



**JSDC Joint Business Attraction & Existing Business Committee Meeting
Wednesday, September 4, 2024
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart, Jeremy Rham, Casey Henderson, Marlee Siewert, Mark Klose, Levi Taylor, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins.

Members Absent: Dwaine Heinrich, Mike Delfs.

Guests Present: Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism.

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

Call to order: 12:00 p.m. by Rod.

Conflict of Interest Declaration: None.

Approval of Minutes: The minutes from the August 7, 2024, meeting were in the One Drive for review.

Tonya made a motion to approve the minutes as shown, Jen seconded the motion, and the motion passed unanimously by voice vote.

Fall 2024 Internship Reimbursement Applications: Jamie's memo regarding the two internship reimbursement applications for the Fall 2024 semester was in the One Drive. Two applications were received. One is a Public Health Intern at Central Valley Health and the other a Graphic Design Intern at Blueprint Creative solutions.

David made a motion to recommend the approval of the two Fall 2024 internship reimbursement applications to the Board of Directors, Levi seconded the motion and the motion passed unanimously by voice vote.

Building Purchase and Remodel: Corry's memo regarding the building purchase and remodel was in the One Drive. There have been discussions regarding the potential expansion of the Chamber/Tourism within the building for the last several years. The proposal that the Chamber/Tourism have brought forward includes purchasing the building from the city and county and renovating the space. The ownership structure would be JSDC at 50% and the Chamber and Tourism both at 25%.

Emily Bivens of the Jamestown Area Chamber of Commerce and Jamestown Tourism was in attendance to answer any questions. Renovations also need to take place on the Chamber/Tourism/DMV side of the building so that those three entities can better utilize the space. All current estimates and architectural drawings were in the One Drive.

While the majority of the renovation will not affect the JSDC, the JSDC will still be receiving the benefits of the opened up space on the main floor of the building. This renovation will allow for easier access to

the main floor bathroom, the elevator, and will also increase the building value. The National Guard will move out of their current space to accommodate the Chamber and Tourism's expansion within the building. The other renting tenant in the building, NextEra, will be staying.

Corry made the recommendation to approve the purchase of the building with the JSDC share to be \$81,000, with an 80/20 split between the city and county. The city share would be \$64,800 and the county's share would be \$15,200.

Corry also made the recommendation to approve the renovation plans brought forward from the Chamber/Tourism, with the JSDC share not exceeding \$55,000, again with an 80/20 city and county split. The city's share would be \$44,000 and the county's share would be \$11,000.

Tory made a motion to recommend the approval of the building purchase and remodel plan as presented to the Board of Directors, Marlee seconded the motion.

Discussion followed regarding the building split by three owners. Removing the city and county from the ownership does clean things up.

The motion passed unanimously by voice vote.

Finalize 2023 Audit: The 2023 JSDC Audit was not finalized back in June, as we were waiting for the SEPA tax returns. Now that those are back, the audit is ready to be approved by the Board of Directors. Megan Aldinger of Schauer and Associates will be in attendance at the Board of Directors meeting on Monday, September 9 to answer any questions.

Project Updates: Corry and Alyssa provided project updates.

Adjourned: Rod adjourned the meeting at 12:40 p.m.

Respectfully submitted by Jamie Czapiewski, Operations Coordinator