



**JSDC Regular Board of Directors Meeting
February 14, 2022
Via ZOOM
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Nick Schauer, Dwaine Heinrich, Mark Klose, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, Jen Dockter, and Tonya Perkins.

Members Absent: Kelly Rachel and Tom Silbernagel.

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

Staff Absent: None.

Guests Present: Masaki Ova, Jamestown Sun; NewsDakota.com; Glenn Hauck, SEPA; Sarah Hellekson, City Administrator; Danica Chaput, ND Job Service; and Emily Bivens, Jamestown Area Chamber of Commerce.

Call to order: 11:45 a.m. by Marlee Siewert.

Conflict of Interest: None.

B) Approval of Agenda:

Steve made a motion to approve the agenda as presented, David seconded, and the motion passed unanimously by voice vote.

C) President's Report: Marlee reported today's meeting is via Zoom is due to the high COVID cases in town and not being able to social distance in the conference room. The plan is to go back to in-person for the March committee and board meetings.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Marlee, Kelly, Mark, David, CJ, Lorrie, Ritch, Jeremy, Connie, Tracey, and Corry)

2021 Members

- The committee did not meet since the last Board meeting.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee Meeting is scheduled for Monday, March 7, 2022.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Matthew, Connie, Tracey, and Corry) **2021 Members**

- The committee did not meet since the last Board meeting.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Kelly, Mark, David, Rod, Tom, Corry, and Connie) **2021 Members**

- Corry reported the committee reviewed the housing study which is on today's agenda.
- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, March 8th.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Dwaine, Steve, Lorrie, CJ, Ritch, Matthew, Corry, and Connie)

2021 Members

- Corry reported the committee discussed incentive gaps and how to address them moving forward. This is an agenda item today.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next monthly Business Attraction Committee Meeting is scheduled for Wednesday, March 9th.

E) Approval of Meeting Minutes from 1/10/22 Meeting: The minutes were in the One Drive for review.

David moved to approve the minutes of the January 10, 2022 Board of Directors meeting as presented, Jeremy seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: Tracey reviewed the financial reports which were in the One Drive for review.

Rod moved to approve the account status report as presented, Tory seconded, and the motion passed unanimously by voice vote.

G) Housing Study: Corry reviewed the housing study which was in the One Drive for review. The study will be shared on the JSDC website and JSDC staff will contact property owners/developers regarding the results of this study.

H) Incentives 2022: Corry reviewed his memo in the One Drive.

1) There are examples of incentives that may assist a business in expansion, particularly regarding automation. This is something we should explore and use the existing programs, for example the ND Automation Tax Credit Program as a model. A reimbursement for equipment that would automate processes and add productivity expansions of our primary sector businesses that may or may not be adding additional FTE's (certainly we would not entertain any proposals that would eliminate positions). There are many different structures this could take, with performance metrics that could be tracked and clawbacks that appropriately fit the situation. This may have additional benefits; for example, our primary sector businesses relying so heavily upon other programs like Flex PACE.

2) Another primary sector focus gap we have encountered is businesses expanding or moving into our community that are not utilizing traditional financing methods or financing at all. Our programs do a terrific job at incentivizing expansions and relocations that utilize financing (Flex PACE, PACE, etc.). There is potential to encourage expansions or relocations in situations like this. Again, there are many different structures, parameters and metrics we can establish to track these type of projects in our community.

3) Housing, we have been discussing housing every month in the various committees about what the JSDC participation in Residential Development could/would be. We have been in

discussions with various developers over the past few months, one in particular is considerably closer to having lots under development. They have identified gaps in financing that have presented themselves as hurdles to making these developments a reality. We are currently working with a development group to explore if a request to the JSDC for funding is appropriate and reasonable. The parameters, funding amount, performance metrics have yet to be discussed and furthermore I would like to have those discussions at a later date, likely in an executive session because the material is commercially sensitive. The staff needs a lot more information about the aspects of the project to make any sort of recommendation to the JSDC Board.

I) CEO Search Committee Update: Marlee reported we have started to receive candidates. The Committee will be meeting later today to determine a game plan moving forward. Hopefully we'll have a new employee here in April.

J) Staff Reports:

CEO: Connie reviewed her report which was in the One Drive. She asked for suggestions of speakers/presenters for the JSDC Annual Meeting scheduled for April 27th at University of Jamestown.

Business Development: Corry reviewed his report which was in the One Drive.

Admin/Finance Coordinator: Tracey stated her full report was in the One Drive.

K) Ex-Officio Reports:

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

Stutsman County: Mark and Steve reported on Stutsman County.

Jamestown Chamber of Commerce: Emily reported on the Chamber.

ND Job Service: Danica Chaput reported on ND Job Service.

SEPA: No report.

Adjourn: Marlee adjourned the meeting at 12:35 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator