



**JSDC Board of Directors Meeting
May 11, 2020
Zoom Meeting
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Dwaine Heinrich, Mark Klose, Ritchie Wolf, CJ Janke, Lorrie Pavlicek, Steve Cichos, Gerald Horner, Pam Phillips, Jeremy Rham, Rod Johnson, Nick Schauer, and Mary Lou Urquhart.

Members Absent: Kelly Rachel.

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

Staff Absent: none

Guests Present: David Steele, City Council; Keith Norman, Jamestown Sun; Emily Bivens, Jamestown Chamber of Commerce; Danica Chaput, Job Service of ND; Searle Swedlund, Jamestown Tourism; and Ian Carlstrom, Small Business Development Center.

Call to order: 11:45 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.

Zoom Meeting recording started: 11:45 a.m.

Conflict of Interest: No conflicts of interest were declared.

Approval of Agenda: The May 11, 2020 Board Agenda was approved as presented.

President's Report: Marlee Siewert chaired the meeting in Kelly Rachel's absence. No President's report was given.

Minutes: Minutes from the April 13, 2020 Board of Directors Meeting and the minutes from the April 28, 2020 Special Board of Directors Meeting were both in One Drive for review and approval.

Ritchie Wolf moved to approve the minutes of the April 13, 2020 Board of Directors Meeting and the minutes of the April 28, 2020 Special Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.

Account Status Report: Tracey presented the April financial report to the JSDC Board of Directors. The reports were in One Drive for review.

Pam Phillips moved to approve the April financial report as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.

National Guard Agreement: Corry reported on the National Guard Agreement agenda item. At the Special JSDC Board of Directors meeting on April 28, 2020 the JSDC released 19.12 acres to be leased to the National Guard. It was mentioned in that meeting that the JSDC was working with the National Guard on a method to recoup the JSDC infrastructure costs.

Corry noted that in One Drive there was a draft agreement for the Board's review. The agreement would see that the JSDC recoup the cost of infrastructure for the 19.12 acres. The cost of infrastructure for this parcel is \$583,034.20. In the proposed document, the first payment the JSDC would receive would be 20% of the total, on or before June 15th, 2021. The state would then make payments of 10% annually for the next 8 years, or until the total balance has been paid. There is potential that the balance would be satisfied before the 8 years.

A recommendation was made at committee to the JSDC Board of Directors by Kelly Rachel, seconded by Ritchie Wolf to approve the Agreement. All members voted aye.

A discussion was held, and a few inquiries were made by the JSDC Board of Directors.

Dwaine Heinrich motioned to approve the National Guard Agreement as presented, Steve Cichos seconded the motion, and the motion passed unanimously. Roll Call: Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Jeremy-aye, Rod-aye, Nick-aye, and Mary Lou-aye. Motion passed 14-0 with Kelly Rachel absent.

JSDC Engineering: Corry reported on JSDC Engineering agenda item. There has been interest in the past and continues presently for a greenhouse facility in Stutsman County and specifically, the Spiritwood Energy Park and Klose property would provide a great home for such a project. JSDC has had preliminary discussions with Interstate Engineering on site preparation for a potential tenant.

Interstate Engineering put together an extensive contract that would have the property ready for construction from a design perspective. Corry commented that at this point in time, we do not need to complete the entire scope of work that the contract has detailed. JSDC would like Interstate Engineering to complete the Preliminary Design Reports and the Surveys that coincide with the other tasks within the contract.

The plan is to recoup the cost of the study when a tenant utilizes the site. At this same time, Great River Energy is researching different ways steam and other by-products can be utilized for a potential greenhouse. Their cost is similar to what is being asked of JSDC to fund.

At the Existing Business Committee meeting on Tuesday, May 5th, Pam Phillips made a motion to recommend approval of a preliminary design report and the surveys to the JSDC Board of Directors, Ritchie Wolf seconded; all members voted aye.

Corry noted the cost for these 2 specific parts of the contract were as follows:
Preliminary Design Report - \$13,000
Surveys - \$8,000

The total amount of \$21,000 for the preliminary design report and surveys would be funded on an 80/20 City=\$16,800/County= \$4,200 split.

A brief discussion was held by the JSDC Board of Directors.

Lorrie Pavlicek made a motion for JSDC to move forward on the preliminary design report and surveys with Interstate Engineering for site preparation for a greenhouse facility for a total cost of \$21,000 at an 80/20 City=\$16,800/ County=\$4,200 split, CJ Janke seconded the motion, and the motion passed unanimously. Roll call: Tory- aye, Dwaine- aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Steve-aye, Gerald-aye, Pam-aye, Jeremy-aye, Rod-aye, Nick-aye, Mary Lou-aye, and Marlee-aye. Motion passed 14-0 with Kelly Rachel absent.

BND COVID Programs: Corry reported on the BND COVID Programs agenda item. Corry informed the Board that the Bank of North Dakota (BND) has brought out a couple new programs in relation to the COVID-19 pandemic. The two programs highlighted were the COVID-19 PACE Recovery Program and the Small Employer Loan Fund (SELF).

The first program Corry explained was the COVID-19 PACE Recovery Program (CPR). This program assists local financial institutions in providing low interest loans to support North Dakota businesses in their economic recovery due to negative impacts from the COVID-19 pandemic. Applications for this program will be accepted through November 30, 2020. More information on the program including eligibility, use of proceeds, loan limit/amount, interest rate and fees, collateral, participation requirements, buydown requirements, loan terms, lending criteria, and how to apply were provided in One Drive.

The second program Corry explained was the Small Employer Loan Fund (SELF). This program assists local financial institutions and certified development corporations (CDCs) in providing loans to assist very small North Dakota businesses in their recovery from the negative impacts caused by the COVID-19 pandemic. Loan applications for this program must be received by November 30, 2020. More information on the program including eligibility, use of proceeds, loan limit/amount, interest rate and fees, collateral, loan terms, and how to apply were provided in One Drive.

COVID-19 Update: Connie reviewed the COVID-19 Update agenda item. Connie commented that in One Drive was a JSDC COVID-19 Discussion Preliminary Problem Statement document which she had sent out to the Board last week requesting their input, as well as an Economic Outlook Special Report which gave a forecast of the effect of COVID-19 on North Dakota.

With this update, Connie commented that we are not at the point in the JSDC Strategic Plan that it needs updating, however, due to the COVID-19 pandemic and based on the fact we are a totally different world it would be wise to look into making the necessary updates to the Strategic Plan. Connie noted that the State of ND through the Main Street Program does have matching funds available for Strategic Plan updating to be done, therefore, she would like to pursue that avenue. The updating of the Strategic Plan would include involvement of the entire board whether that be via a zoom meeting or in a physical meeting following the guidelines of social distancing.

Connie requested the boards' thoughts and consensus on this. The board did agree updating the Strategic Plan would be beneficial and should be done given the recent changes that have occurred due to the COVID-19 pandemic. A brief discussion was held by the Board of Directors.

➤ Action Item:

- Connie will send out possible dates and times to the JSDC Board of Directors to see what works best to schedule a session to update the JSDC Strategic Plan.
- Connie will research what needs to be done to receive matching funds from the State of ND through the Main Street Program to make updates to the current JSDC Strategic Plan.

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, April 29th via a Zoom Meeting. The committee discussed the National Guard/Airport Park and JSDC Loans which were both discussed at the Special Board of Directors Meeting on Tuesday, April 28th. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, May 25th, however that date falls on Memorial Day so a different date will be established for the May committee meeting.

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, May 5th via a Zoom Meeting. The committee discussed the COVID-19 Update. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, June 2nd.

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, May 19th in which the committee will meet to discuss Strategic Planning.

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:

➤ *Under agenda item COVID-19 Update:*

- Connie will send out possible dates and times to the JSDC Board of Directors to see what works best to schedule a session to update the JSDC Strategic Plan.
- Connie will research what needs to be done to receive matching funds from the State of ND through the Main Street Program to make updates to the current JSDC Strategic Plan.

Other: Connie noted that Senator Kramer will be coming to Jamestown on Friday, May 15th to discuss the Stutsman County Roads. The meeting will be held at the Gladstone Inn and Suites in the banquet room at 11:00 am.

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's full report was in One Drive for review.

Office Manager: Tracey's full report was in One Drive for review.

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich and Pam Phillips were in attendance and reported on the City of Jamestown.

Stutsman County: Mark Klose and Steve Cichos were in attendance and reported on Stutsman County.

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

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

Train ND: Jerod Tengesdal was not in attendance. Emily Bivens from the Chamber of Commerce gave a brief report on Train ND Trainings in his absence.

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

Adjourn: The meeting was adjourned at 12:49 p.m. by Marlee Siewert.

Zoom Meeting Recording Ended: 12:49 p.m.

Respectfully submitted,
By Beth Blumhardt: JSDC Administrative Assistant