



**JSDC Board of Directors Meeting
March 13, 2023
Official Minutes
JSDC Lower-Level Conference Room**

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

Members Absent: Nick Schauer, Dwaine Heinrich, Steve Cichos.

Staff Present: Connie Ova, Corry Shevlin, Jamie Czapiewski.

Guests Present: Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Sarah Hellekson, City of Jamestown; Chris Erwin, SBDC; Glenn Hauk, SEPA.

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

Conflict of Interest: None

B) Approval of Agenda:

Marlee Siewert made a motion to approve the agenda as presented, David Steele seconded, and the motion passed unanimously by voice vote.

C) President's Report: Tory reported on the recent SEPA meeting and board changes and thanked the staff and Board for a successful CEO transition and productive committee meetings. He also presented Marlee with a plaque for her time served as Chair of the Board.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: David, Mark, Tonya, Marlee, Jen, Connie, Corry, and Jamie) *2023

*Members**

- The Organizational Excellence Committee met on Monday, March 6, 2023.
- The Organizational Excellence Committee voted to recommend the addition of a 240 hour accrual cap in the JSDC Personnel Policy.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Marlee, Steve, Casey, Connie, Corry, Jamie, and LeAnn)

2023 Members

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

Existing Business Outreach Committee-

(Committee members: David, Mark, Tory, Rod, Dwaine, Michael Connie, Corry, and Jamie) *2023

*Members**

- The Existing Business Outreach Committee met on Tuesday, March 7, 2023.
- The Existing Business Outreach Committee voted to recommend funding of the Party Crasher's Daycare application to the full board.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Jeremy, Nick, Steve, Dwaine, Tonya, Jen, Mike, Connie, and Corry) *2023 Members*

- The Business Attraction Committee met on Wednesday, March 8, 2023.
- The Business Attraction Committee voted to recommend the nominations of the Growing Jamestown award to Green Bison Soy Processing, and the Community Development award to Jamestown Monument.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

E) Approval of Meeting Minutes: The minutes from the Regular February meeting, as well as the two special meetings held in February were in the One Drive for review.

Rod Johnson made a motion to approve the minutes as presented. Tonya Perkins seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: The financial reports were in the One Drive for review and were presented by Finance Chair Jeremy Rham.

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

G) Changes to Vacation Accrual Policy in JSDC Personnel Policy Handbook: During the succession planning process it was brought up that the vacation accrual schedule should be reviewed.

Both the City and the County have a 240 hour cap (equivalent to 30 full work days) of vacation accrual that they allow employees to carry over from year to year. Anything above that is “use it or lose it,” which includes what the number of hours paid out upon employee termination.

The Organizational Excellence Committee voted to recommend the change to the language in the Personnel Policy to specify a 240 hour vacation accrual cap.

Jeremy Rham made a motion to approve the noted changes to the Vacation Policy in the JSDC Personnel Policy Handbook. Mike Delfs seconded, and the motion passed unanimously by voice vote.

H) Daycare Applications: Jamie’s memo regarding the returned Daycare Expansion applications was in the One Drive for review.

Little Puddle Jumpers is a new daycare facility in Jamestown that will open 17 childcare spots in the community. They have requested the full \$10,000 amount to do more work on their facility, purchase equipment, and purchase toys. This daycare has already received funding from the JSDC through the Flex PACE program (Roemmich Daycare - approved December 2022) and therefore does not qualify for any additional funding per the guidelines laid out.

The Existing Business Committee voted to recommend denying this funding request.

Party Crashers is an existing business in Jamestown that offers inflatable games and a Discovery Zone for children, with many hands-on educational games. They are primarily open on the weekends currently, but they would like to branch out into after-school care, and later, summer care. This would be filling a need in the community, since Gussner Elementary does not offer an after-school program, and the TRAC program has a waiting list. They would also be providing a bus service from Gussner to their facility. They would be opening 20 to 25 additional after-school childcare spots in the community.

They are requesting \$7,606.50 to help fund building an additional bathroom in their facility and completing required updates to their building to bring everything up to code.

The Existing Business Committee voted to recommend funding this request.

Jen Dockter made a motion to approve the funding request for the Party Crasher's Afterschool Program. David Steele seconded, and the motion passed unanimously by role call vote. Tory-Aye, Jeremy-Aye, Marlee-Aye, Mark-Aye, Casey-Aye, David-Aye, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Nick, Dwaine, and Steve were not present to vote.

I) 2022 Growing Jamestown Award Nomination: Corry's memo regarding his suggestions for the awardees of the Economic Development Award and Community Development Award, based on the project funding from 2022.

Corry recommended the Growing Jamestown Award go to Green Bison Soy Processing. This award is given to a business that has had the largest economic development impact for the year.

The New Business Attraction Committee voted to recommend awarding the 2022 Growing Jamestown Award to Green Bison Soy Processing.

David Steele made a motion to approve the nomination of Green Bison Soy Processing as the winner of the 2022 Growing Jamestown Award. Jeremy Rham seconded, and the motion passed unanimously by voice vote.

J) 2022 Community Development Award Nomination: Corry's recommendation regarding the 2022 Community Development Award was Grainline Investments, who are behind the upcoming Drift Prairie Brewery. While this is a good project for the community, the New Business Attraction Committee argued that the success of the project is not visible to the community yet, since they are still in the process of renovation and haven't opened yet.

They instead suggested Jamestown Monument, another project that has had a positive impact on the community but is already completed.

The New Business Attraction Committee voted to recommend awarding the 2022 Community Development Award to Jamestown Monument.

Marlee Siewert made a motion to approve the nomination of Jamestown Monument as the winner of the 2022 Community Development Award. Jen Dockter seconded, and the motion passed unanimously by voice vote.

K) Staff Reports:

Corry: Corry reported that SEPA is in the final stages of the financing for the rail loop extension project. Once it is finalized, they will just have to wait for better weather conditions to begin the construction phase of the project. He also reported that the JSDC website has recently undergone a redesign from Golden Shovel.

Connie: Connie reported on recent and upcoming visits to Bismarck to meeting with legislatures about Bison World. These have gone well so far. They are hoping for an appropriation in the Commence bill.

Jamie: Jamie reported that she has been working on putting together the annual report and getting arrangements made for the upcoming Annual Meeting.

N) Ex-Officio Reports:

City of Jamestown: 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.

SBDC: Chris reported on SBDC.

SEPA: Glenn had nothing to report on SEPA.

Adjourn: Tory adjourned the meeting at 12:27 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator