

JSDC Executive Committee Meeting
Thursday, November 7, 2024
12:00 p.m.
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Tory Hart (via phone), Jeremy Rham, Casey Henderson, Marlee Siewert, Mark Klose

Members Absent: Dwaine Heinrich

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

Call to order: 12:01 p.m. by Jeremy Rham.

Conflict of Interest: None.

Approve Minutes: The minutes from the August 8, 2024 meeting were in the One Drive.

Marlee made a motion to approve the minutes from the August 8, 2024 Executive Committee Meeting, Mark seconded the motion and the motion passed unanimously by voice vote.

Review of Audit Proposals: The Finance Committee met on Wednesday, November 6, 2024, to discuss the two audit proposals that were received. The committee made the recommendation to approve the RFP from Schauer & Associates for the 2024, 2025, and 2026 JSDC Audits due to the lower cost and the importance of supporting local.

Buffalo City Offices, LLC Flex PACE Request: Alyssa's memo regarding the Buffalo City Offices, LLC Flex PACE was in the One Drive. Buffalo City Offices, LLC is purchasing a building at 312 2nd Ave SW in Jamestown to provide counseling services through Center Counseling. Counseling services will be available for children ages seven years and younger, which is a service that is not currently available in our community to that age group. Center Counseling will be setting roots in Jamestown and is dedicated to walking into relationships with others that are seeking direction or healing from past wounds. Their practitioners are all board certified and trained in clinical and evidence-based practices to offer a variety of helpful therapeutic modalities. The funding will go directly to the purchase of the building as well as renovations to make the space available for quality counseling services.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$51,342.75, with an 80% city and 20% county split. The city share would be \$41,074.20 and the county share would be \$10,268.55. The incentive will also be passed on to the other tenants in the building.

Nordic One, LLC Flex PACE Request: Alyssa's memo regarding the Nordic One, LLC Flex PACE request was in the One Drive. Nordic One, LLC owned by Bjorn Hanson, is looking to purchase a building located at 305 12th Ave SE in Jamestown. Bjorn plans to utilize the space for his furniture repair/refinishing and carpentry/handyman services business that will service both residential and commercial properties. This business will provide a local option for the community for these services. The shop will include woodworking equipment as well as a spray booth.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$26,283.13, with an 80% city and 20% county split. The city share would be \$21,026.50 and the county share would be \$5,256.63.

Concerns were raised about potential misuse of the Flex PACE program, specifically cases where projects may be using it for commercial real estate development rather than true business growth or community benefit. There was discussion about strengthening the connection between building ownership and business operations by potentially raising the occupancy requirement for the benefiting business from 51% to 75% or higher. Enhancing the vetting process and revising program guidelines for 2025 to better align with the JSDC's strategic goals was also discussed. It might be beneficial to require applicants to maintain regular business hours and verify that the incentives are effectively passed on to tenants in multi-use buildings. It was ultimately agreed upon to approve the current applications under the existing guidelines, but to use these cases as examples for any adjustments for the Flex PACE program in 2025. Corry noted that recommendations for the 2025 Flex PACE program, including these items noted, would be presented next month. JSDC's programs are reviewed on a yearly basis.

2025 Jamestown Tourism Request: Alyssa's memo regarding the Jamestown Tourism 2025 funding request was in the One Drive. Jamestown Tourism is requesting \$125,000 in continued support to assist tourism sites, events and other recreational entities that generate economic impact by bringing visitors to Jamestown. The direct impact of these funds will go towards recruiting visitors to Jamestown and the surrounding community.

Alyssa made the recommendation to approve the funding request for this project in the amount of up to \$125,000, with an 80% city and 20% county split. The city share would be \$100,000 and the county share would be \$25,000.

It was noted that Jamestown Tourism has been doing an excellent job at marketing, even winning a state-wide award this past year. The partnership between the Chamber and Tourism has also proven to have been a good move for both entities.

Review of Director Recommendations from Nominating Committee: The nominating committee reviewed six candidates for three open at-large board positions, ultimately recommending Dustin Jensen, Mike Delfs, and Ben Steinolfson. Ben Steinolfson was chosen for his experience in the utility industry with Dakota Central, Mike Delfs for his expertise in the medical field and active community involvement, and Dustin Jensen for his strong ties to the University of Jamestown and the Chamber. Jen Dockter was also recommended for her second term.

The Executive Committee rotation was also discussed, with Jeremy moving to president, Casey to vice president, and Tory to past president. Tonya was recommended for the Secretary/Treasurer role, but there was also discussion about Mike being well suited for the role, if he has any interest.

Project Updates: Corry and Alyssa provided project updates. Announcements about several projects should be made public in the coming month.

Adjourn: Adjourned at 12:53 p.m. by Jeremy.

Respectfully submitted,

By Jamie L. Czapiewski, Operations Coordinator