



**JSDC Board of Directors Meeting
Monday, December 9, 2024
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart (via phone), Jeremy Rham, Casey Henderson, Marlee Siewert, Dwaine Heinrich, David Steele, Rod Johnson, Tonya Perkins.

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; Sarah Hellekson, City of Jamestown; Ben Steinolfson, Dakota Central; Dustin Jensen, University of Jamestown; Mark Klose.

Call to order: 11:46 a.m. by Jeremy.

Conflict of Interest: None.

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

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

C) President's Report and Presentation of Plaques: Jeremy presented the plaques to the outgoing board members in Tory's place.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Tory, David, Mark, Tonya, Corry, Alyssa, and Jamie) *2024 Members*

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

Finance Committee-

(Committee members: Jeremy, Casey, Tory, Rod, Corry, Alyssa, Jamie, and LeAnn)

2024 Members

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

Existing Business Outreach Committee-

(Committee members: Tory, Jeremy, Marlee, Dwaine, Casey, David, Jen, Mike, Corry, Alyssa,

and Jamie) **2024 Members**

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Tuesday, December 3, 2024.
- The Flex PACE 2025 updates and request were discussed at the November meeting.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tory, Marlee, Dwaine, Tonya, Jen, Mike, Casey, Rod, Mark Corry, Alyssa, and Jamie) **2024 Members**

- The Business Attraction Committee met with the Existing Business Outreach Committee on Tuesday, December 3, 2024.
- The Flex PACE 2025 updates and request were discussed at the November meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

F) Account Status Report: The financial reports were in the One Drive for review.

Casey Henderson made a motion to approve the financials as presented. Marlee Siewert seconded, and the motion passed unanimously by voice vote.

G) Check Signatories: The changing of officers on January 1, 2025, will also require a change in the bank signatories. All officers and Corry Shevlin, CEO need to be approved as authorized signatories for the JSDC bank accounts. With the current changeover in officers, the main changes on the list will be of titles and removing Marlee Siewert and bringing in Tonya Perkins.

Dwaine Heinrich made a motion to approve Tory Hart – Past Chair, Jeremy Rham – Chair, Casey Henderson – Vice Chair, Tonya Perkins – Secretary/Treasurer, and Corry Shevlin – CEO as authorized bank signatories for the JSDC accounts at Dacotah Bank. David Steele seconded, and the motion passed unanimously by voice vote.

H) 2025 Flex PACE Updates and Request: Alyssa's memo regarding the changes to the Flex PACE program for 2025 was in the One Drive. Alyssa recommend approving the 2025 Flex PACE Program for \$500,000, with a 80/20 city/county split (\$400,000 – City, \$100,000 – County). Recent updates have been made to the application, rubric, guidelines, approval process, and funding for the program. The application now features an improved layout for easier completion and reading, includes a new field to indicate the percentage of building space occupied by the operating business, and adds a section for holding company information. Additionally, some questions in the business summary section have been combined for clarity.

The rubric has also undergone changes, including the addition of a header page with program details and an updated ownership requirement specifying that 51% of investors must reside in Stutsman County. New criteria now consider increased property value, and the question "Have you used this program before?" has been revised to "Are you currently utilizing this program?" Automatic qualification based on points scored has been removed.

New guidelines specify that JSDC funding will be prorated based on the space occupied by the operating business, and applicants must occupy at least 51% of the project's real estate. Storage units remain ineligible for funding. In the approval process, the minimum point threshold for automatic approval has been eliminated, and JSDC will review each application to ensure alignment with program goals.

Casey Henderson 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, Tonya Perkins seconded, and the motion passed by roll call vote. Tory – Aye, Jeremy – Aye, Casey – Aye, Marlee – Aye, Dwaine – Aye. David – Aye, Rod – Aye, Tonya – Aye. Levi, Jen, and Mike were not in attendance to vote.

I) Staff Reports:

Corry: Corry expressed gratitude to the board and officials for a successful year at JSDC, highlighting several significant accomplishments. He noted that the SEPA budget hearing is scheduled for next week and shared updates on ongoing projects, including efforts to finalize the Chapul Farms lease and discussions with an additional tenant for a project south of the ethanol plant at SEPA. Corry also shared excitement about the recent Cavendish announcement and mentioned that some intriguing projects are anticipated to "stress test" the Flex PACE program early next year.

Updates on other initiatives included continued progress on the housing project in the northeast and preparations for the legislative session related to the Bison World project. Corry explained that work is underway to update new administration members on the project's status, noting that the debt side of the Bison World project remains in good standing with their partners. He concluded by emphasizing that these achievements were a collective effort by the team, not the result of individual contributions alone.

Alyssa: Alyssa's primary focus has been Flex PACE. Last week, she successfully closed out the Buffalo City Offices project and anticipates closing out the Nordic One project before the end of the year. She is also working on finalizing the 2023 PACE request with RTS Shearing, aiming to complete it by year-end. Once these projects are finalized, all of Alyssa's current open projects will be completed.

J0) Ex-Officio Reports:

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

Stutsman County: Mark 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 12:35 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.