



**JSDC Board of Directors Meeting
November 9th, 2020
Zoom Meeting
Official Minutes**

Members Present: Kelly Rachel, Marlee Siewert, Dwaine Heinrich, Mark Klose, Ritchie Wolf, CJ Janke, Lorrie Pavlicek, Gerald Horner, David Steele, Rod Johnson, Nick Schauer, and Mary Lou Urquhart.

Members Absent: Tory Hart, Steve Cichos, and Jeremy Rham.

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

Staff Absent: none

Guests Present: Scott Tweed, Bank Forward; Sarah Hellekson, Jamestown City Administrator; Danica Chaput, Job Service of ND; Emily Bivens, Jamestown Area Chamber of Commerce; Ian Carlstrom, Small Business Development Center; Keith Norman, Jamestown Sun; and News Dakota.

Call to order: 11:45 a.m. by Kelly Rachel.

Conflict of Interest: None.

Approval of Agenda: The Agenda was accepted as presented.

President's Report: Kelly noted Connie and Corry continue to stay busy behind the scenes.

Minutes: Minutes from the October 12, 2020 Board of Directors Meeting were in the One Drive for review.

Dwaine Heinrich moved to approve the minutes of the October 12, 2020 Board of Directors Meeting as presented, Mary Lou Urquhart seconded, and the motion passed unanimously by voice vote.

Account Status Report: Tracey presented the October financial report. The financial report was in the One Drive for review.

Marlee Siewert moved to approve the October financial report as presented, Mark Klose seconded, and the motion passed unanimously by voice vote.

2020-2022 Audit Proposal: Connie reported JSDC solicited for audit services per our policies and procedures. We received three submissions: Schauer & Associates, Brady Martz, and Eide Bailly. The Finance Committee reviewed the proposals and recommended to bring forward the Schauer & Associates proposal for approval at a cost of \$14,400 for 2020. Kelly noted Schauer & Associates had the best pricing and is local. Also noted was that SEPA will remain with Brady Martz for their audit. Connie reported Schauer & Associates submitted a

letter with the timeline of when the audit will be completed for 2020 and stated she will make sure the same timeline will be followed for 2021 and 2022 prior to signing the engagement letter.

Mark Klose motioned to approve the Schauer & Associates proposal, David Steele seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Gerald-aye, David-aye, Rod-aye, Nick-aye, and Mary Lou-aye. Motion passed 12-0 with Tory Hart, Steve Cichos, and Jeremy Rham absent.

Board Nominations: There will be one vacancy on the Board of Directors for 2021 due to Gerald Horner's third term expiration on December 31, 2020. Kelly reported the staff published public notices for board member applications and received none. The staff reached out to Tom Silbernagel who applied prior and he is interested in serving on the Board of Directors. Tom's resume was in the One Drive for review. Connie reported Tom is very qualified and comes from the Ag industry as manager at Butler Machinery. The Nominating Committee nominated Tom Silbernagel to fill the vacancy on the Board in 2021. Connie reminded the group per JSDC Bylaws nominations can be made from the floor at this time as well.

Lorrie Pavlicek motioned to accept the nomination and elect Tom Silbernagel to a first term of 2021-2023, Dwaine Heinrich seconded the motion, and the motion passed unanimously by voice vote.

In 2021, Kelly Rachel will be progressing to Past Chairman and Marlee Siewert will be progressing to Chairman. Tory Hart is currently the Secretary/Treasurer. Connie reported Tory has expressed interest in the Vice Chairman position and Nick Schauer is interested in the Secretary/Treasurer position. The Nominating Committee nominates Tory Hart as Vice Chairman and Nick Schauer as Secretary/Treasurer.

Mary Lou Urquhart motioned to elect the nominees as presented by the Nominating Committee, Mark Klose seconded the motion, and the motion passed unanimously by voice vote.

Premier Ag Solutions Flex PACE: Corry reported Premier Ag Solutions has applied for Flex PACE to build a storefront, offices, and storage. This project was presented at the New Business Attraction Committee meeting and the Committee recommended approval. The application and rubric were in One Drive for review. Corry introduced Scott Tweed, the lead lender on the project, who was on the call to answer any questions. Scott informed the group the site is on highway 281 about two miles north of Pingree. There will be a construction loan on the front end so the Flex PACE funds wouldn't be required until Spring of 2021 or later. The request is for up to \$86,000 on a 20/80 city/count split.

Lorrie moved to approve the Premier Ag Solutions Flex PACE request of up to \$86,000 on a 20% city/80% county split, Rod Johnson seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Marlee-aye, Dwaine-aye, Mark-aye, Ritchie-aye, CJ-aye, Lorrie-aye, Gerald-aye, David-aye, Rod-aye, Nick-aye, and Mary Lou-aye. Motion passed 12-0 with Tory Hart, Steve Cichos, and Jeremy Rham absent.

Additional County Funds for 2020 Flex PACE: Corry reported there has been an unexpected number of projects in Stutsman county for this year's Flex PACE program. This has resulted in JSDC reaching the maximum approved funds from the County prior to the Premier Ag Solutions approval. In order to fully fund Premier Ag Solutions Flex PACE and possibly fund future requests in 2020, Corry recommended requesting \$68,000 from Stutsman County for additional use in the 2020 Flex PACE Program.

Marlee Siewert moved to request an additional \$68,000 from Stutsman County for remaining 2020 Flex PACE projects, Lorrie Pavlicek seconded the motion, and the motion passed unanimously by voice vote.

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, October 26th via Zoom. No Committee report was given. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, November 30th.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee canceled the meeting scheduled for Tuesday, November 3rd. No Committee report was given. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, December 8th.

Organizational Excellence Committee –

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

- The Organizational Excellence Committee canceled their meeting scheduled for Monday, November 2nd. No Committee report was given. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, December 7th.

Finance Committee-

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

- The Finance Committee met on October 21st and October 29th to review and discuss audit proposals via Zoom. No Committee report was given. The Finance Committee meets on an as needed basis.

Action Items: Nothing at this time.

Other: Nothing at this time.

Staff Reports:

CEO: Connie reviewed her report which was in the One Drive for review.

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

Administrative: Beth's full report was in the One Drive for review.

Finance/Administrative: Tracey's full report was in the One Drive for review.

Ex-Officio Reports:

City of Jamestown: Dwaine Heinrich was in attendance and reported on the City of Jamestown.

Stutsman County: Mark Klose was 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 North Dakota: Danica Chaput was in attendance and reported on Job Service North Dakota.

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

Adjourn: The meeting was adjourned at 12:30 p.m. by Kelly Rachel.

Zoom Meeting Recording Ended: 12:30 p.m.

Respectfully submitted,
By Tracey J Pringle, Admin & Finance Coordinator