



**JSDC Board of Directors Meeting
April 10, 2023
Official Minutes
JSDC Lower-Level Conference Room**

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

Members Absent: Marlee Siewert, Steve Cichos.

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

Guests Present: Masaki Ova, Jamestown Sun; Linda Mohn, Schauer & Associates; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Chris Erwin, SBDC; Paul Smith, SBDC; Glenn Hauk, SEPA.

Call to order: 11:45 a.m. by Tory.

Conflict of Interest: None

B) Approval of Agenda:

Mark Klose made a motion to approve the agenda as presented, Jeremy Rham seconded, and the motion passed unanimously by voice vote.

C) President's Report: Tory reported on SEPA

D) Strategic Committee Reports

Organizational Excellence Committee –

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

*Members**

- The Organizational Excellence Committee did not meet in April.
- 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 met on Thursday, April 6, 2023.
- The Finance Committee voted to recommend the 2022 Audit and 2024 Budget to the Board of Directors for approval.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

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

*Members**

- The Existing Business Outreach Committee did not meet in April.
- 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 did not meet in April.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

Jen Dockter made a motion to approve the minutes as presented. David Steele 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.

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

G) 2022 Audit and Tax Return Statement: Linda Mohn of Schauer & Associates was in attendance and presented the draft of the 2022 Audit.

Linda also presented the 990 tax return form. A note of the SEPA taxes was made. The income from the SEPA partnership is taxable to JSDC as unrelated business income.

Tory agreed to sign the 990 tax return form once complete.

Jeremy Rham made a motion to approve 2022 Audit as presented. Mike Delfs seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Jeremy-Aye, Dwaine-Aye, Mark-Aye, Casey-Aye, David-Aye, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Marlee and Steve were not in attendance to vote.

Mike Delfs made a motion to approve the 990 Tax Return Form as presented. Dwaine Heinrich seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Jeremy-Aye, Dwaine-Aye, Mark-Aye, Casey-Aye, David-Aye, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Marlee and Steve were not in attendance to vote.

H) 2024 Budget: Jeremy Rham and Corry Shevlin presented the draft of the 2024 Budget. It was noted that a version will exist that includes depreciation, but it will not be the version given to the city and county, as they will only look at cash line items. There will also be a line item for taxes in the future.

There was a brief discussion of items that will need to be funded in the future, such as capital improvements to the building, and the funding of another part-time to full-time employee to take care of finances, as it requires more than the current six hours a week that is contracted out.

Casey Henderson made a motion to approve the 2024 Budget as presented. Rod Johnson seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Jeremy-Aye, Dwaine-Aye, Mark-Aye, Casey-Aye, David-Aye, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Marlee and Steve were not in attendance to vote.

I) SEPA Incentive Funding: Corry's memo regarding the reallocation request of SEPA funds was in the One Drive for review. There had been money allocated by the Board to spend on rail switches in order to get ahead of lead

times for the second phase of the rail project, but that money ended up not being used when ADM funded the switches instead.

Corry made a recommendation to the Board to reallocate \$100,000 of the money that would have been for the switches to fund professional services for the project, to be provided by AECOM and Interstate Engineering.

Mark Klose made a motion to approve the reallocation of \$100,000 that were to be used for the procurement of rail switches to be used for professional services for the Phase 2 Rail Project. Jeremy Rham seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Jeremy-Aye, Dwaine-Aye, Mark-Aye, Casey-Aye, David-Aye, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Marlee and Steve were not in attendance to vote.

J) Staff Reports:

Corry: Corry reported the rail project for SEPA is very close to starting and one recent Bison World updates.

Connie: Connie reported on the current state of the commerce bill in the legislature and how it relates to the funding of Bison World.

Jamie: Jamie reported that the Annual Meeting invites have been sent out and that applications for the summer internship reimbursement program are already coming in.

N) Ex-Officio Reports:

City of Jamestown: Dwaine 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: Paul and Chris reported on SBDC.

SEPA: Glenn had nothing to report on SEPA.

Adjourn: Tory adjourned the meeting at 12:57 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator