

JSDC Executive Committee Meeting
Thursday, March 7, 2024
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Tory Hart, Mark Klose, Marlee Siewert, Nick Schauer (Zoom).

Members Absent: Dwaine Heinrich, Jeremy Rham.

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

Call to order: 12:14 PM by Tory.

Conflict of Interest: None.

A) Approval of January 11, 2024, Meeting Minutes: The Minutes were provided in the One Drive for review.

*Marlee moved to approve the January 11, 2024, minutes as presented,
Mark seconded, and the motion passed by unanimous voice vote.*

B) Business Loop LLC Flex PACE Request: Alyssa's memo regarding the Flex PACE request was in the One Drive. Business Loop LLC is owned by Kelly Seckerson. They are building a new facility at 220 Business Loop West in Jamestown. The new facility will be for the relocation of Dairy Queen, and they are planning to add additional staff, increase efficiency, increase hours of operation, and provide additional services such as serving breakfast.

They currently have 35 employees, and this new facility will allow them to go up to 50 to 60 employees, including an additional salaried manager. The new location has also been approved to add breakfast services, which would extend their operating hours from 7am to 10pm. The expansion will also include two drive-thru lanes and windows towards the back, to make sure cars aren't lining up causing traffic issues. An outdoor seating area is also planned.

Alyssa recommended the funding for this project in the amount of \$85,714.30 with an 80% city and 20% county split. The city's portion would be \$65,571.44 and the county's portion would be \$17,142.86.

The New and Existing Business committees recommended the funding of this project to the Board of Directors.

C) 2023 Community Development and Growing Jamestown Awards: Information regarding the criteria for the Community Development Award and Growing Jamestown Award was in the One Drive for reference.

Recipients of the Community Development Award are recognized as a great asset to our community for providing services, activities, and other opportunities that enrich the lives of residents. The Growing Jamestown Award is given to a business that is currently working or has worked with JSDC in the past and has a positive influence on the local economy.

Corry's recommendation for the 2023 awards were Our 5 Boys (T&K Pediatric) for the Community Development Award and the Anne Carlson Center for the Growing Jamestown Award.

T&K Pediatric Services has experienced growth and has had to move to a bigger facility to accommodate. They provide many services to the children of the community such as early intervention, occupational and physical therapy, and mental health services.

The Anne Carlsen Center also has grown with their new facility nearing completion. The center has been a part of Jamestown for over 80 years and the new state-of-the-art facility shows continued dedication to the area.

The New and Existing Business Committees recommended Our 5 Boys/T&K for the Community Development Award and the Anne Carlsen Center for the Growing Jamestown Award.

D) CEO Employment Contract: The new CEO Employment Contract dated March 1, 2024 to December 31, 2024 was in the One Drive. Going forward the CEO Employment Contract will follow a calendar year from January 1st to December 31st to better follow the standard employee pay raises that are budgeted to begin at the beginning of the new year.

Mark moved to recommend the approval of the CEO Employment Contract for March 1, 2024, to December 31, 2024, pending a review of the language in the JSDC Bylaws regarding the CEO. Marlee seconded, and the motion passed by unanimous voice vote.

E) Project Updates: Corry and Alyssa provided project updates.

Adjourned: Adjourned at 12:45 PM. by Tory.

Respectfully submitted,

Jamie Czapiewski, Operations Coordinator