



**JSDC Board of Directors Meeting
Monday, April 8, 2024
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart, Dwaine Heinrich, Mark Klose, Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Nick Schauer, Jeremy Rham, Marlee Siewert, Levi Taylor.

Staff Present: Corry Shevlin, Alyssa Looyesen, Jamie Czapiewski.

Guests Present: Jeremy Forester, First Community Credit Union; Nicole Stevahn, Charge On Together Center, LLC; Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Chris Erwin, SBDC; Mike Knofczynski, Great River Energy.

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

Conflict of Interest: None.

B) Approval of Meeting Agenda: The agenda was in the One Drive for review.

Mike Delfs made a motion to approve the minutes as presented. Tonya Perkins seconded, and the motion passed unanimously by voice vote.

C) President's Report: Tory gave a brief president's report.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Tory, David, Mark, Tonya, Corry, Alyssa, and Jamie) *2024 Members*

- The Organizational Excellence Committee did not meet in April.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Corry, Alyssa, Jamie, and LeAnn)

2024 Members

- The Finance Committee met on April 3, 2024.
- A quarterly finance report was given at the April meeting.
- The 2025 Budget was discussed at the April meeting.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Jeremy, Marlee, Dwaine, Casey, David, Jen, Mike, Corry, Alyssa, and Jamie) *2024 Members*

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, April 3, 2024.
- The Flex PACE request was discussed at the April meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tory, Nick, Marlee, Dwaine, Tonya, Jen, Mike, Casey, Rod, Mark Corry, Alyssa, and Jamie) *2024 Members*

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, April 3, 2024.
- The Flex PACE request was discussed at the April meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

E) Approval of Meeting Minutes: The minutes from the March meeting were in the One Drive for review.

Jen Dockter made a motion to approve the minutes as presented. Rod Johnson seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: The financial reports were in the One Drive for review.

Casey Henderson made a motion to approve the financials as presented. Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.

G) 2025 Budget: The 2025 budget is very similar to the 2024 budget. There is a 3% increase in expenses. There is also an extra \$6,600 in income from the NextEra office lease.

There was a 1,900% increase in the legal expense line item. Previously only \$500 was budgeted, but that does not go very far for legal fees and an increase will help us do our due diligence on projects like housing, Bison World, SEPA, etc. This line item does not include legal fees that are invoiced out for projects like Flex PACE. Funds were budgeted out of recruitment and marketing for 2025 to allow for this \$10,000.

There is still money budgeted for a finance employee, but for the time being having LeAnn come in twice a week is working out. This position will be looked at in a future budget as needed.

Salary increases are also budgeted for 2025. These will be based off the city and county yearly increases.

The Finance committee recommended approving the 2025 Budget as presented.

Casey Henderson made a motion to approve 2025 Budget as presented, Mike Delfs seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick, Jeremy, Marlee, and Levi were not in attendance to vote.

H) Charge On Together Center LLC Flex PACE Request: Alyssa's memo regarding the Flex PACE request was in the One Drive. Charge On Together, LLC, owner Nicole Stevahn, purchased a building at 421 1st Ave S in Jamestown and will be opening a second location for daycare. The additional location will open 54 more spots for children ages 0-12 years and is available to provide childcare to any family as they have no restrictions on who they can provide care for. They will also be providing meals for the children. Nicole Stevahn of Charge On Together and Jeremy Forester of FCCU were in attendance to answer any questions.

Charge on Together may also be applying for a Renaissance Zone tax exemption. As of now, the current appraised value of the property is \$360,000 and they are looking to put approximately \$500,000 into the project. If the Renaissance Zone tax incentive is applied for and approved, as well as meets the community portion of the Bank of North Dakota buydown for the Flex PACE request, then funding from the JSDC would not be utilized.

Alyssa recommended the funding for this project in the amount of \$55,093.68 with an 80% city and 20% county split. The city's portion would be \$44,078.95 and the county's portion would be \$11,018.73. The New and Existing Business Committees recommended the funding of the request.

Dwaine Heinrich made a motion to approve the Charge On Together Center LLC Flex PACE Request as presented, Jen Dockter seconded, and the motion passed unanimously by roll call vote. Tory – Aye, Dwaine – Aye, Mark – Aye, Casey – Aye, David – Aye, Rod – Aye, Jen – Aye, Tonya – Aye, Mike – Aye. Nick, Jeremy, Marlee, and Levi were not in attendance to vote.

M) Staff Reports:

Corry: Corry reported the Change in Terms agreement for the rail project has been signed and that it is now in permanent financing. Chapul Farms is looking into moving into a formal lease out in Spiritwood at this point in time, and they will be receiving USDA funding. Alyssa and Corry have been working on an RFP for a data center out in Spiritwood as well. The company is down to four locations, with Spiritwood being one of them.

One of the housing companies that we have been in contact with is still showing continued interest in Jamestown.

The discussions on future natural gas usage continue.

Alyssa: Alyssa reported that she is still working on finalizing the sale of Lot 4 in the Bloom Business Park and that there are other Flex PACE projects in the works. She will be attending OUEDI at the end of April in New Orleans. She will also be attending a luncheon in early May for her honor as a Women to Watch in Business from GNDC.

N) Ex-Officio Reports:

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

Stutsman County: Mark reported on Stutsman County.

Jamestown Chamber of Commerce: Emily submitted a written report on the Chamber.

Jamestown Tourism: Emily submitted a written report on tourism.

ND Job Service: Danica reported on Job Service.

Small Business Development Center: Chris reported on the SBDC.

Adjourn: Tory adjourned the meeting at 12:51 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator