



**JSDC Board of Directors Meeting
Monday, February 10, 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, Mike Delfs, Dustin Jesen, Ben Steinolfson.

Members Absent: Jen Dockter.

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

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Paul Smith, ND SBDC; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Traci Redlin, South Central Dakota Regional Council.

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

Conflict of Interest: None.

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

Dustin Jensen made a motion to approve the agenda as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.

C) President's Report: Jeremy gave a brief president's report, touching on some of the items that would be covered later in the meeting.

D) Strategic Committee Reports

Organizational Excellence Committee –

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

Finance Committee-

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

Existing Business Outreach Committee-

- The Existing Business Outreach Committee did not meet in February.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

- The Business Attraction Committee did not meet in February.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

F) Account Status Report: A brief financial summary was given.

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

G) CEO Review: The annual CEO review was conducted with feedback collected from board members and Corry's self-assessment. Overall, the review was highly positive, with the board expressing confidence in Corry's performance. No significant issues or concerns were raised. The review is linked to an annual wage increase, with a 6% raise for staff previously approved in the budget, effective January 1st. To ensure alignment with the other staff wage increases, the executive committee recommended making Corry's wage increase retroactive to January 1st. Moving forward, the committee plans to complete future reviews in December to prevent the need for retroactive adjustments. Additionally, Corry shared plans to hold a strategic planning session later in the year to update and refine the organization's goals and priorities.

Mike Delfs made a motion to approve the 6% merit salary increase to the CEO, retroactive to January 1, 2025. Levi Taylor seconded, and the motion passed unanimously by voice vote.

I) SCDRC Presentation: Traci Redlin gave a brief presentation about the South Central Dakota Regional Council. The South Central Dakota Regional Council serves nine counties in Region Six of North Dakota, with Jamestown being the largest city in their area. They assist with various planning projects, including multi-hazard mitigation plans, updating township and small-town ordinances and zoning regulations, livestock planning grants, and construction grants in partnership with the EDA. Additionally, they oversee a five-year farm-to-table program spanning North Dakota, South Dakota, and Minnesota.

The council also operates a small loan program, which now has the capacity to act as a lead lender for projects. Their loan funds committee is composed of bankers from each of the nine counties they serve. Tracy highlighted some of their recent projects in Stutsman County, which include water and sewer improvements, senior centers, and architectural barrier removal. She also discussed their involvement in the Regional Workforce Impact Program, which has provided funding for childcare and talent acquisition projects.

The presentation also addressed pending legislation that could, for the first time, allocate state funding to regional councils, primarily to support staffing and expand their ability to serve communities. Overall, the South Central Dakota Regional Council plays a vital role in supporting rural communities through planning, infrastructure, and economic development initiatives.

L) Staff Reports:

Corry: Corry provided updates on several ongoing projects and developments. The lease agreement with Chapul Farms is nearing completion, with execution copies currently being drafted. This agreement follows a unique structure, starting as an option before transitioning into full lease rights. Additionally, significant planning is underway for fertilizer projects, which recently included a site visit and introductions to utility providers to address their substantial utility demands.

On the legislative front, Corry highlighted key bills in progress, including Senate Bill 2225, which focuses on housing infrastructure subsidies. He also mentioned efforts to transfer responsibility for County Road 62—from Highway 46 to the interstate—to the state.

He also gave an update on the status of the building transaction. The abstract has been located, and the title opinion is complete. There is consideration of adjusting the transaction process to run through JSDC for a more streamlined approach.

While there were few formal project approvals on the agenda, Corry emphasized that substantial work is happening behind the scenes to advance these initiatives.

Alyssa: Alyssa reported on the completion of several projects. The RTS Shearing project, a PACE request from October 2023, was finally wrapped up after a lengthy process. Additionally, the Vetter Construction and LaKiella Lawrence Photography projects from January were officially closed out about two weeks prior to the meeting.

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 report on Tourism.

ND Job Service: Danica reported on Job Service.

Adjourn: Jeremy adjourned the meeting at 12:42 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.