



**JSDC Regular Board of Directors Meeting
December 13, 2021
JSDC Lower Level Conference Room
Unofficial Minutes**

Members Present: Marlee Siewert, Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, Ritch Wolf, CJ Janke, Lorrie Pavlicek, Steve Cichos (by phone), Jeremy Rham, David Steele, Rod Johnson, and Matthew Pepple.

Members Absent: Tom Silbernagel.

Staff Present: Corry Shevlin and Tracey Pringle.

Staff Absent: Connie Ova.

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; and Sarah Hellekson, City of Jamestown Administrator.

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

Conflict of Interest: Matt declared a conflict with item J) 2022 Board Member Nomination/Election as he applied to be elected for 2022.

B) Approval of Agenda: Marlee reported items I) Board Member Survey Results and item L) Outgoing Board Members will move up on the agenda to follow item E) Approval of Meeting Minutes from 11/8/21 meeting.

Tory made a motion to approve the Agenda with the above revisions, Lorrie seconded, and the motion passed unanimously by voice vote.

C) President's Report: Marlee thanked everyone for their service this past year.

Dwaine Heinrich entered the meeting at 11:47 a.m.

D) Strategic Committee Reports

Organizational Excellence Committee –

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

2021 Members

- Lorrie did not provide a report as she will be presenting an agenda item later.
- 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, January 3, 2022.

Finance Committee-

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

- Tory reported the Committee discussed the HVAC and A/V improvements to be presented later in the agenda.

- 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*

- Tory reported the Committee did not meet this month.
- 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, January 4th.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Dwaine, Steve, Lorrie, CJ, Ritch, Matthew, Corry, and Connie) *2021 Members*

- Corry reported the Committee met and discussed the 2021 Flex PACE program review and changes to the Flex PACE Rubric, both of which will be presented later in the agenda.
- 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, January 5th.

E) Approval of Meeting Minutes from 11/8/21 Meeting: The minutes were in the One Drive for review.

David moved to approve the minutes of the November 8, 2021 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 in the One Drive. JSDC Operations is currently under budget overall for the year. The balance of economic development funds with the City at the end of November was \$3.87 million and the economic development fund balance with the County was \$365,368.

Matt moved to approve the account status report as presented, CJ seconded, and the motion passed unanimously by roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Matt-aye, with Tom absent.

G) 2021 Flex PACE Review/Rubric Revisions: Corry reported a total of just under \$600,000 in approved Flex PACE funds in 2021 with approximately \$400,000 in Flex PACE funds to de-obligate and send back to the City and County economic development funds.

Corry met with the New Business Outreach committee to consider revisions to the Flex PACE Rubric. He reviewed the recommended rubric with revisions in the One Drive. The goal of the revisions is to make it difficult to qualify for Flex PACE funding unless the project either increases jobs or adds products/services.

Lorrie moved to approve the revised rubric as presented with the exception of item 6 to change the answer "yes" to 2 points, Jeremy seconded, and the motion passed unanimously by roll call vote. Roll call: Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, and Matt-aye, with Tom absent.

H) Building Improvements (HVAC & A/V): Tracey reported the Finance Committee is recommending approval of \$15,000 of 2021 excess revenue to be earmarked for HVAC improvements in 2022. We have received one quote from our current HVAC provider and will try to obtain additional quotes.

Tracey reported the Finance committee is recommending approval of up to \$30,000 of 2021 excess funds to be spent on audio visual improvements in 2022.

Lorrie made a motion to move forward with the HVAC and audio-visual improvement expenditures up to \$45,000 with city and county approval, Dwaine seconded, and the motion passed unanimously by roll call vote. Roll call: Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Matt-aye, Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, with Tom absent.

I) Board Member Survey Results: Lorrie reported the Organizational Excellence committee reviewed the questions and the results of the Board Member Survey. She stated overall the responses were positive and a link to the full survey was available in Tracey's Memo for anyone to review.

Based on the results and comments, the Committee is making the following recommendations: 1) Recommend Board review the strategic plan annually, 2) Recommended CEO be asked if there is good two-way communication between the board and CEO, 3) Recommend each incentive program be reviewed annually at shorter board meetings to include PACE, Flex PACE, New Jobs Training, and Property Tax.

Ritch made a motion to approve the recommendations as presented, Matt seconded, and the motion passed unanimously by voice vote.

J) 2022 Board Member Nomination/Election: Tracey reviewed her memo in the One Drive. The Nominating committee reviewed six applications for the open director position beginning January 1, 2022. The Committee nominates Jen Dockter of BluFrog Realty as JSDC Director.

Dwaine made a motion to accept the nomination and elect Jen Dockter as JSDC Director beginning January 1, 2022, Mark seconded, and the motioned passed unanimously by roll call vote. Roll call: Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Marlee-aye, Tory-aye, with Tom absent and Matt abstaining from the vote.

K) CEO Resignation: Marlee reported Connie has submitted her resignation effective May 13, 2022. A search committee will be formed in January to work on filling the CEO role. Marlee stated Connie has set the organization up for success in the future and will be very missed.

L) Outgoing Board Members: Lorrie Pavlicek has completed 3 terms, CJ Janke has completed 2 terms, Ritch Wolf has completed 2 terms, and Matt Pepple has completed his 1-year term as the Chamber President on the JSDC Board of Directors. Marlee and the group thanked all directors for their dedicated service.

M) Staff Reports

CEO: None.

Business Development: Corry's report was in the One Drive for review.

Admin/Finance Coordinator: Tracey's report was in the One Drive for review.

N) Ex-Officio Reports:

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

Stutsman County: Mark reported on Stutsman County.

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

Adjourn: Marlee adjourned the meeting at 12:37 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator