



**JSDC Regular Board of Directors Meeting
June 13, 2022
Official Minutes
JSDC Lower Level Conference Room**

Members Present: Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, Jen Dockter, and Tonya Perkins.

Members Absent: Marlee Siewert and Tom Silbernagel.

Staff Present: Connie Ova, Corry Shevlin, and Tracey Pringle.

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Chris Erwin, SBDC; Glenn Hauck, SEPA; and Traci Redlin, South Central Dakota Regional Council.

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

Conflict of Interest: Nick declared a conflict of interest with the Liechty International Flex PACE request. He will abstain from the vote.

B) Approval of Agenda:

Steve made a motion to approve the agenda as presented, Dwaine seconded, and the motion passed unanimously by voice vote.

C) President's Report: None.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Jeremy, Marlee, Tory, Kelly, Mark, David, Jen, Tonya, Connie, Corry, and Tracey) **2022 Members**

- Jeremy reported on the Strategic Plan goals discussed at the June meeting.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee meeting needs to be determined as the regular meeting falls on Independence holiday.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Connie, Corry, and Tracey) **2022 Members**

- There was no committee meeting this month.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Mark, David, Rod, Tom, Connie, and Corry) **2022 Members**

- Tory reported the committee reviewed the South Central Dakota Regional Council dues application. He stated the application is on today's agenda without recommendation from the committee.
- 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, July 5th.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Tory, Kelly, Dwaine, Steve, Jen, Tonya, Connie, and Corry) *2022 Members*

- Tory reported the committee reviewed the Liechty International Flex PACE application which is on today's agenda without recommendation.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next monthly Business Attraction Committee meeting is scheduled for Wednesday, July 6th.

E) Approval of Meeting Minutes from 5/9/22: The minutes were in the One Drive for review.

Dwaine made a motion to approve the minutes of the May 9, 2022, meeting as presented, Jeremy seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: The financial reports were in the One Drive for review. Tracey highlighted items on the Incentive AR Detail and Balance Sheet. She also pointed out and explained expense items on the Operations P&L that are currently over budget.

Steve made a motion to approve the account status report as presented, David seconded, and the motion passed unanimously by voice vote.

G) 2021 Operation Overage Refund to City/County: Tracey reviewed the report in the One Drive and explained how she calculated the refund. A total of \$46,414.20 of operational funds not spent is due back with the city refund of \$37,363.43 and the county refund of \$9,050.77.

Kelly made a motion to approve the refunds to city and county as presented, Mark seconded, and the motion passed unanimously by roll call vote. Steve-aye, Mark-aye, Jeremy-aye, David-aye, Rod-aye, Jen-aye, Tonya-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, with Marlee and Tom absent.

H) SCDRC Dues Request: Corry provided a summary of the South Central Dakota Regional Council dues request which was in the One Drive for review. Traci Redlin, Executive Director of SCDRC, provided the board with a packet of information on what SCDRC has been working on in the last year. Corry stated this annual request has been forwarded on to the city and county without a recommendation in the past couple years. He stated whether to continue this practice or to vote on whether this request should be approved or denied by the city and county is up to the board today.

Dwaine made a motion to forward this request on to the city and county with no recommendation, Rod seconded, and the motion passed unanimously by voice vote.

I) Liechty International Flex PACE Request: Corry reviewed his memo in the One Drive and clarified the request is only for the Jamestown real estate portion of the project and does not include manufactured home communities or land. The request is for up to \$85,714 on an 80% city/20% county split.

Kelly made a motion to approve the request as presented for up to \$85,714 in Flex PACE loan funds on an 80% city / 20% county split, Tonya seconded, and the motion passed unanimously by roll call vote. Rod-aye, Jen-aye, Tonya-aye, Tory-aye, Kelly-aye, Dwaine-aye, Mark-aye, Steve-aye, Jeremy-aye, and David-aye, with Marlee and Tom absent and Nick abstaining.

J) JSDC Staffing: Connie reported she as regretfully accepted Tracey's resignation. Tracey's last day will be June 15, 2022. Connie has hired a full-time employee who worked for JSDC in the past. The new employee will start approximately July 1, 2022, and will have administrative, marketing, and development duties. Connie will be contracting for bookkeeping services either with Tracey or with another provider.

K) Staff Reports:

CEO: Connie provided a project update.

Business Development: Corry provided further updates.

L) Ex-Officio Reports:

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

Stutsman County: Mark reported on Stutsman County.

ND Job Service: Danica Chaput reported on ND Job Service.

SEPA: Glenn reported on GRE Spiritwood Station.

SBDC: Chris Erwin reported on the Small Business Development Center.

Adjourn: Marlee adjourned the meeting at 12:55 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator