



**JSDC Board of Directors Meeting
March 9, 2020
Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Ritchie Wolf, Gerald Horner, CJ Janke, Jeremy Rham, Maru Lou Urquhart, Pam Phillips, Mark Klose, Rod Johnson, Lorrie Pavlicek, Tory Hart, and Nick Schauer (entered the meeting at 11:53 am).

Members Absent: Kelly Rachel, Steve Cichos, and Dwaine Heinrich.

Staff Present: Connie Ova, Corry Shevlin, and Beth Blumhardt.

Staff Absent: Tracey Pringle

Guests Present: David Steele, City Council; Keith Norman, Jamestown Sun; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Jerod Tengesdal, Train ND; Ian Carlstrom, Small Business Development Center, Katherine Roth, Jamestown Regional Entrepreneur Center, and Dr. Polly Peterson, University of Jamestown.

Call to order: 11:46 a.m. by Marlee Siewert, the Vice President who is acting as the President in the President's absence and has the ability to perform such duties as authorized by Article 7 of JSDC's Bylaws.

Tape recorder started: 11:46 a.m.

Conflict of Interest: No conflicts of interest were declared.

Approval of Agenda: The March 9, 2020 Board Agenda was approved as presented.

Ritchie Wolf moved to approve the March 9, 2019 JSDC Board of Directors agenda as presented, Pam Phillips seconded, and the motion passed unanimously by voice vote.

President's Report: Kelly Rachel was not in attendance. Marlee reminded the Board of Directors to mark their calendars for the JSDC Annual Meeting coming up in April. The meeting is scheduled for Wednesday, April 29th and will be held at the Gladstone Inn & Suites.

Minutes: Minutes from the February 3, 2020 Board of Directors Meeting were in One Drive for review and approval.

Tory Hart moved to approve the minutes of the February 3, 2020 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Account Status Report: Tracey was not in attendance. The February financial report was in One Drive for review.

Gerald Horner moved to approve the February financial report as presented, Pam Phillips seconded, and the motion passed unanimously by voice vote.

Legal Fees: Connie reported on the Legal Fees agenda item. Legal fees paid to date for the ND Soy vs SEPA lawsuit by SEPA total \$200,135.65. Those have been paid with cropland lease dollars collected through the years for the SEPA property. The balance owed for legal fees through 12/31/2019 (JSDC share) is \$97,193.64. Legal fees incurred 1/1/2020 through 2/29/2020 (JSDC share) is \$11,120.77. A document outlining the dollars received through the years from the Klose property cropland lease was included in One Drive. These dollars have been paid back to City/County economic development funds per the included document. Connie informed the Board that she is asking for up to \$110,000 on a 90/10 City = \$99,000/County = \$11,000 to complete payment of those fees. None of these dollars includes GRE share of legal fees.

The JSDC Existing Business Committee recommended approval of this at their meeting on Tuesday, March 3rd. Supporting documentation was in One Drive for the Board's review. Connie noted that she has been in discussion with Commissioner Klose and Mayor Heinrich in regard to this and they are both in support of the request. Inquiries and a brief discussion were held by the JSDC Board of Directors.

Lorrie Pavlicek motioned to move forward the request for up to \$110,000 to complete payment of legal fees for the ND Soy vs SEPA lawsuit at a 90/10 City = \$99,000/County = \$11,000 split, Pam Phillips seconded the motion, and the motion passed unanimously. Roll Call: Lorrie-aye, Tory-aye, Mark-aye, Ritchie-aye, CJ-aye, Gerald-aye, Pam-aye, Jeremy-aye, Rod-aye, Mary Lou-aye, and Marlee-aye. Motion passed 11-0 with Kelly Rachel, Steve Cichos, Dwaine Heinrich, and Nick Schauer absent.

Growing Jamestown Award: Corry reported on the Growing Jamestown Award agenda item. Corry informed the Board that the Business Attraction Committee met on Monday, February 24th and discussed the approved projects in 2019 to determine a nominee for the Growing Jamestown Award.

A recommendation was made at the Business Attraction Committee by Lorrie Pavlicek, seconded by Ritchie Wolf for Jonny B's to be selected as the recipient of the 2019 Growing Jamestown Award.

Corry noted that the JSDC may look at making some changes to the awards next year. A brief discussion was held.

Pam Phillips motioned to approve Jonny B's as the recipient for the Growing Jamestown Award for 2019, Ritchie Wolf seconded the motion, and the motion passed unanimously by voice vote.

(Nick Schauer entered the meeting at 11:53 am)

Check Signatories: Connie reported on the Check Signatories agenda item. Connie informed the Board that with the resignation of Bill Lytle from the JSDC Board of Directors he will need to be removed as a check signatory and replaced with Tory Hart who has now moved into the Secretary/Treasurer position since Marlee Siewert has moved into the Vice Chair.

Along with the Chief Executive Officer those with authorization to be signatories are the JSDC Chairman, JSDC Vice Chairman, and JSDC Secretary- Treasurer. Below are the names of the listed signatories and their titles:

Kelly Rachel, Chairman
Marlee Siewert, Vice Chairman
Tory Hart, Secretary- Treasurer
Connie Ova, Chief Executive Officer

Mark Klose motioned to approve removal of Bill Lytle as a JSDC signatory and add Tory Hart-JSDC Secretary/Treasurer as a JSDC signatory, Lorrie Pavlicek seconded the motion, and the motion passed unanimously by voice vote.

Workforce Recruitment: Corry reported on the Workforce Recruitment agenda item. The Career Builders Program is a state-wide effort to recruit individuals into high need and emerging occupations in the state. Corry explained that JSDC is going to focus on the Loan Repayment portion of the Career Builders Program. Recipients may qualify for up to \$17,000 lifetime under the program, which is made up of \$8,500 of private-sector funding and \$8,500 of state funding. Individuals may only qualify for the scholarship or loan repayment, not both.

Corry informed the Board of Directors that what he is proposing is a reimbursement program from the JSDC for companies that are going to utilize the Loan Repayment for new employees. The JSDC would reimburse 25% of the private-sector funds contributed to match the state funding available. For example, if Company Y contributed \$8,500, they would be eligible for \$2,125 of reimbursement from the JSDC Program. JSDC would only reimburse after proof of payment. The University of Jamestown will be working with the companies and their new employees to qualify them for the Career Builders Program.

A proposed JSDC Career Builders Application and qualifying program information was in One Drive for the Board's review.

A recommendation was made at the Existing Business Committee by Kelly Rachel, seconded by Nick Schauer to recommend funding the Career Builder Reimbursement Program up to \$100,000 at a City/County 80/20 split.

Dr. Polly Peterson from the University of Jamestown was in attendance to assist in answering any questions the Board had. A discussion was held by the Board of Directors. A few inquires in regard to the program were made in relation to program reporting, outlining who would qualify as well as a list of limitations, etc.

Lorrie Pavlicek motioned to approve funding the Career Builder Reimbursement Program up to \$100,000 at an 80/20 City=\$80,000/County=\$20,000 split with appropriate program reporting, Pam Phillips seconded the motion, and the motion passed unanimously. Roll Call: Ritchie-aye, CJ-aye, Lorrie-aye, Gerald-aye, Pam-aye, Jeremy-aye, Nick-aye, Mary Lou-aye, Mark-aye, and Tory-aye. Motion passed 10-0 with Steve Cichos, Dwaine Heinrich, and Kelly Rachel absent and Rod Johnson and Marlee Siewert both abstaining from the vote.

Lorrie inquired as to why Rod and Marlee felt they needed to abstain from the vote; they felt because their employers were most likely places that would utilize the program and receive reimbursement that they should not vote. Lorrie as well as the other members of the Board felt that Rod and Marlee should be able to vote on the overall program approval and then voting on individual cases down the road would be assessed accordingly.

Rod and Marlee removed their abstaining status from the vote and both voted aye in favor. The revised motion is as follows:

Lorrie Pavlicek motioned to approve funding the Career Builder Reimbursement Program up to \$100,000 at an 80/20 City=\$80,000/County=\$20,000 split with appropriate program reporting, Pam Phillips seconded the

motion, and the motion passed unanimously. Roll Call: Ritchie-aye, CJ-aye, Lorrie-aye, Gerald-aye, Pam-aye, Jeremy-aye, Nick-aye, Mary Lou-aye, Mark-aye, Tory-aye, Rod-aye, and Marlee-aye. Motion passed 12-0 with Steve Cichos, Dwaine Heinrich, and Kelly Rachel absent.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

(Committee members consist of: Kelly, CJ, Dwaine, Lorrie, Mark, Steve, Gerald, Ritchie, Rod, Corry, and Connie) *2020 Members*

- The Business Attraction Committee met on Monday, February 24th. The committee discussed the Growing Jamestown Award recipient for 2019 and the SEPA update. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, March 30th.

Existing Business Outreach Committee-

(Committee members consist of: Kelly, CJ, Mary Lou, Ritchie, Nick, Tory, Pam, Jeremy, Corry, and Connie) *2020 Members*

- The Existing Business Outreach Committee met on Tuesday, March 3rd. The committee discussed SEPA Legal Fees. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, April 7th.

Organizational Excellence Committee –

(Committee members consist of: Kelly, Mary Lou, Marlee, Lorrie, Pam, Tory, Connie, Tracey, and Beth) *2020 Members*

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, March 17th.

Finance Committee-

(Committee members consist of: Kelly, Marlee, Dwaine, Steve, Rod, Nick, Gerald, Tracey, and Connie) *2020 Members*

- The Finance Committee meets on an as needed basis.

Action Items: None at this time.

Other: Nothing at this time.

Staff Reports:

CEO: Connie reviewed her report; her full report was in One Drive for review.

Business Development: Corry reviewed his report; his full report was in One Drive for review.

Administrative Assistant: Beth reviewed her report; her full report was in One Drive for review.

Office Manager: Tracey was not in attendance; her full report was in One Drive for review.

Ex-Officio Reports:

City of Jamestown: Pam Phillips and David Steele were present and reported on the City.

Stutsman County: Mark Klose was present and reported on the County.

Jamestown Chamber of Commerce: Emily Bivens was present and reported on the Jamestown Chamber of Commerce.

Job Service of North Dakota: Danica Chaput was present and reported on Job Service.

Jamestown Regional Entrepreneur Center: Katherine Roth was present and reported on the Jamestown Regional Entrepreneur Center.

Train ND: Jerod Tengesdal was present and reported on Train ND.

Small Business Development Center: Ian Carlstrom was present and reported on the Small Business Development Center.

Before adjournment of the meeting, Marlee welcomed the newest JSDC Board member Jeremy Rham onto the Board of Directors.

Adjourn: The meeting was adjourned at 12:26 p.m. by Marlee Siewert.

Tape Recorder stopped: 12:26 p.m.

Respectfully submitted,
By Beth Blumhardt: JSDC Administrative Assistant