



**JSDC Regular Board of Directors Meeting
September 12, 2022
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Marlee Siewert, Tory Hart, Dwaine Heinrich, Jeremy Rham, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Nick Schauer, Tom Silbernagel, Kelly Rachel, Steve Cichos.

Members Absent: Mark Klose, Rod Johnson, Tom Silbernagel.

Staff Present: Connie Ova, Corry Shevlin, Holly Miller.

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Paul Smith, SBDC; Emily Bivens, Chamber of Commerce; Searle Swedlund, Jamestown Tourism.

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

Conflict of Interest: Jen declared a conflict of interest with the JSDC Internship program. Tonya declared a conflict of interest with the Jamestown Tourism request.

B) Approval of Agenda:

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

C) President's Report: Marlee provided an update to meeting attendees.

D) Strategic Committee Reports

Organizational Excellence Committee – reported no Sept. meeting.

(Committee members: Jeremy, Marlee, Tory, Kelly, Mark, David, Jen, Tonya, Connie, Corry) *2022
*Members**

- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m.

Finance Committee- reported no Sept. meeting.

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Connie, Corry) *2022
*Members**

- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee- Tory reported on the Sept. meeting.

(Committee members: Tory, Marlee, Nick, Mark, David, Rod, Tom, Connie, and Corry) *2022
*Members**

- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon.

New Business Attraction Committee- reported no Sept. meeting.

(Committee members: Tom, Marlee, Kelly, Dwaine, Steve, Jen, Tonya, Connie, and Corry) *2022
*Members**

- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

E) Approval of Meeting Minutes from 8/12/22: The minutes were in the One Drive for review.

David made a motion to approve the minutes of the August 12, 2022, meeting as presented, Jeremy seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: LeAnn provided an update on JSDC accounts.

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

G) Jamestown Tourism Fund Request for 2023: Searle presented information from the One Drive regarding the request. Jamestown Tourism is requesting \$125,000 from the incentive fund for 2023. This request is an 80/20 city/county share and requests \$100,000 from the city and \$25,000 from the county.

David made a motion to approve the Jamestown Tourism request for \$125,000 with an 80/20 city/county split, Nick seconded, and the motion passed unanimously by roll call vote. Nick-aye, Dwaine-aye, Jeremy-aye, David-aye, Kelly-aye, Jen-aye, Marlee-aye, Tory-aye, Steve-aye, with Tom, Rod, and Mark absent and Tonya abstaining.

H) SEPA Loan Request: Connie reviewed the memo in One Drive regarding the request.

Kelly made a motion to approve the loan to SEPA with the uses to refinance the USDA RDLEG loan with the same terms through the JSDC incentive fund of up to \$150,940 and a 90% city and 10% county split, with SEPA to assume hard costs, Dwaine seconded, and the motion passed unanimously by roll call vote. Nick-aye, Dwaine-aye, Jeremy-aye, David-aye, Kelly-aye, Jen-aye, Marlee-aye, Tory-aye, Steve-aye, Tonya-aye, with Tom, Rod, and Mark absent.

I) JSDC Intern Applications for Approval: Holly reviewed the applications in One Drive. JSDC had two applicants for the fall program for approval.

Dwaine moved to approve the intern applications for BluFrog and Home Design Center, Jeremy seconded, and the motion passed unanimously by roll call vote. Nick-aye, Dwaine-aye, Jeremy-aye, David-aye, Kelly-aye, Tonya-aye, Marlee-aye, Tory-aye, Steve-aye, with Tom, Rod, and Mark absent and Jen abstaining.

J) Staff Reports:

CEO: Connie provided an update on SEPA

Business Development: Corry provided further updates on SEPA.

Operations/Marketing: Holly provided an update.

K) Ex-Officio Reports:

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

Stutsman County: Steve reported on the county.

Chamber of Commerce: Emily reported on upcoming Chamber events.

Jamestown Tourism: Emily reported on tourism events.

ND Job Service: Danica reported on ND Job Service.

SBDC: Paul reported on the Small Business Development Center.

Adjourn: Marlee adjourned the meeting at 1:00 p.m.