

JSDC Executive Committee Meeting
Thursday, April 10, 2025
12:00 p.m.
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Jeremy Rham (via phone), Casey Henderson, Tonya Perkins, Tory Hart, Levi Taylor.

Members Absent: Dwaine Heinrich.

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

Call to order: 12:02 p.m. by Jeremy Rham.

Conflict of Interest: None.

Approve Minutes: The minutes from the February 6, 2025 meeting were in the One Drive.

Casey made a motion to approve the minutes from the February 6, 2025, Executive Committee Meeting, Tory seconded and the motion passed unanimously by voice vote.

2024 Awards: The Joint New Business and Existing Business Committee recommended the Community Development Award be presented to 201 Aesthetics, and the Growing Jamestown Award be given to the Pingree Transload project by Peterson Farms in Pingree. It was noted that selecting the recipient for the Growing Jamestown Award is generally more straightforward, as it often involves larger capital investments or primary sector initiatives. In contrast, the Community Development Award tends to spark more discussion due to the strength of competing projects.

Flex PACE Overview: The current status of Flex PACE and PACE activity was reviewed. It was noted that only one request for each program has reached the committee stage so far this year. This slow start was not seen as unusual, as similar patterns have occurred in past years, with applications often picking up around May. The application process was also discussed and it was agreed that the staff does a good job of vetting applications before they advance to committee.

Several projects that did not qualify for Flex PACE were mentioned, including The Medicine Shoppe (building exterior update), Victory Christian School (due to complications with funding for private schools), Building Professionals (a refinancing request), and the Old Jamestown Monument Building (a cash purchase with self-funded improvements). They emphasized the importance of considering broader community impact and the responsible use of program funds. They expressed interest in enhancing program reporting by tracking new taxable building values and the financial impact on city and county general funds. The importance of maintaining strong relationships with lenders was noted, as they often serve as the first filter for potential applicants.

2026 Budget: The proposed 2026 budget maintains the same funding request from the City of Jamestown and Stutsman County as the previous year. An \$80,000 transfer to the incentive fund was included to address tax liabilities stemming from interest-bearing accounts and distributions from SEPA. Adjustments were made to shared building expenses due to a decrease in ownership percentage, with increased reimbursements from the Chamber to offset costs.

While the overall salary budget remained unchanged, it does account for pay increases for current staff and includes room for a potential finance/part-time position. The committee discussed how to manage SEPA distributions and their related tax implications, suggesting the development of a formal procedure for handling these funds. Capital improvements, such as HVAC upgrades, were acknowledged as necessary but would be submitted as separate project requests rather than being incorporated into the operating budget.

Project Updates: Corry and Alyssa provided project updates.

Adjourn: Adjourned at 1:04 p.m. by Jeremy.

Respectfully submitted,
By Jamie L. Czapiewski, Operations Coordinator