



**JSDC Joint Business Attraction & Existing Business Committee Meeting**  
**Wednesday, November 5, 2025**  
**Official Minutes**  
**JSDC Lower-Level Conference Room**

**Members Present:** Jeremy Rham, Casey Henderson, Dwaine Heinrich, Amanda Hastings, David Steele, Jen Dockter, Mike Delfs, Dustin Jensen, Ben Steinolfson.

**Members Absent:** Tonya Perkins, Tory Hart, Levi Taylor.

**Guests Present:** Emily Bivens, Jamestown Tourism; Warren Abrahamson, Jamestown Tourism.

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

**Call to order:** 12:00 p.m. by Jen.

**Conflict of Interest Declaration:** None.

**Approval of Minutes:** The minutes from the September 3, 2025, meeting were in the One Drive for review.

*David made a motion to approve the minutes as shown, Jeremy seconded the motion, and the motion passed unanimously by voice vote.*

**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.

*Casey made a motion to recommend the approval of the \$80,000 request for the building remodel to the Board of Directors. Amanda seconded the motion, and the motion passed unanimously by voice vote.*

**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.

*Mike made a motion to recommend the approval of the \$125,000 Tourism request to the Board of Directors. Ben seconded the motion, and the motion passed unanimously by voice vote.*

**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.

There was discussion regarding the application question about requiring there to be a potential full-time position for the intern post-graduation and whether it should focus on genuine opportunity rather than a guarantee or a currently posted position. It was suggested that the wording should emphasize the possibility for transition into a full-time role, without mandating that a position be presently open or promised. Corry summarized a proposed change to the wording: "Is there the opportunity for this person to go from an internship to a full-time position at that job?"

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 made a motion to recommend the approval of the \$35,000 request and updates to the internship reimbursement program to the Board of Directors, with the noted changes in wording to the application. Jeremy seconded the motion, and the motion passed unanimously by voice vote.*

**Project Updates:** Corry provided project updates.

**Adjourned:** Jen adjourned the meeting at 1:10 p.m.

Respectfully submitted by Jamie Czapiewski, Operations Coordinator