



## **JSDC Board of Directors Meeting**

**Monday, December 8, 2025**

**Official Minutes**

**JSDC Lower-Level Conference Room**

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

**Members Absent:** Casey Henderson, Levi Taylor, Jen Dockter.

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

**Guests Present:** Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Chris Erwin, ND SBDC; Sarah Hellekson, City of Jamestown.

**Call to order:** 11:45 a.m. by Jeremy.

**Conflict of Interest:** None.

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

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

**C) Strategic Committee Reports**

Organizational Excellence Committee –

- 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-

- The Finance Committee met on December 3 and reviewed this year's budget prior to year end.
- 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 December 3 and discussed de-obligating previous Flex PACE funds, and the 2026 Flex PACE fund request.
- 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 December 3 and discussed de-obligating previous Flex PACE funds and the 2026 Flex PACE fund request. The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

*Tonya made a motion to approve the minutes as presented. Tory Hart 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. David Steele seconded, and the motion passed unanimously by voice vote.*

**F) De-Obligate Flex PACE Funds from 2023 & 2024:** Alyssa's memo regarding de-obligating Flex PACE funds from 2023 and 2024 was in the One Drive. Alyssa recommended de-obligating the Flex PACE funding from the years of 2023 and 2024 back to the city and county in the amounts of \$461,683.46 and \$72,303.85, respectively.

The Joint New and Existing Business Committee Meeting voted to recommend the de-obligation of these funds at their December 3<sup>rd</sup> meeting.

*Amanda Hastings made a motion to approve the de-obligation of the 2023 and 2024 Flex PACE funds. David Steele seconded, and the motion passed by roll call vote. Jeremy – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Amanda – Aye, David – Aye, Mike – Aye, Dustin – Aye, Ben – Aye. Casey, Levi, and Jen were not in attendance to vote.*

**G) 2026 Flex PACE Request:** Alyssa's memo regarding 2026 Flex PACE request was in the One Drive. In 2025 the JSDC participated in three Flex PACE loans totaling \$204,538.98. This investment leveraged \$478,328.92 and over \$5.4 million in private investment into the community.

Alyssa recommended funding the 2026 Flex PACE program in the amount of \$500,000, with a \$400,000 city share and a \$100,000 county share. This would include projects falling under the same guidelines as laid out last year, including: full and complete application, full and complete scoring rubric, letter confirming funding from the lead lender, draft amortization schedule from BND, no storage units considered for funding, JSDC funding will be prorated for space occupied by the operating business, and applicants must occupy at least 51% of the real estate of the project to qualify.

The Joint New and Existing Business Committee Meeting voted to recommend the approval of these funds at their December 3<sup>rd</sup> meeting.

*Ben Steinolfson made a motion to send the \$500,000 Flex PACE funding request for 2026 to the city and county for approval. Dustin Jensen seconded, and the motion passed by roll call vote. Jeremy – Aye, Tonya – Aye, Tory – Aye, Dwaine – Aye, Amanda – Aye, David – Aye, Mike – Aye, Dustin – Aye, Ben – Aye. Casey, Levi, and Jen were not in attendance to vote.*

**H) Staff Reports:**

**Corry:** Corry gave updates on several SEPA projects. The JSDC continues to work with the city on housing.

**Alyssa:** Alyssa reported on Flex PACE repayments coming back and that she and Corry recently attended a lead generation workshop in Grand Forks.

**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 was not present to report.

**Jamestown Tourism:** Emily was not present to report.

**ND Job Service:** Danica reported on Job Service.

**Adjourn:** Jeremy adjourned the meeting at 12:19 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.