



**JSDC Board of Directors Meeting
March 8, 2021
Zoom Meeting
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Nick Schauer, Kelly Rachel, Mark Klose, CJ Janke, Lorrie Pavlicek, Steve Cichos, Jeremy Rham, David Steele, and Matthew Peple.

Ritch Wolf entered after roll call.

Members Absent: Dwaine Heinrich, Tom Silbernagel, and Rod Johnson.

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

Staff Absent: None.

Guests Present: Keith Norman, Jamestown Sun; Sarah Hellekson, City of Jamestown; Danica Chaput, Job Service of ND; Ian Carlstrom, Small Business Development Center; and Corey Bayer.

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

Conflict of Interest: Kelly Rachel declared a conflict of interest for the PPP Loan and Dentman Inc. Flex PACE Application items. Matthew Peple declared a conflict of interest for the Intern Program agenda item.

B) Approval of Agenda:

Matthew moved to approve the Agenda as presented, David seconded, and the motion passed unanimously by voice vote.

C) President's Report: Marlee reported the April 12th Board Meeting can be held at the Quality Inn with social distancing. Marlee asked if there were any objections to holding the April 12th Board Meeting at the Quality Inn. There were none. She also reported the Annual Meeting will be held on May 19th at the Quality Inn.

D) Minutes: Minutes from the February 8, 2021 Board of Directors Meeting were in the One Drive for review.

Steve moved to approve the minutes of the February 8, 2021 Board of Directors Meeting as presented, David seconded, and the motion passed unanimously by voice vote.

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

Matthew moved to approve the February financial report as presented, CJ seconded, and the motion passed unanimously by voice vote.

F) JSDC Money Review: Tracey presented the JSDC Money Review document which was in the One Drive.

G) 2022 Draft Budget: Connie reported the 2022 request from city and county is less than it was for the 2021 approved budget and less than the 2020 actual expenses. The decrease is due to the elimination of a staff position. She reviewed the draft budget line-by-line with the Board. The operational budget request for 2022 is \$365,000 from city sales tax and \$90,000 from Stutsman county mill levy.

Tory made a motion to approve the 2022 draft budget as presented, David seconded, and the motion passed by roll call vote, with Matthew abstaining. Roll call: Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Mark-aye, Matthew-abstained.

H) 2020 Operations Overage: Connie reported the Finance Committee is recommending refunding the overage of \$35,379 be sent back to the city and county economic development funds in the proportionate allocations of 80% city / 20% county. Connie requested waiting for the final audited financial statements to have the final figure after capitalization of Capital Improvements/Repairs expense and some of the Office Equipment expense. The final figure will likely be higher than the \$35,379. It was decided to table this item until the JSDC audit is complete and a final figure is verified. This item will be on the April meeting Agenda.

The JSDC auditor is waiting for the audited SEPA financials. The JSDC Audit will be on the April Agenda.

I) Paycheck Protection Program (PPP) Loan: Connie reported JSDC, as a 501(c)(6), was not eligible for PPP funds until this last round of funding. She stated the Finance Committee discussed this item and decided to move it forward to the full Board of Directors without recommendation. Connie reviewed her memo which was in the One Drive. JSDC is eligible for \$68,750 in PPP loan funds. The application deadline is March 31, 2021. If the loan is not forgiven, there would be 1% interest assessed. Connie also reviewed the economic development organizations that did and did not apply for PPP loan funds.

Included in the application are statements that applicants must certify are true. One of these statements is "Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant." Discussion centered around this statement at both the Finance Committee and Executive Committee meetings last week. Discussion among the Board members followed.

Steve made a motion to accept the CARES funding JSDC is eligible for, Tory seconded.

Discussion: Lorrie questioned whether this motion is correct as JSDC hasn't been given any money to accept. She believes the motion should be to move the application forward. She suggested the motion be re-stated. Lorrie asked Connie if what staff is looking for is to move forward with the application. Connie stated Lorrie was correct and that the application has not been submitted. Lorrie stated the motion needed is to move forward with making the application for the funds. Connie agreed and asked Steve if he would like to change his motion. Steve was not available as he temporarily lost his connection to the meeting.

Matthew made a motion to amend the original motion to state "moving forward with the PPP loan application and to submit it to the government". Lorrie stated a person cannot amend someone else's motion and that the original motion needs to be voted down if it's not wanted and then restated a new motion.

Roll Call: Jeremy-nay, Lorrie-nay, CJ-nay, Ritch-nay, Mark-nay, Nick-nay, Tory-nay, Marlee-nay, Matthew-nay, David-nay, Kelly and Steve abstained from the vote. Motion failed.

Tory made a motion to move forward with the application for the PPP loan for the JSDC, Matt seconded, and the motion passed with an 8-3 majority vote with Kelly abstaining. Roll Call: Ritch-aye, Mark-aye, Nick-nay, Tory-aye, Marlee-aye, Matthew-aye, David-aye, Jeremy-aye, Steve-aye, Lorrie-nay, CJ-nay, Kelly abstained.

J) Airport Park Sign: Corry reported there was a motion to move the temporary sign at the price of \$4,653.00 plus tax to the Board of Directors for approval. Staff is requesting to temporarily use the name Jamestown Aviation Park on this temporary sign. The New Business Attraction committee has assigned a sub-committee to work on a permanent name recommendation. Discussion followed.

Lorrie made a motion to move forward with the temporary sign and use the name Jamestown Aviation Park, Steve seconded.

Discussion: Marlee asked what the time frame is as far as when this has to get to Myke at Roughrider to start building the sign. Corry reported he is ready to go as soon as we get through our approval process. Marlee asked how long after he gets the approval will the sign go up. Corry stated he will find out and let Marlee know. Matt stated he thought Myke said 2-3 weeks for production of the sign but then said, with the locates and how the ground is right now, that might push it back a little bit too but he didn't anticipate it would be a long project. Matt reported another thing discussed at committee was lighting on the sign. It is a reflective material but it was brought up do we want to do lighting and that was not included in this quote. Matt wondered if that was something we want to look into. Also, he stated, the motion states using Jamestown Aviation Park and asked if we want to do that or do we want to establish a committee to come up with a name? Lorrie stated the Jamestown Aviation Park is just temporary until the committee does meet and the name may eventually be changed. She also reported some committee members thought since the sign is reflective and when light is shone on it, it will be visible. The sign is also two-sided. Lorrie stated her thinking is we don't need lighting. If we find we want it later on, it could always be added. Lorrie stated with the reflectivity, Roughrider did not think lighting was necessary either. She asked Matt to express any strong feelings on this issue. Corry stated the lighting would be more of an issue with the permanent signage rather than the temporary sign. Matt stated everything he brought up was just informational for the group.

The motion passed unanimously by roll call vote. Roll Call: Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Matthew-aye.

K) Intern Program: Corry reported the Existing Business committee is recommending approval of the Intern Program up to \$105,000 per year on an 80% city / 20% county split. Corry reviewed his memo in the One Drive which included the following:

Program Guidelines

- Employer would be eligible for up to \$3500 in Reimbursement.
- Employers would be eligible for half the payroll cost to be reimbursed. For example, if the projected cost for the employer is \$8,000 they would be eligible for up to \$3,500. If the projected cost for the employer is \$4,000 they would be eligible for \$2,000.
- Employers would apply through the existing UJ Intern Program or directly to the JSDC
- There will be 3 deadlines for applications. Before the Spring semester, before the Fall semester and before summer. Specific dates are to be determined.
- JSDC would select eligible employers for reimbursement after the deadlines. Specific dollar amounts would be determined for each selected at that time.
- The employer and Internship position must be located in Stutsman County
- Employers must pay the Intern \$15 per hour
- Application is in the OneDrive

When considering which applicants to fund

There was a lot of discussion on this topic, the goal of both the Existing Business Committee and staff is to give the JSDC flexibility in the selection of which employers to fund. As the discussion at the committee level progress my original recommendations were no longer applicable. Specifics for this component of the program were vague with the recommendation from the committee. I would suggest a small number of JSDC board members (3-5) to select eligible employers to fund and evaluate the program and process after the initial funding rounds. We regularly make changes to programs to make them more efficient and to address any issues that may have arisen, this would not be an exception.

Reimbursement

- Employers will need to provide payroll information to the JSDC for reimbursement.
- The JSDC would reimburse monthly up to the approved amount.

Matt stated he works with the college for internships and will abstain from discussion and the vote. Discussion followed.

Tory stated the committee moved this forward with a recommendation to approve the program up to \$105,000 on an 80/20 city/county split. The committee didn't come to terms with how the program would operate or how applications would be approved. Tory suggested approving the \$105,000 for the program, but for the committee to go back to determine the program details.

Mark stated this program should not be used to fund part-time positions. It is to be used for employers to grow their workforce. Corry stated that with the application questions and additional information required to be submitted, whether an employer is looking at a part-time or intern position should be evident and would be up to the program approval committee to decide.

*Kelly made a motion to approve the Intern Program as outlined, Lorrie seconded, and the motion passed by unanimous roll call vote with Matthew abstaining.
Roll Call: David-aye, Jeremy-aye, Steve-aye, Lorrie-aye, CJ-aye, Ritch-aye, Mark-aye, Kelly-aye, Nick-aye, Tory-aye, Marlee-aye, Matthew-abstained.*

L) Annual Meeting Discussion: Connie reported she reached out to Casey Houwelings, the owner/manager of the Greenhouse project, who has tentatively agreed to attend and speak at the Annual Meeting if COVID restrictions for the Canadian border allow. The Annual Meeting is scheduled for May 19, 2021 at the Quality Inn. Social hour will begin at 5:00 with appetizers and the meeting to begin at 6:00.

M) 2020 Awards: Corry reported the New Business Attraction committee is recommending Jamestown Gymnastics Club as recipient of the 2020 Community Development award and Collins Aerospace as recipient of the 2020 Growing Jamestown award.

Lorrie made a motion to award Jamestown Gymnastics Club the Community Development Award and Collins Aerospace the Growing Jamestown Award, Matthew seconded, and the motion passed by unanimous voice vote.

N) Dentman Inc. Flex PACE Application: Corry reviewed his memo which was in the One Drive. Dentman Inc. is looking to construct a new building. The New Business Attraction committee recommended approval of \$22,686 in Flex PACE funds to Dentman Inc. on an 80% city / 20% county split.

Steve made a motion to approve \$22,686 Flex PACE funds to Dentman Inc. on an 80% / 20% county split, Ritch seconded, and the motion passed unanimously by roll call vote, with Kelly and Tory abstaining. Roll Call: Marlee-aye, Nick-aye, Mark-aye, Ritch-aye, CJ-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Matthew-aye, Kelly and Tory abstained.

O) Strategic Committee Reports

Finance Committee-

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

- The Finance Committee meets on an as needed basis.
- Nick reported the Committee met on Monday, March 1, 2021. The committee reviewed the JSDC Money Review presentation. The Committee requested that Connie meet with Kent Paulson of Precision Results to get an update on the \$75,000 stock that JSDC holds. The Committee reviewed the JSDC 2022 Draft Budget and recommended approval to the full Board of Directors. Also discussed were the dollars remaining after last year and a recommendation was made to return those remaining dollars. Connie requested today to wait until the final dollar amount is decided. There was also discussion on the PPP Loan request which was forwarded on to the Board of Directors for further discussion without recommendation. Tracey reported to the Committee the JSDC audit is not completed as we are waiting for the SEPA audit information.
- The next Finance Committee meeting is to be determined.

Existing Business Outreach Committee-

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

- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon.
- Tory reported the Committee met on Tuesday, March 2nd and primarily discussed the Internship Program. Connie gave a project update at the meeting.
- The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, April 6th.

New Business Attraction Committee-

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

- The Business Attraction Committee meets on the first Wednesday of each month at Noon.
- The Committee met on Wednesday, March 3rd. Tom was not in attendance to give a report.
- The next regular monthly Business Attraction Committee Meeting is scheduled for Wednesday, April 7th.

Organizational Excellence Committee –

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

2021 Members

- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m.
- The Committee did not meet in March.
- The next regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, April 5th.

P) Other: None.

Q) Staff Reports:

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

Business Development: Corry reported Holte Construction has paid off their financing package so JSDC will be receiving Flex PACE funds back from BND. Corry's report was in the One Drive for review.

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

K) Ex-Officio Reports:

City of Jamestown: David Steele 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: The Chamber report was in the One Drive for review.

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 1:20 p.m. by Marlee Siewert.

Zoom Meeting Recording Ended: 1:20 p.m.

Respectfully submitted,

By Tracey J Pringle, Admin & Finance Coordinator