



**JSDC Regular Board of Directors Meeting
July 12, 2021
JSDC Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Dwaine Heinrich, Mark Klose, CJ Janke, Lorrie Pavlicek, Jeremy Rham, David Steele, Rod Johnson, Tom Silbernagel, and Matthew Pepple.

Members Absent: Nick Schauer, Kelly Rachel, Ritch Wolf, and Steve Cichos.

Staff Present: Corry Shevlin and Tracey Pringle.

Staff Absent: Connie Ova.

Guests Present: Keith Norman, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce; and Matthew Perkins, Medicine Shoppe.

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

Conflict of Interest: Tory declared a conflict with the Creative Energy Flex PACE Application item.

B) Approval of Agenda:

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

C) President's Report: Marlee stated ADM is working on demolition.

D) Strategic Committee Reports

Organizational Excellence Committee –

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

2021 Members

- Lorrie reported the Committee met together with the Finance Committee on June 22, 2021 to review the Project Legal Expense Policy. She stated if the Board passes the recommendation that came out of that meeting today, the Organizational Excellence Committee will put a policy and procedures together, both of which will come before the Board for approval.
- 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, August 2, 2021.

Finance Committee-

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

- Tory reported the Committee met together with the Organizational Excellence Committee to review the Project Legal Expense Policy. A recommendation was made to recover any hard costs from the borrower at loan closing.
- 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 met and reviewed a new marketing plan for the JMS Aviation Park with a budget of \$3,000-\$5,000. The marketing plan memo reviewed by the Existing Business Outreach Committee was in the One Drive for review. The Committee also asked that the Spiritwood property be included in the marketing plan. Tory reported there is room on the Spiritwood property for smaller projects such as storage buildings or commercial warehouse sites or other types of projects.
- 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, August 3rd.

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 two Flex PACE requests and is recommending approval.
- 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, August 4th.

E) Approval of Meeting Minutes: Minutes from the regular Board of Directors meeting on June 14, 2021 were in the One Drive for review.

Tory moved to approve the minutes of the June 14, 2021 Board of Directors meeting as presented, Lorrie seconded, and the motion passed unanimously by voice vote.

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

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

G) Medicine Shoppe Flex PACE Application: Corry reported Matt Perkins is in attendance. He will be purchasing stock of the Medicine Shoppe. The Flex PACE request is for the maximum amount and will leverage the full \$200,000 from BND. The New Business Attraction committee recommends approval for this project. The JSDC application, rubric, BND amortization schedule, and bank confirmation of funding was in the One Drive for review.

Lorrie made a motion to approve up to \$86,000 for the Matthew Perkins/Medicine Shoppe project, Tom seconded, and the motion passed by unanimous roll call vote with Nick, Kelly, Ritch, and Steve absent. Roll call:

Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, and Matthew-aye, with Nick, Kelly, Ritch, and Steve absent.

H) Creative Energy Flex PACE Application: Corry reported Creative Energy will be demolishing the Sooper Stop and building a new facility. The New Business Attraction Committee recommends approval of this project.

Dwaine made a motion to approve up to \$86,000 in Flex PACE funds to Creative Energy, Rod seconded, and the motion passed unanimously by roll call vote with Tory abstaining and Nick, Kelly, Ritch, and Steve absent. Roll call: Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye, with Tory abstaining and Kelly, Dwaine, Ritch, CJ, and David absent.

I) Project Legal Fees Policy: Tracey reviewed the memo regarding this policy. She stated the recommendation from the combined Finance & Organizational Excellence meeting on June 22, 2021 is "JSDC will collect 'hard costs' reimbursement from participants at loan closing under the direction of the JSDC staff, based on an actual bill or an estimate." Lorrie requested the Organizational Excellence Committee not be bound by this specific wording. There was concern raised that the hard costs may be a burden on smaller businesses. Discussion continued.

Tory made a motion to approve the recommendation as presented, Tom seconded.

Discussion followed. It was confirmed the JSDC Application will immediately include a statement that participants are required to reimburse JSDC for hard costs at loan closing.

The motion passed unanimously by roll call vote with Nick, Kelly, Ritch, and Steve absent. Roll call: Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, CJ-aye, Lorrie-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Matthew-aye, with Nick, Kelly, Ritch, and Steve absent.

J) Staff Reports

CEO: Corry stated Connie's report is in the One Drive for review.

Business Development: Corry reported staff has been working on a data center north of Jamestown and a manufacturing project to locate at JMS Aviation Park. Internship Program applications will be open soon for Fall Semester. Corry's full report was in the One Drive for review.

Admin/Finance Coordinator: Tracey stated her report is not currently in the One Drive but will be this afternoon.

K) Ex-Officio Reports:

City of Jamestown: Dwaine & David were in attendance and reported on the City of Jamestown.

Stutsman County: Mark was in attendance and reported on Stutsman County.

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

Adjourn: Marlee Siewert adjourned the meeting at 12:24 p.m.

Recording Ended: 12:24 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator