



**JSDC Board of Directors Meeting
Monday, September 8, 2025
Official Minutes
JSDC Lower-Level Conference Room**

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

Members Absent: David Steele.

Staff Present: Corry Shevlin, Jamie Czapiewski.

Staff Absent: Alyssa Looysen.

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Paul Smith, ND SBDC.

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

Conflict of Interest: None.

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

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

C) Strategic Committee Reports

Organizational Excellence Committee –

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

Finance Committee-

- The Finance Committee did not meet in September.
- 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 September 3 and discussed the Internship Reimbursement Applications and the Project Dynasty proposal.
- 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 September 3 and discussed the Internship Reimbursement Applications and the Project Dynasty proposal.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

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

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

F) Fall 2025 Internship Reimbursement Applications: Jamie's memo regarding the Fall 2025 internship reimbursement applications received was in the One Drive.

Three internship applications are recommended for reimbursement funding. These include:

- Schauer & Associates – Zack Houge
- KSJB – Luke Zimmer
- KSJB – Charlotte Lempka

The current account balance for the internship reimbursement program was reported at approximately \$20,000. The total estimated reimbursement for the approved internships is \$6,060. The New and Existing Business Committee voted to recommend these applications for approval at their September 3rd meeting.

This will be the last time the program is advertised in its current form, as Jamie, Alyssa, and Corry are reviewing it and plan to recommend changes soon. One idea being considered is requiring that the intern's position has the potential to become full-time, with the goal of encouraging interns to stay in the community. The committee will look at data on how many interns have stayed or been offered permanent jobs, and a full report with recommendations will be shared next month.

The program may also shift from simply providing community exposure to serving as a stronger pathway to full employment. The board discussed how to measure success, for example, by tracking the percentage of interns who remain in Jamestown and agreed that the program has value but might need to be presented differently. Any changes will go through the committee first, and then to the board if needed. With only three funding rounds each year, there is time to adjust.

Amanda Hastings made a motion to approve the three noted interns for reimbursement funding. Levi Taylor seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Amanda – Aye, Levi – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye. David was not in attendance to vote.

G) Project Dynasty: Project Dynasty is a proposed expansion in Jamestown. The proposed expansion includes increasing freezer and packaging capacity, replacing an older fryer, and constructing a new on-site wastewater treatment facility for pre-treatment before discharge to the city system. The JSDC has drafted a local incentive package totaling up to \$752,648. This includes the transfer of 2.32 acres of JSDC-owned property (valued at approximately \$252,648), originally deeded from the City of Jamestown and located adjacent to Company X's existing site. This property would be sold for a small fee as a non-cash incentive.

The remaining portion of the incentive package, up to \$500,000, would fund an Employee Incentive Program. This program would offer \$20,000 per new full-time employee for up to 25 positions above Company X's current employment baseline. Eligible employees must earn \$20/hour or more and be hired for at least 40 hours per week. Payments would be made based on monthly proof of hire and payroll information during the first 12 months of full-time operations in Jamestown. The funds would be structured as forgivable loans with prorated claw-back provisions over a two-year period to encourage long-term local employment.

The city/county split for these incentive funds would be 80/20. The New and Existing Business Committee voted to recommend the current funding proposal for approval at their September 3rd meeting.

Dwaine Heinrich made a motion to send the Project Dynasty Incentives Proposal to the city and county for approval. Tory Hart seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Amanda – Aye, Levi – Aye, Jen – Aye, Mike – Aye, Dustin – Aye, Ben – Aye. David was not in attendance to vote.

H) Staff Reports:

Corry: Corry provided several updates on SEPA projects and progress on housing development with the city.

I) Ex-Officio Reports:

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

Stutsman County: Amanda and Levi 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 12:32 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.