



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

Members Present: Tory Hart, Casey Henderson, Dwaine Heinrich, Mark Klose, Levi Taylor, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Jeremy Rham, Marlee Siewert.

Staff Present: Corry Shevlin, Alyssa Looyen, Jamie Czapiewski.

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Paul Smith, ND SBDC; Glenn Hauk, GRE; Emily Bivens, Jamestown Chamber/Tourism; Warren Abrahamson, Jamestown Tourism; Allison Limke, Jamestown Tourism; Jeremy Forester, FCCU; Nick Bruns, Buffalo City Offices; Britta Gross, Central Counselling/Buffalo City Offices; Bjorn Hanson, Nordic One.

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

Conflict of Interest: None.

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

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 gave a brief president's report.

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 November.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee–

(Committee members: Jeremy, Casey, Tory, Rod, Corry, Alyssa, Jamie, and LeAnn)

2024 Members

- The Finance Committee met on Thursday, November 7, 2024.
- The Finance Committee went over the audit proposals.
- 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, November 6, 2024.
- The Flex PACE requests, and Tourism request were discussed at the November meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tory, 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, November 6, 2024.
- The Flex PACE requests, and Tourism request were discussed at the November meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

Tonya Perkins made a motion to approve the 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. Levi Taylor seconded, and the motion passed unanimously by voice vote.

G) Audit Proposals: The Finance Committee met on Wednesday, November 6, 2024, to discuss the two audit proposals that were received. The committee made the recommendation to approve the RFP from Schauer & Associates for the 2024, 2025, and 2026 JSDC Audits due to the lower cost and the importance of supporting local.

Casey Henderson made a motion to approve the RFP from Schauer & Associates for the 2024, 2025, and 2026 Audits as presented, Jen Dockter seconded, and the motion passed unanimously by voice vote.

H) Buffalo City Offices, LLC Flex PACE Request: Alyssa's memo regarding the Buffalo City Offices, LLC Flex PACE was in the One Drive. Buffalo City Offices, LLC is purchasing a building at 312 2nd Ave SW in Jamestown to provide counseling services through Center Counseling. Counseling services will be available for children ages seven years and younger, which is a service that is not currently available in our community to that age group. Center Counseling will be setting roots in Jamestown and is dedicated to walking into relationships with others that are seeking direction or healing from past wounds. Their practitioners are all board certified and trained in clinical and evidence-based practices to offer a variety of helpful therapeutic modalities. The funding will go directly to the purchase of the building as well as renovations to make the space available for quality counseling services.

Nick Bruns and Britta Gross, part owners, were in attendance to answer any questions about the project. Center

Counseling will occupy 61% of the building. The project is designed to make mental health services more accessible to the community, reducing the need for families to travel to Fargo or Bismarck. Additionally, the Center Counseling will offer internship opportunities for University of Jamestown students. They also have plans for expanding services and increasing community engagement initiatives down the road.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$51,342.75, with an 80% city and 20% county split. The city share would be \$41,074.20 and the county share would be \$10,268.55. The incentive will also be passed on to the other tenants in the building.

Levi Taylor made a motion to approve Buffalo City Offices Flex PACE Request as presented, Rod Johnson seconded, and the motion passed by roll call vote. Tory – Aye, Casey – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David- Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Jeremy and Marlee were not in attendance to vote.

I) Nordic One, LLC Flex PACE Request: Alyssa’s memo regarding the Nordic One, LLC Flex PACE request was in the One Drive. Nordic One, LLC owned by Bjorn Hanson, is looking to purchase a building located at 305 12th Ave SE in Jamestown. Bjorn plans to utilize the space for his furniture repair/refinishing and carpentry/handyman services business that will service both residential and commercial properties. This business will provide a local option for the community for these services. The shop will include woodworking equipment as well as a spray booth.

Bjorn Hanson was in attendance to answer any questions about the project.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$26,283.13, with an 80% city and 20% county split. The city share would be \$21,026.50 and the county share would be \$5,256.63.

Tonya Perkins made a motion to approve the Nordic One Flex PACE Request as presented, Rod Johnson seconded, and the motion passed by roll call vote. Tory – Aye, Casey – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David- Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Jeremy and Marlee were not in attendance to vote.

J) 2025 Jamestown Tourism Request: Alyssa’s memo regarding the Jamestown Tourism 2025 funding request was in the One Drive. Jamestown Tourism is requesting \$125,000 in continued support to assist tourism sites, events and other recreational entities that generate economic impact by bringing visitors to Jamestown. The direct impact of these funds will go towards recruiting visitors to Jamestown and the surrounding community.

Emily Bivens and Warren Abrahamson of Jamestown Tourism were in attendance and presented on the impact of tourism marketing dollars in the last several years.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$125,000, with an 80% city and 20% county split. The city share would be \$100,000 and the county share would be \$25,000.

Jen Dockter made a motion to approve the 2025 Jamestown Tourism Request as presented, Tonya Perkins seconded, and the motion passed by roll call vote. Tory – Aye, Casey – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David- Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Jeremy and Marlee were not in attendance to vote.

K) 2025 Board Member Nominations/Election: The nominating committee reviewed six candidates for three open at-large board positions, ultimately recommending Dustin Jensen, Mike Delfs, and Ben Steinolfson. Ben Steinolfson was chosen for his experience in the utility industry with Dakota Central, Mike Delfs for his expertise in the medical field and active community involvement, and Dustin Jensen for his strong ties to the University of Jamestown and the Chamber. Jen Dockter was also recommended for her second term.

The Executive Committee rotation was also discussed, with Jeremy moving to president, Casey to vice president, and Tory to past president. Tonya was recommended for the Secretary/Treasurer role.

Ballots to vote for the new At-Large Board Members were distributed to the Board members.

David Steele made a motion accept the ballots as presented, Levi Taylor seconded, and the motion passed unanimously by voice vote.

Mike Delfs made a motion to accept David Steele and Levi Taylor as the City and County JSDC appointees chosen by the JSDC. Mark seconded, and the motion passed unanimously by voice vote.

Jen Dockter made a motion to approve the rotation of the JSDC Executive Committee as noted and to admit Tonya Perkins as the new Secretary/Treasurer. Dwaine Heinrich seconded, and the motion passed by roll call vote. Tory – Aye, Casey – Aye, Dwaine – Aye, Mark – Aye, Levi – Aye, David- Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Jeremy and Marlee were not in attendance to vote.

The ballots were collected and tallied. Five out of the six candidates presented received votes. By popular vote, the new At-Large Board Members will be Mike Delfs, Dustin Jensen, and Ben Steinolfson.

LJ) Staff Reports:

Corry: Corry reported on two large projects in the works, though details remain confidential. He mentioned progress on Chapul Farms, ongoing work at SEPA, and preparation of the 2025 SEPA budget.

Alyssa: Alyssa mentioned her graduation from OUEDI and ongoing work on Flex PACE conversations for next year. She is in the works of finalizing the Hochhalter Flex PACE project.

M) Ex-Officio Reports:

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

Stutsman County: Mark and Levi reported on the 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 1:07 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.