.

Tonya Perkins made a motion to approve the Dr. Kelly Odden Flex PACE request. Dwaine Heinrich seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick and Levi were not in attendance to vote.

K) 201 Aesthetics Flex PACE Request: Alyssa’s memo regarding the 201 Aesthetics Flex PACE request was in the One Drive. Owners Kalsie Gumke and Jozie Kovar are purchasing a building at 201 1st Ave N in Jamestown and will open a medical spa and full salon. 201 Aesthetics will be the only medial spa in a 100-mile radius. The aesthetics industry is on the rise and many individuals from the community travel to Fargo or Bismarck for services and will now be able to receive services in our city/county. Aesthetic services provided will include injection of neuromodulators (Botox), dermal fillers, laser, skin pen (microneedling) and a full-service hair salon. As they grow, they hope to include massage therapy, brow and lash services, and red-light therapy.

There is an application for the Renaissance Zone tax exemption in process and the JSDC has worked with the city to get the projected value for the tax incentive of the property. The current value of the building is \$239,000 and the work going into the project will be \$405,000, valuing the building at \$644,000. The current renaissance tax exemption will be \$10,961 per year (on the conservative side). The \$10,961 per year, total of \$54,805 over five years, renaissance zone tax incentive will meet the community portion of the BND buydown for the Flex PACE request and funding from the JSDC would not be utilized.

Owners Jozie Kovar and Kalsie Gumke, and Jeremy Forester of FCCU were in attendance to answer any questions. The owners stated that there is a demand for aesthetic services in the area and people are excited to not have to travel.

Alyssa recommended funding the request up to the amount of \$48,275.47, contingent upon the Renaissance Zone tax exemption not going through. The split would be 80% city and 20% county. The city’s share would be \$38,620.38 and the county’s share would be \$9,655.09.

Marlee Siewert made a motion to approve the 201 Aesthetics Flex PACE request, with the contingency that the funds can only be utilized if the Renaissance Zone tax incentive is not approved. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Tonya – Aye, Mike – Aye. Jen refrained from voting due to a conflict of interest. Nick and Levi were not in attendance to vote.

L) Lease Renewal: Corry's memo regarding the sixth amendment to the Goodrich Lease was in the One Drive. Goodrich Corporation, a New York Corporation, is looking to extend their lease for the building located at 1805 13th St NE in Jamestown for another three years. The lease would commence on March 1, 2024, and expire February 28, 2027. The option to purchase the building during this extended lease term has been updated from \$350,000 to \$400,000.

The JSDC acquired the former Dynamics Marketing building in 2003 and has been leasing it to Goodrich (now Collins Aerospace) since 2004.

Corry recommended approving the sixth amendment with the extended lease term and purchase price of the building.

Mike Delfs made a motion to approve the sixth amendment of the Goodrich Lease Renewal. Jen Dockter seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Jeremy – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Rod refrained from voting due to a conflict of interest. Nick and Levi were not in attendance to vote.

M) Staff Reports:

Corry: Corry reported that SEPA is ready to close out on the Phase Two Rail Project. He also reported that three Flex PACEs have closed out in the past month.

Alyssa: Alyssa reported that there are more Flex PACE requests coming in. She also reported that she will be attending more OUEI training in New Orleans this spring.

Jamie: Jamie reported that work on the 2023 Annual Report has begun.

N) Ex-Officio Reports:

City of Jamestown: Dwaine and David reported on the City of Jamestown.

Stutsman County: Mark reported on Stutsman County.

Jamestown Chamber of Commerce: Emily reported on the Chamber.

Jamestown Tourism: Emily reported on tourism.

ND Job Service: Danica reported on Job Service.

Small Business Development Center: Chris reported on the SBDC.

Adjourn: Tory adjourned the meeting at 12:46 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator