



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

Members Present: Dwaine Heinrich, Mark Klose, Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Mike Delfs.

Members Absent: Tory Hart, Jeremy Rham, Marlee Siewert, Levi Taylor, Tonya Perkins.

Staff Present: Corry Shevlin, Alyssa Looyesen

Guests Present: Masaki Ova, Jamestown Sun; Blake Hochhalter, Hochhalter Chiropractic, P.C.; Nick Bruns, 123 Investments, LLC, Jeremy Forrester, FCCU; Mike Woodley, Victory Christian School Childcare; Brock Naze, Naze Repair; Stephanie Naze, Naze Repair; Cherith Smith, Bridgewell; Hannah Fettig, Bridgewell; Chris Erwin, SBDC; Mike Knofvzynski, Great River Energy; Danica Chaput, Job Service; Sarah Hellickson, Jamestown City Administrator; Justin Feight, Embark Free Will Baptist Church

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

Conflict of Interest: None.

B) Approval of Meeting Agenda: The agenda was in the One Drive for review.

Mike Delfs made a motion to approve the agenda as presented. Jen Dockter seconded, and the motion passed unanimously by voice vote.

C) President's Report: None.

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 August.
- 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 August.
- 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, August 7, 2024.
- The Flex PACE requests for: 123 Investments, LLC, Naze Repair, LLC, Hochhalter Chiropractic, P.C, and Bridgewell as well as the Victory Christian School Childcare Expansion were discussed at the August 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, July 3, 2024.
- The Flex PACE requests for: 123 Investments, LLC, Naze Repair, LLC, Hochhalter Chiropractic, P.C, and Bridgewell as well as the Victory Christian School Childcare Expansion were discussed at the August meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

Rod Johnson 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.

Jen Dockter made a motion to approve the financials as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.

G) Additional Flex PACE Funding Request for 2024: Alyssa’s memo regarding the Additional Flex PACE Funding request was in the One Drive. In 2024 thus far, the JSDC has participated in six Flex PACE loans totaling \$375,745.95, the actual amount will be roughly \$241,000 in participation due to Tax Incentive programs that will be utilized by these projects. To date, this investment has leveraged \$876,740.32 from BND and over \$14.1 million in private investment into our community with many additional projects in the pipeline for the remainder of 2024. With the four applications we have on the agenda today and the projection of four additional projects for this year, we anticipate an additional \$2.1 million in leverage from BND funding.

Corry presented the request and answered any questions on the request stressing the importance of the good work and projects that are being done in our community. Mentioning that all of the projects on today’s agenda as well as one project a month are included within the request. Three of the “pipeline projects” are city focused in city limits and one is designated for county.

Alyssa recommended funding the full request from the City and County for Addition Flex Pace Funds with the City’s share at \$116,000 and the County’s share at \$158,000.

Casey Henderson made a motion to approve the Additional Flex PACE Funding Request as presented to send to the city and county for approval, Mike Delfs seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

H) 123 Investments, LLC Flex PACE Funding Request: Alyssa’s memo regarding the 123 Investments, LLC Flex PACE request was in the One Drive. 123 Investments, LLC, owned by Nick Bruns as well as four other investors, is purchasing a building at 123 7th Ave SE in Jamestown. 123 Investments, LLC will be centrally located in Jamestown and able to assist a variety of different businesses in our community through helping local business owners with cost savings, transportation of items for businesses, etc.

Nick Bruns was in attendance to speak about the project and request. Nick went into detail on the warehousing aspect, the importance of how they will be able to help local businesses and farmers with transportation of products, etc.

Alyssa recommended funding the full request of up to \$28,072.52. The city’s share would be 80%, or \$22,458.02. The county’s share would be 20%, or \$5,614.50.

David Steele made a motion to approve the 123 Investments, LLC Flex PACE Funding Request as presented, Mike Delfs seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

I) Naze Repair, LLC Flex PACE Funding Request: Alyssa’s memo regarding the Naze Repair, LLC Flex PACE Request was in the One Drive. Naze Repair, LLC, owned by Brock Naze, is building a repair shop at 8811 49th Street SE in Montpelier and currently services light duty diesel trucks. The new facility will allow the business to own their shop as they are currently renting, add more employees and additional services such as servicing/repairing agricultural equipment (ex: Combines, Tractors, Trailers). The space will allow Naze Repair to expand their inventory of automotive and diesel parts commonly needed for repair jobs which will allow local farmers and community members a local option for on hand parts sales.

Brock and Stephanie Naze were in attendance to speak about the project and request. They shared that this will be a new building/construction, and they will be adding services as well as on hand part sales. Stressing the importance of serving the rural community.

Alyssa recommended funding the full request of up to \$85,714.34. The county’s share would be 80%, or \$68,571.48. The city’s share would be 20%, or \$17,142.86. This approval will be contingent upon the City and County approving the request for additional funds for Flex PACE for 2024.

Rod Johnson made a motion to approve the Naze Repair, LLC Flex PACE Funding Request as presented, Mark Klose seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

J) Hochhalter Chiropractic, P.C. Flex PACE Funding Request: Alyssa’s memo regarding Hochhalter Chiropractic, P.C. Flex PACE request was in the One Drive. Hochhalter Chiropractic, P.C., owned by Blake Hochhalter, is purchasing and remodeling a building at 314 Business Loop W. in Jamestown for his new chiropractic clinic location. The new location will allow Hochhalter Chiropractic to own their clinic space rather than rent, expand the clinic to have double the amount of space as their current location, add additional staffing such as a massage therapist and physical therapist which will be the first Chiropractic Clinic in Jamestown offering all these services under one roof.

Dr. Blake Hochhalter was in attendance to share more about the project. He shared how the new space will allow for larger treatment rooms, larger waiting room space as well as shared that his new staff members for PT and Massage Therapy will be moving to Jamestown full time with their families, in turn growing Jamestown.

Alyssa recommended funding the full request of up to \$24,289.17. The city’s share would be 80%, or \$19,431.34. The county’s share would be 20%, or \$4,857.84.

Mike Delfs made a motion to approve the Hochhalter Chiropractic, P.C. Flex PACE Funding Request as presented, Casey Henderson seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

K) Bridgewell Flex PACE Funding Request: Alyssa’s memo regarding the Bridgewell Flex PACE request was in the One Drive. Bridgewell is a non-profit (501c3) and is purchasing a building at 209 10th Street SE in Jamestown. Bridgewell provides QSP services to elderly, aging and disabled individuals living in their own homes that need assistance with tasks required for daily living. They are in the licensing process for opening a day program which would offer programs and in-home support services to people who are developmentally disabled. Once licensed, Bridgewell would have the capability to fill the gap of day program/in-home support services no longer provided in our community by resuming programming previously done by other organizations.

Cherith Smith and Hannah Fettig were in attendance to speak about Bridgewell and their plans for their business and purchase of their new building as well as answer questions about their current services.

Alyssa recommended funding the full request of up to \$50,522.51. The city’s share would be 80%, or \$40,418.01. The county’s share would be 20%, or \$10,104.50.

Jen Dockter made a motion to approve the Bridgewell Flex PACE Funding Request as presented, Casey Henderson seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

L) Victory Christian School Childcare Expansion Funding Request: Jamie and Alyssa’s memo regarding the Victory Christian School Daycare Expansion Funding Request was in the One Drive. The Victory Christian School Childcare program is expanding alongside the rest of Victory Christian School. VCSC is a childcare center that provides care for all ages, ranging from infants to four years of age. Summer care and after-school care are also available. The expansion of the childcare center will allow their capacity to grow from 45 children to 95 children.

Mike Woodley from Victory Christian School was in attendance to share more on the project and clarify the areas of the building that will be used for childcare.

Alyssa recommended funding the full request of up to \$10,000.00. The city's share would be 80%, or \$8,000.00. The county's share would be 20%, or \$2,000.00.

Rod Johnson made a motion to approve the Victory Christian School Childcare Expansion Funding Request as presented, David Steele seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

M) Review of Board Member Terms and Looking Forward: Corry presented on the updates on the current board members and terms. Nick Schauer is resigning from the Board of Directors effective immediately. To fill out the vacancy on the JSDC Executive Committee I have had conversations with the existing members of the JSDC Board to gauge willingness and intent to serve. Corry's recommendation is to move Jeremy Rham to from Secretary Treasurer to Vice President, to fill Nick Schauer's unfinished term, and Casey Henderson to Secretary Treasurer, effective immediately.

Mark Klose made a motion to approve moving Jeremy Rham from the Secretary/Treasurer to Vice President and to move Casey Henderson into the Secretary/Treasurer role, Mike Delfs seconded, and the motion passed unanimously by roll call vote. Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Mike – Aye. Tory, Jeremy, Marlee, Levi and Tonya were not in attendance to vote.

Further discussion about looking forward at 2025 board member roles, at the beginning of 2025 the chairs will rotate on a regular schedule. Both Jeremy and Casey are aware of this. Tory Hart will move to Past President, Jeremy Rham to President, Casey Henderson to Vice President and we will need to fill the Secretary Treasurer position. In 2025 we will be filling 3 At-Large members of our Board. There will be a new Member from the Chamber of Commerce as well as new County Representation. We will begin the advertisement for the At-Large Members earlier than previous years but will mention that there are a number of individuals that have expressed interest in positions on the JSDC Board.

Corry recommended the removal of Nick Schauer from all signatories for JSDC and to add Casey Henderson as a signatory for JSDC.

David Steele made a motion to approve removing Nick Schauer as a signatory for JSDC and adding Casey Henderson as a signatory for JSDC, Jen Dockter seconded, and the motion passed unanimously by voice vote.

N) Staff Reports:

Corry: Corry reported on the Annual Meeting last month. He also reported that the sale of Lot 4 in the Bloom Business Park was finalized earlier today. We are currently in the process of moving our accounts to Dacotah Bank. There will be a Natural Gas meeting taking place later this week.

Alyssa: None.

O) Ex-Officio Reports:

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

Stutsman County: Mark reported on the County.

Jamestown Chamber of Commerce: Emily submitted a written report on the Chamber.

Jamestown Tourism: Emily submitted a written report on Tourism.

ND Job Service: Danica reported on Job Service.

Adjourn: Dwaine adjourned the meeting at 12:54 p.m.

Respectfully submitted – Alyssa Looyen, Director of Business Development