



**JSDC Board of Directors Meeting  
Monday, May 12, 2025  
Official Minutes  
JSDC Lower-Level Conference Room**

**Members Present:** Jeremy Rham, Casey Henderson, Tonya Perkins, Tory Hart, Dwaine Heinrich, Amanda Hastings, David Steele, Dustin Jensen, Ben Steinolfson.

**Members Absent:** Levi Taylor, Jen Dockter, Mike Delfs.

**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; Glenn Hauk, Great River Energy; Dean Hafner, The Studio Building and Design Center.

**Call to order:** 11:47 a.m. by Jeremy.

**Conflict of Interest:** Amanda Hasting for the i3G Media intern.

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

*Tonya Perkins made a motion to approve the agenda as presented. Amanda Hastings seconded, and the motion passed unanimously by voice vote.*

**C) Strategic Committee Reports**

Organizational Excellence Committee –

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

Finance Committee-

- The Finance Committee did not meet in May.
- 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 May 7 and discussed the internship reimbursement applications and housing.
- 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 May 7 and discussed the internship reimbursement applications and housing.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

**D) Approval of Meeting Minutes:** The minutes from the April meeting were in the One Drive for review.

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

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

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

**F) Summer 2025 Internship Reimbursement Applications:** Jamie’s memo regarding the summer 2025 internship reimbursement applications received was in the One Drive. The New and Existing Business Committee reviewed eight applications received for the Summer 2025 Internship Reimbursement Program. Originally, six applications were recommended for funding, with two not approved due to the applicants having already graduated, making them ineligible under the program’s two-year pre-graduation requirement. However, after receiving clarifying information from two applicants following Wednesday’s meeting, adjustments were made.

The Downtown Dental application, originally not recommended, was reconsidered and moved to the “recommended for funding” category. It was clarified that the intern will not receive their degree until after completing the internship, which runs from May through mid-July and is a graduation requirement.

Additionally, Wyatt Reid’s internship at i3G Media was updated. Initially approved at the amount of \$300 based on limited hours, it was later clarified that the supervisor had misinterpreted the application requirements, basing their schedule on college credit needs. With increased actual work hours, the reimbursement amount was increased.

The final list of recommended internships included:

- Dakota Spirit Ag – Maggie Marcolina
- Stutsman OffRoad – Jase Erickson
- I3G Media – Wyatt Reid
- Anne Carlsen – Gemma Sharples Coon
- SMP Health Ave Maria – Caici Mitchel and Reece Floyd
- Downtown Dental - Alaina Bosche

The internship reimbursement program account balance was reported at approximately \$42,379, with an estimated total reimbursement of \$21,925 for the approved internships.

*Tory Hart made a motion to approve the recommended internship reimbursement applications for Summer of 2025 as presented. Casey Henderson seconded, and the motion passed by a majority roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, David – Aye, Dustin – Aye, Ben – Aye. Amanda abstained from voting due to a conflict of interest. Levi, Mike, and Jen were not present to vote.*

**G) Housing:** Corry’s memo regarding the housing initiative was included in the OneDrive for committee review. The memo noted that Senate Bill 2225, which would have provided state grant funding for infrastructure in new residential developments, was not approved during the recent legislative session. The bill had proposed a three-way cost-sharing model among the State of North Dakota, municipalities, and private developers. With the failure of this bill, the state’s portion of funding is no longer available.

In response, Corry presented a revised housing program, proposing a 50/50 cost-sharing structure between the JSDC and private developers. This would replace the original model that included a 33% JSDC contribution. The proposal recommends maintaining key program guidelines such as a minimum of five lots per development and formal developer agreements specifying terms like lot pricing and project expectations. Funding would be restricted to residential projects within the city limits of Jamestown and would be supported by the previously allocated \$1 million from the City of Jamestown’s Economic Development Fund.

*Dustin Jensen made a motion to move forward with the Housing Proposal as presented. Amanda Hastings seconded, and the motion passed by a majority roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Amanda – Aye, David – Aye, Dustin – Aye, Ben – Aye. Levi, Jen, and Mike were not present to vote.*

#### **H) Staff Reports:**

**Corry:** Corry provided several updates. He spent significant time in Bismarck during the legislative session. A recent site visit at SEPA by a prospective company was described as promising, with encouraging follow-up. In addition, Corry is working on several large, competitive projects.

He is also collaborating with the JETx team to secure one of the lay-down yards at SEPA. He will be attending the Mid-America Economic Development Council for the remainder of the week.

Corry also shared that the SEPA audit is complete and awaiting final approval on Friday. He expects a clean audit result. The JSDC audit remains on schedule, and he hopes to provide a draft for review by the next board meeting.

**Alyssa:** Alyssa shared an update on marketing efforts for Aviation Park, including ongoing work with Golden Shovel to develop targeted digital campaigns focused on promoting Jamestown’s quality of life and attracting C-suite professionals. Content will be shared across platforms like LinkedIn, Instagram, and Facebook. A new lead tracking system has been implemented, with monthly reports expected. Jamie is assisting with campaign development.

Alyssa also attended the “Women to Know and Watch in Business” event in Bismarck, where local professionals were recognized, and continues to participate in local educational and community initiatives.

Flex PACE activity remains slow. A daycare application is expected before July. Alyssa will continue outreach efforts and plans to attend the EDND conference in Fargo in early June.

**I) Ex-Officio Reports:**

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

**Stutsman County:** 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 12:37 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.