



**JSDC Board of Directors Meeting**  
**May 8, 2023**  
**Official Minutes**  
**JSDC Lower-Level Conference Room**

**Members Present:** Tory Hart, Nick Schauer, Marlee Siewert, Dwaine Heinrich, Mark Klose, Steve Cichos (via phone), Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Mike Delfs.

**Members Absent:** Jeremy Rham, Tonya Perkins.

**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.

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

**Conflict of Interest:** Nick Schauer for Charge on Together Daycare Application, Rod Johnson for 4<sup>th</sup> Avenue Concepts, LLC. Flex PACE, Mike Delfs for Intern Reimbursement.

**B) Approval of Agenda:**

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

**C) President's Report:** Tory reported on the Annual Meeting and thanked everyone who was able to attend. He also thanked the board for being flexible with the two special SEPA meetings that took place in April.

**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 May.
- 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 did not meet in May.
- 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 met on Tuesday, May 2, 2023.
- Intern Reimbursement Program applications for the summer semester were reviewed. Eight were approved to go to the full board, and five were rejected.
- One Daycare Expansion Application was reviewed. It was approved to go 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, May 3, 2023.
- One Flex PACE application was reviewed and approved to go to the full board for approval.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

**E) Approval of Meeting Minutes:** The minutes from the regular April meeting were in the One Drive for review, along with the minutes from the two special meetings that were held to vote for Special Member representatives for SEPA, and the Annual Meeting minutes.

*Nick Schauer made a motion to approve all minutes as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.*

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

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

**G) Daycare Application – Charge on Together Childcare** Jamie’s memo regarding Charge on Together Daycare Expansion application was in the One Drive for review.

Charge On Together Childcare is a licensed residential group facility that is currently licensed for up to seventeen children. They offer full-time, part-time, drop-in, before and after school, and summer care for children up to the age of thirteen. In addition, they also provide preschool curriculum.

They are requesting the full \$10,000 and would like to use the funds to help remodel the basement area of the in-house daycare. This would allow the creation of another entrance, helping provide more space and separation between the younger and older children. In addition, pull-down fire alarms need to be installed in the basement and on the main level to bring the building up to code.

This remodel is set to open an additional eleven spots in the community for childcare, bringing their total up to twenty-eight.

The Existing Business Committee voted to recommend the funding of this project.

*Jen Dockter made a motion to approve funding for Charge on Together Childcare. Marlee Siewert seconded, and the motion passed unanimously by roll call vote. Tory-aye, Marlee-Aye, Dwaine-Aye, Mark-Aye, Steve-Aye, Casey-Aye, Rod-Aye, Jen-Aye, Mike-Aye. Jeremy and Tonya were not in attendance to vote. Nick refrained from voting, as he is an employee of the lending financial institution.*

**H) Internship Reimbursement Applications – Summer 2023** Jamie’s memo regarding the Internship Reimbursement Applications for the Summer 2023 Semester was in the One Drive for Review. There was a total of thirteen applications from eleven different employers.

The applications that were rejected were based on Jamie’s scoring and discussion from the committee were:

1. Lauren Hible – Orn Family Dentistry, on the grounds that she will still need many more years of schooling for the dental profession, so she does not fit the guideline of being within two years of program completion.
2. Aiden Ash - Buffalo Grill, on the grounds that the position does not fit the student’s area of study.

3. Christian Lietz – Shocker Hitch, on the grounds that the position does not fit the student’s area of study.
4. Jedrik Truax – Truax Sales, on the grounds that the position does not fit the student’s area of study.
5. Annabeth Lint – Dalsted & Ryan, PC, on the grounds that she will not be enrolled in any programs.

The applications that scored high enough, followed the program guidelines, and were remarked favorably upon by the committee were:

1. Colby Vazquez, Marketing & Visitor Experience Intern – Jamestown Tourism
2. Isaac Patzer, Finance Intern – Central Valley Health
3. Paige Oswald, Human Resources Intern – Jamestown Regional Medical Center
4. Xavier Mattice, IT Intern – Unison Bank
5. Gabrielle Kucera, Dental Assistant Intern – Downtown Dental
6. Ezra Belingheri, Accounting Intern – Shocker Hitch
7. Kayla Quintanilla, Manufacturing Engineer Intern – Shocker Hitch
8. Elizabeth Lee, General Coordinator Intern – North Dakota Farmers Union

The Existing Business Committee voted to recommend funding to the eight approved intern applications.

*Dwaine Heinrich made a motion to approve the eight approved interns as presented. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Marlee-Aye, Dwaine-Aye, Mark-Aye, Steve-Aye, Casey-Aye, David-Aye, Jen-Aye. Jeremy and Tonya were not in attendance to vote. Mike refrained from voting, as one of the interns is at his place of employment (JRMCM).*

**I) Flex PACE Application – 4<sup>th</sup> Avenue Concepts, LLC.:** The Flex PACE application for 4<sup>th</sup> Avenue Concepts, LLC was in the One Drive, along with the scoring rubric and amortization schedule. The LLC is planning on buying a building to house their business.

4<sup>th</sup> Avenue Concepts LLC is owned by Joel Guthmiller and Lori Tarno. The main tenant of the building will be Joe Mechanical LLC, which is owned by Joe Guthmiller. They are applying for the buydown funding based on the common ownership of the LLC that will hold the real estate, and the main tenant and purpose of the building, to house Joe Mechanical LLC. There is also an additional, existing, tenant on the other half of the property.

They are requesting up to \$25,000 for interest buydown.

The New Business Attraction Committee voted to recommend the funding of this project.

*Steve Cichos made a motion to approve funding for 4<sup>th</sup> Avenue Concepts, LLC Flex PACE. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Tory-Aye, Nick-Aye, Marlee-Aye, Dwaine-Aye, Mark-Aye, Steve-Aye, Casey-Aye, David-Aye, Jen-Aye, Mike-Aye. Jeremy and Tonya were not in attendance to vote. Rod refrained from voting due to being related to one of the owners of the project.*

**J) Staff Reports:**

**Corry:** Corry reported the financing documents for the SEPA railway project have been executed. Construction can begin as soon as conditions are good. He also reported on a promising discussion with Chapul Farms (black soldier flies).

**Connie:** Connie reported on Bison World. The application for primary sector business has been completed. The board will be contacting investors in the next few months.

**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.

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

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator