



**JSDC Regular Board of Directors Meeting  
April 12, 2021  
Quality Inn & Suites – Jamestown, ND  
Official Minutes**

**Members Present:** Marlee Siewert, Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, Ritch Wolf, Lorrie Pavlicek, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, Tom Silbernagel, and Matthew Pepple.

**Members Absent:** CJ Janke.

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

**Staff Absent:** None.

**Guests Present:** Keith Norman, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce; Danica Chaput, Job Service of ND; and Ian Carlstrom, Small Business Development Center.

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

**Conflict of Interest:** None.

**B) Approval of Agenda:**

*Tory moved to approve the Agenda as presented, Steve seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Marlee reminded the Directors of the Annual Meeting on May 19<sup>th</sup> at the Quality Inn. Marlee asked the group if they have a recommendation on where to have the May 10<sup>th</sup> Board meeting. It was suggested to have the meeting at a location other than the JSDC lower level conference room for social distancing. Marlee stated the tentative plan will be to meet at Quality Inn on May 10<sup>th</sup>. The June meeting location will be determined at a later date.

**D) Strategic Committee Reports**

Finance Committee-

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

- Nick reported the Committee met and reviewed the Draft Audit and the Operations overage dollars at 12/31/2020 to be approved at today's full Board meeting.
- The Finance Committee meets on an as needed basis. 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\*

- Tory reported the Committee met and discussed the Internship Program. They assigned members to the subcommittee that will be reviewing applications and awarding funds.
- 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, May 4<sup>th</sup>.

New Business Attraction Committee-

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

- Tom reported the Committee met and discussed the naming of the Airport Park. The recommendation is "Hwy-20 Aviation Park". They also reviewed a project application which didn't qualify.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next regular monthly Business Attraction Committee Meeting is scheduled for Wednesday, May 5<sup>th</sup>.

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 regular monthly Organizational Excellence Committee Meeting is scheduled for Monday, May 3<sup>rd</sup>.

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

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

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

*Steve moved to approve the March financial report as presented, Ritch seconded, and the motion passed unanimously by voice vote.*

**F) 2020 Draft Audit:** Linda Mohn of Schauer & Associates PC presented the 2020 JSDC Draft Audit which was in the One Drive for review.

*Mark moved to approve the 2020 JSDC Draft Audit as presented, Tom seconded, and the motion passed unanimously by roll call vote. Roll Call: Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye, Marlee-aye, Tory-aye.*

**G) 2020 Tax Return:** Linda Mohn of Schauer & Associates PC reviewed the 2020 Form 990 and 990T tax returns as well as the ND Form 40 tax return.

*Tory made a motion to approve the 2020 tax returns as presented, Matthew 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, Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye.*

**H) 2020 Operations Overage:** Tracey reported the 2020 Audit shows an overage in the Operations account at 12/31/2020 of \$23,734. She requested approval to refund that amount back to the city/county on an 80%/20% split respectively.

*Lorrie moved to approve the refund of the 2020 overage amount of \$23,734 back to city/county on an 80%/20% split respectively, Nick seconded, and the motion passed unanimously by roll call vote: Lorrie-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye, Marlee-aye, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye.*

**I) Airport Park Name:** Corry reported the Existing Business Committee is recommending the name “Hwy-20 Aviation Park” as the name of the Airport Park. Discussion followed.

*David made a motion to name the Airport Park “JMS Aviation Park”, Kelly seconded. Discussion followed. The motion passed by majority roll call vote. Roll Call: Marlee-nay, Tory-aye, Nick-aye, Kelly-aye, Dwaine-aye, Mark-aye, Ritch-aye, Lorrie-nay, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-nay. (11-3)*

**J) 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.

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

**K) Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich and David Steele were in attendance and reported on the City of Jamestown.

**Stutsman County:** Mark Klose and Steve Cichos were in attendance and reported on Stutsman County.

**Jamestown Chamber of Commerce:** Emily Bivens was in attendance and reported on the Chamber.

**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 1:04 p.m. by Marlee Siewert.

**Recording Ended:** 1:04 p.m.

Respectfully submitted,

By Tracey J Pringle, Admin & Finance Coordinator