



**JSDC Board of Directors Meeting
Monday, January 13, 2025
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Jeremy Rham, Casey Henderson, Tonya Perkins, Tory Hart, Dwaine Heinrich, Levi Taylor, Amanda Hastings, David Steele, Jen Dockter, Mike Delfs, Dustin Jesen, Ben Steinolfson.

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

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Chris Erwin, ND SBDC; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Colten Vetter, Vetter Construction; LaKiella Lawrence, Kiella Lawrence Photography; Casey Veil, Mid Mac Marketing; Jeremy Forester, FCCU; Adam Gehlhar (via Zoom), James Valley Career & Technical Center; Heidi Eckart, James Valley Career & Technical Center.

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

Conflict of Interest: Tory Hart, Bank Forward, for Vetter Construction & LaKiella Lawrence Photography Flex PACE Request.

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

Dwaine Heinrich made a motion to approve the agenda as presented. Tory Hart seconded, and the motion passed unanimously by voice vote.

C) President's Report: Jeremy noted that there's a lot happening, a situation he described positively. He announced that he would be sending emails to board members regarding Corry's annual CEO evaluation for the previous year. He also expressed gratitude to Tory for his dedication to the board and his service as acting chairman over the past two years and presented him with a plaque.

D) Strategic Committee Reports

Organizational Excellence Committee –

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

Finance Committee-

- The Finance Committee did not meet in January.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, January 8, 2025.

- The PACE request, Flex PACE request, JVCTC request, Intern Reimbursements, and SCDRC dues were discussed at the January meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, January 8, 2025.
- The PACE request, Flex PACE request, JVCTC request, Intern Reimbursements, and SCDRC dues were discussed at the January meeting
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

F) Account Status Report: A brief financial summary was given. No action was taken.

G) SCDRC Dues: The 2025 dues invoice for SCDRC was in the One Drive for review. The Stutsman County share is \$36,458. The city and county split would be 63% city and 37% county. The city's share would be \$22,968.54 and the county's share would be \$13,489.46. The New and Existing Committee recommended approval at their Wednesday, January 8 meeting.

Mike Delfs made a motion to send the 2025 SCDRC Dues to the city and county with the recommendation for payment. Casey Henderson seconded, and the motion passed unanimously by voice vote.

H) Spring 2025 Internship Reimbursement Applications: Jamie's memo regarding the Spring 2025 Internship Reimbursement applications was in the One Drive. Three applications were received:

- Collin Krapp, IT Intern at Anne Carlsen
- Sydney Carlsen, Tax Intern at Schauer & Associates
- Madison Motschenbacher, Marketing Intern at Triumph

The New and Existing Committee recommended approval at their Wednesday, January 8 meeting.

Tory Hart made a motion to approve the three Spring 2025 Internship Reimbursement Applications as presented, Dustin Jensen seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye.

I) Mid-Mac Marketing, LLC PACE Request: Alyssa's memo regarding Mid-Mac Marketing PACE Request was in the One Drive. Mic Mac Marketing, Inc, owned by Keith Veil and Casey Veil, is expanding their current location at 8171 36th St SE in Jamestown to allow for increased efficiency, additional capacity while starting the process of consolidating their two locations. This is the first phase of the expansion as their powder coating operations will stay at their location on Hwy 281 S. The expansion will give more stability to current employees as well as increase room for new employees, increase local property taxes as well as continue to be more competitive in

their industry to promote future growth.

Casey Veil was in attendance to answer any questions about the project.

Alyssa recommended funding this project in the amount of \$214,285.74 with an 80% county and 20% city split. The county share will be \$171,428.59 and the city share will be \$42,857.15. The New and Existing Committee recommended approval at their Wednesday, January 8 meeting.

Dwaine Heinrich made a motion to approve the Mid-Mac PACE Request as presented and to send it to the city and county for approval. Jen Dockter seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye.

J) Vetter Construction & LaKiella Lawrence Photography Flex PACE Request: Alyssa's memo regarding the Flex PACE was in the One Drive. Vetter Construction, owned by Michael and Melissa Vetter & Kiella Lawrence Photography, owned by LaKiella Lawrence, are purchasing a building at 1022 4th Avenue SW in Jamestown. All owners will own 33.33% of the building. Purchasing this building will allow Vetter Construction to have a store front entrance for customers to come and see products in person or inquire about services as well as allow Kiella Lawrence Photography to have a larger studio space that will meet the client demand as well as availability to host workshops.

The Vettters and Kiella Lawrence were in attendance to answer any questions.

Alyssa recommended funding this project in the amount of up to \$33,110.44 with an 80% city and 20% county split. The city share will be \$26,488.35 and the county share will be \$6,622.09. The New and Existing Committee recommended approval at their Wednesday, January 8 meeting.

Jen Dockter made a motion to approve the Vetter Construction & LaKiella Lawrence Photography Flex PACE Request as presented. Tonya Perkins seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye. Tory did not vote due to a conflict of interest.

K) JVCTC Request: Alyssa's memo regarding the James Valley Career and Technical Center request was in the One Drive. The James Valley Career and Tech Center is adding a CDL Program that will increase the certifications JVCTC students earn, leading directly to gainful employment here in our community. With the addition of this program, the CTC will be able to help address a critical need in our community by increasing the number of qualified Commercial Drivers for positions ranging from agricultural services to activity buses. The program will allow JVCTC students to earn high school credit and professional certification as well as provide adult education opportunities through access to CDL training equipment and partner programs.

The funds requested are to her meet the matching grant funds from the North Dakota Department of Commerce Skills Training Grant and will include a CDL Driving Simulator (which includes annual maintenance/updating), A Semi-Tractor, Semi-Trailer (Van Trailer) capable of moving simulations to other communities and a Golf Cart/Small Trailer for entry-level trailer training.

Adam Gehlhar and Heidi Eckart were in attendance to answer any questions about the project.

Alyssa recommended funding this project in the amount of \$35,000 with an 80% city and 20% county split. The city share will be \$28,000 and the county share will be \$7,000. The New and Existing Committee recommended approval at their Wednesday, January 8 meeting.

Dustin Jensen made a motion to approve the Flex PACE updates for 2025 as presented, and the \$500,000 request from the city and county as presented, David Steele seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye.

L) Staff Reports:

Corry: Corry provided several updates on ongoing activities and initiatives. Year-end work and audits for 2024 are underway in collaboration with LeAnn. As a board member of EDND, Corry is participating in legislative session discussions, focusing on housing and property taxes. He also highlighted ongoing talks with a group exploring housing expansion in Jamestown, with hopes for progress this year, and mentioned potential state assistance for housing and infrastructure costs. Corry emphasized the importance of board members understanding JSDC's structure and operations and reminded everyone of the upcoming orientation session for new board members as well as city and county officials.

Alyssa: Alyssa attended a Community Venture Network networking conference focused on rural communities in Minnesota, which covered a seven-state region. She is currently working on Flex PACE and PACE requests, with new applications expected next month. Additionally, Alyssa is organizing a meeting with local lenders to provide updates on Flex Pace, scheduled for next Tuesday at 9:30 AM, and encouraged board members to remind their banking staff to attend.

J0) Ex-Officio Reports:

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

Stutsman County: Levi and Amanda reported on the County.

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

Jamestown Tourism: Emily submitted a written reported on Tourism.

ND Job Service: Danica reported on Job Service.

Adjourn: Jeremy adjourned the meeting at 12:50 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.