



**JSDC Board of Directors Meeting  
Monday, December 11, 2023  
Official Minutes  
JSDC Lower-Level Conference Room**

**Members Present:** Tory Hart, Nick Schauer, Marlee Siewert, Dwaine Heinrich, Mark Klose, David Steele, Rod Johnson, Tonya Perkins, Mike Delfs

**Members Absent:** Jeremy Rham, Levi Taylor, Casey Henderson, Jen Dockter.

**Staff Present:** Corry Shevlin, Alyssa Looyesen, Jamie Czapiewski.

**Staff Absent:** Connie Ova.

**Guests Present:** Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Sarah Hellekson, City of Jamestown; Chris Erwin, SBDC.

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

**Conflict of Interest:** Tory Hart for Peterson Ag.

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

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

**C) President's Report:** Tory gave a brief president's report looking back at 2023.

**D) Strategic Committee Reports**

Organizational Excellence Committee –

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

- The Organizational Excellence Committee did not meet in December.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Marlee, Casey, Connie, Corry, Alyssa, Jamie, and LeAnn) \*2023 Members\*

- The Finance Committee did not meet in December.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: David, Mark, Tory, Rod, Dwaine, Mike, Connie, Corry, Alyssa, and Jamie) \*2023 Members\*

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, December 6, 2023.
- The 2024 Flex PACE Request was discussed at the December meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Jeremy, Nick, Dwaine, Tonya, Jen, Mike, Connie, Corry, Alyssa, and Jamie) \*2023 Members\*

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, December 6, 2023.
- The 2024 Flex PACE Request was discussed at the December meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

*Tonya Perkins 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.

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

**G) Board Member Appointments:** Jamie's memo regarding the reappointment of Mark Klose as JSDC's appointed representative from the Stutsman County Commission and David Steele as JSDC's appointed representative from the Jamestown City Council was in the One Drive for review.

The nominating committee voted to recommend the reappointment of David Steele and Mark Klose for 2024 at the Nominating Committee meeting on December 6, 2023.

*Tonya Perkins made a motion to re-appoint Mark Klose as the JSDC appointed Director from Stutsman County for the 2024 calendar year, Nick Schauer seconded, and the motion passed unanimously by voice vote.*

*Mike Delfs made a motion to re-appoint David Steele as the JSDC appointed Director from the Jamestown City Council for the 2024 calendar year, Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.*

**H) 2024 Flex PACE Request:** Alyssa's memo regarding the 2024 Flex PACE Request from the city and county was in the One Drive. In 2023 the JSDC participated in six Flex PACE loans totaling \$366,502.97. This investment leveraged \$855,172.06 and over \$5.7 million in private investment into our community.

An additional provision will be added to the Flex PACE program going forward, stating that storage units will not be considered for funding.

Alyssa's memo recommended funding the Flex PACE program in the amount of \$500,000 for the 2024 calendar year, with an 80/20 city and county split. The city's portion would be \$400,000 and the county's portion would be \$100,000.

*Dwaine Heinrich made a motion to approve the 2024 Flex PACE Request. Mark Klose seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Nick – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, David – Aye, Rod – Aye, Tonya – Aye, Mike – Aye. Jeremy, Levi, Casey, and Jen were not in attendance to vote.*

**I) Peterson Ag Term Changes:** The terms for the Peterson Ag Flex PACE have changed from months to years. The amount is the same, the payments will just be made on a yearly basis instead of monthly.

*Marlee Siewert made a motion to approve the changes in terms for the Peter Ag Flex PACE. David Steele seconded, and the motion passed unanimously by roll call vote. Nick – Aye, Marlee – Aye, Dwaine – Aye, Mark – Aye, David – Aye, Rod – Aye, Tonya – Aye, Mike – Aye. Tory refrained from voting due to a conflict of interest. Jeremy, Levi, Casey, and Jen were not present to vote.*

**J) CEO Review:** Tory reported that there was a 100% response rate from the Board members in filling out the CEO review form for 2024. Tory and Nick have sat down and discussed the responses and will be sitting down with Corry to discuss the responses and self-evaluation before the end of the year.

**K) Staff Reports:**

**Corry:** Corry reported on his recent MAEDC conference. He also reported that he will be attending several meetings regarding housing in the following weeks.

**Alyssa:** Alyssa reported that there is already interest in the Flex PACE program for 2024, as well as the Airport Park.

**Jamie:** Jamie reported that Connie's retirement open house will take place on Thursday, December 21 from 4pm to 6pm at the Gladstone.

**L) 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.

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

**Adjourn:** Tory adjourned the meeting at 12:26 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator