



JSDC Board of Directors Meeting
Monday, November 10, 2025
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Jeremy Rham, Casey Henderson, Tory Hart, Dwaine Heinrich, David Steele, Mike Delfs, Dustin Jensen.

Members Absent: Tonya Perkins, Levi Taylor, Amanda Hastings, Jen Dockter, Ben Steinolfson.

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

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

Call to order: 11:52 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. David Steele seconded, and the motion passed unanimously by voice vote.

C) President's Report: Jeremy covered several points. He reminded the board that Corry's annual CEO review is approaching and that he will be reaching out soon to gather feedback from members. He also noted that a strategic planning survey, organized by Jason Matthews, is being launched to collect board input for the upcoming planning session. Jeremy encouraged everyone to respond candidly, as the results will guide future strategic direction. A planning session will then be organized later this year or early next year. In addition, Jeremy took a moment to recognize Corry for being named North Dakota's Economic Developer of the Year.

D) Strategic Committee Reports

Organizational Excellence Committee –

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

Finance Committee-

- The Finance Committee did not meet in November.
- 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 November 5 and discussed the Building Remodel, Tourism Request, and changes to the Internship Reimbursement Program.
- 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 November 5 and discussed the Building Remodel, Tourism Request, and changes to the Internship Reimbursement Program.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

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

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

Mike Delfs made a motion to approve the financials as presented. David Steele seconded, and the motion passed unanimously by voice vote.

G) Building Remodel: Corry's memo regarding the upcoming building remodel was in the One Drive.

The DMV will relocate to the space formerly occupied by the National Guard, gaining improved security and enclosed offices, while the previous DMV area will be transformed into a new visitor lobby for Tourism. Several office spaces once used by the National Guard and the Chamber will be converted into more offices/hallway space to enhance efficiency and accessibility. Direct, indoor connections between the Chamber and JSDC offices will make it easier for staff to move throughout the building without going outdoors. Overall, these changes are designed to enhance accessibility for both staff and the public, provide more secure and efficient office spaces, and modernize the shared facility to meet current and future needs.

Corry recommended funding in the amount of \$80,000 with an 80% city and 20% county split. The city share will be \$64,000 and the county share will be \$16,000.

Tory Hart made a motion to send the \$80,000 request for JSDC's portion of the building remodel funds to the city and county for approval. David Steele seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tory – Aye, Dwaine – Aye, David – Aye, Mike – Aye, Dustin – Aye. Tonya, Levi, Amanda, Jen, and Ben were not in attendance to vote.

H) Tourism Request: Alyssa's memo regarding Tourism's 2026 request was in the One Drive.

Emily and Warren presented the request, emphasizing the importance of tourism marketing for economic impact. They highlighted recent campaign successes, such as increased website traffic, visitor engagement, and high click-through rates on digital ads. Their campaigns aim to extend the travel season and boost visitation, with strong support from state tourism matching funds.

Alyssa recommended funding Tourism in the amount of \$125,000 with an 80% city and 20% county split. The city share will be \$100,000 and the county share will be \$25,000.

David Steele made a motion to send the \$125,000 Tourism Request for marketing dollars to the city and county for approval. Tory Hart seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tory – Aye, Dwaine – Aye, David – Aye, Mike – Aye, Dustin – Aye. Tonya, Levi, Amanda, Jen, and Ben were not in attendance to vote.

I) Intern Program: Jamie and Alyssa's memo regarding the proposed changes to the internship reimbursement program was in the One Drive.

The objective is to rebrand the Internship Reimbursement Program as the Workforce Pathways Program to provide students with more meaningful, career-relevant experiences aligned with community workforce needs. Key changes will require participating employers to demonstrate a real potential for full-time employment following the internship. The application was expanded to address long-term workforce goals, internship structure, and available positions after completion. A new evaluation rubric was created, assessing learning objectives, alignment with workforce needs, mentorship quality, and pathways to employment.

Collaboration with the Young Professionals of Jamestown was discussed to support intern networking and community integration. Not all employers will be able to guarantee full-time roles, but the focus remains on internships that serve as genuine career pathways. Students' email addresses would also be collected for post-internship follow-up and program impact measurement.

Jamie and Alyssa recommended funding this program in the amount of \$35,000 with an 80% city and 20% county split. The city share will be \$28,000 and the county share will be \$7,000.

Mike Delfs made a motion to approve the noted changes to the internship reimbursement program and to send the \$35,000 request for intern reimbursement funds to the city and county for approval. Dustin Jensen seconded, and the motion passed by roll call vote. Jeremy – Aye, Casey – Aye, Tory – Aye, Dwaine – Aye, David – Aye, Mike – Aye, Dustin – Aye. Tonya, Levi, Amanda, Jen, and Ben were not in attendance to vote.

J) Staff Reports:

Corry: Corry reported that several Flex PACE loans were recently paid off and emphasized the importance of debt verification for Flex PACE holders. Housing projects are progressing, with surveying currently underway and developer agreements expected soon, which will allow construction bids to be released during the winter. Although Flex PACE loan activity has been slow due to high prices and interest rates, we continue to engage proactively with borrowers to keep them informed. In addition, administrative work is ongoing for benefits renewals and other year-end tasks. Corry also added that the Cavendish Farms incentive was fully passed through city and county.

Alyssa: Alyssa reported that Flex PACE loan activity remains slow, which has allowed her to make a smoother transition back to work after maternity leave. She has been reviewing and tracking Flex PACE projects in collaboration with LeAnn to monitor their status, with particular attention to older files. Alyssa also discussed her ongoing work with Jamie on the intern and Workforce Pathways Program. Together, they plan to launch a new campaign in early spring or late winter that will highlight young professionals in Jamestown, focusing on why they chose to live and work in the community, what keeps them here, and how their careers have grown. The campaign will feature social media content and storytelling elements designed to promote local opportunities and encourage greater interest in both internships and the overall quality of life in Jamestown.

Jamie: Jamie reported that she has been working on the updates to the internship reimbursement program, as well as various other building issues that pop up.

K) Ex-Officio Reports:

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

Stutsman County: No one was present to report on the County.

Jamestown Chamber of Commerce: Emily reported on the Chamber

Jamestown Tourism: Emily reported on Tourism.

ND Job Service: Danica reported on Job Service.

Adjourn: Jeremy adjourned the meeting at 1:01 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.