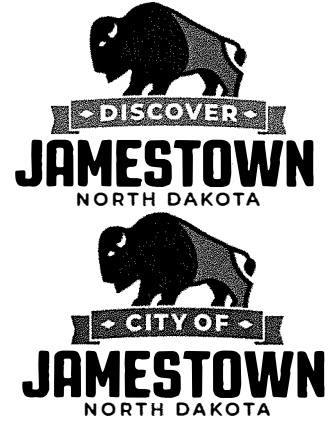


City Promotional Capital Construction Grant Request Form



These funds are awarded twice each year in March and October.
Application deadlines will be March 1st and October 1st of each year.

Name of Organization Applying Jamesstown Frontier Attractions

Amount Requested \$12,383.14 State Tax ID/Nonprofit # 33-2844282

Project Contact Allison Linke Project Contact Phone 701-251-9145

Project Contact Email Allison@DiscoverJamestownND.com

Name and description of project for which you are requesting funds: Deferred maintenance for roofs + awnings at Frontier Village.

In addition to the application, please submit the following:

1. Realistic and detailed budget for the last 2 fiscal years. For new organizations, provide projected cash flow statements along with the organization's business plan.
2. Project budget and use of funds.
3. Project plan, renderings, and any other helpful elements for this application.
4. List of officers/directors for the sponsoring organization(s).
5. Purpose of the project:
 - a. What will it accomplish, what will be created that doesn't already exist?
 - b. How does it directly relate to tourism?
 - c. What is the economic benefit to the community?
 - d. What is the project timeline? When will these funds be needed?
6. Purpose and Use of Capital Construction Funds:
 - a. What are the other funds and funding sources for this project?
 - b. Define the organization contributions and commitment (financial, in kind and/or volunteer time) for the project? Are there any additional factors that should be brought into consideration?

Letter of Agreement

I hereby certify that our organization, if awarded a grant, agrees to the terms and conditions set forth in the Jamestown Tourism (JT) Grant Fund Request Guidelines. All information provided to JT will be true and accurate at the time of the request. We have designated a "Program Contact" and indicated his/her name on page one of this application. We agree that all monies received from a successful grant application will be used by our organization as proposed within twelve months of grant notification.

Our organization shall hold harmless the JT, its staff and Board of Directors for any losses incurred as a result of any legal action brought in connection with the use of the grant funds or in connection with any matter related to the grant process.

Signature of Chief Executive of Organization

Signature of designated Project Contact

Date _____

Jamestown Tourism Disclaimer:

The Grant Board reserves the right to consider special grant requests.

Applicants should be aware that JT is funded by tax dollars and is subject to public record. All grant applications and required paperwork will become public record.

JT does not provide insurance coverage for any project.

Only completed applications will be considered and should include the required information as outlined on this Application Form.

Please return this application to:

Jamestown Tourism
PO Box 917
Jamestown, ND 58402

Email: office@DiscoverJamestownND.com
Phone: 701-251-9145

Deferred Maintenance Budget

Name	Amount
Expenses	
Awning - Trading Post to Surveyors	\$12,503.17
Town Hall ceiling blown in insulation	\$2,813.11
Blacksmith Shop Shingle Replace	\$2,250.00
Louis L'Amour Shingle Replace	\$4,500.00
Bank Shingle Replace	\$2,900.00
Medical Building Shingle Replace	\$2,700.00
Total	\$27,666.28
Funding	
Unison Bank Request	\$2,900.00
City Promotional Capital Construction Fund	\$12,383.14
Deferred Maintenance Budget	\$12,383.14
Total	\$27,666.28

Jamestown Frontier Attractions dba. Frontier Village

City Promotional Capital Construction Fund Grant Request

March 2025

Deferred Maintenance at Frontier Village

This project will solve multiple problems at the Frontier Village.

1. It will replace the shingles on multiple buildings, all of which have T-lock shingles which are no longer an insurable type of shingle. Buildings include the Bank, Louis L'Amour Shack, Medical Building, and Blacksmith Shop.
2. It will repair and replace the awning on the north side of the Trading Post around to the Surveyors shop, located on the south side of the lane.
3. It will add insulation to the heated building on the premises, making it more efficient and economical.

Frontier Village is the most visited tourist site in Jamestown. Shingles from the various buildings are found on the ground around the village, replacing them will enhance the sites cleanliness, safety, and longevity.

Our focus is to provide fun, safe, and memorable educational experiences. Creating a space that is safe requires insurable shingles, warm offices, and awnings with no possibility of failure. It also creates a better space for our visitors to enjoy for long periods of time.

Receiving these grant dollars will allow Jamestown Frontier Attractions (JFA) to continue conducting the needed maintenance projects outside the scope listed in this request, such as painting the Pioneer Church steeple. It also frees up budget dollars for new experiences and programs to enhance the visitor experience.

Completing these deferred maintenance projects in 2025 is the goal for JFA.

Other funding sources for this project include the JFA Maintenance Budget and help from the city Public Building Fund.

The organization will contribute project management in-kind and will work with the trusted contractor to complete all of the projects in a timely and efficient manner. JFA will also be working with Unison Bank to cover the cost of the bank roof.

**Jamestown Frontier Attractions
Board of Directors**

David Schloegel - President
(2025-2026, 1st Term)
102 3rd AVE SE
Jamestown, ND 58401

Frank Balak - Vice President
(2025-2027, 1st Term)
122 2nd ST NW
Jamestown, ND 58401

Allison Limke - Secretary/Treasurer
(2025-2027, 1st Term)
120 2nd ST SE
Jamestown, ND 58401

Erik Laber - Director at Large
(2025-2027, 1st Term)
102 3rd AVE SE
Jamestown, ND 58401

Emily Bivens - Director at Large
(2025-2026, 1st Term)
120 2nd ST SE
Jamestown, ND 58401

INFINITY

BUILDING SERVICES

←—————→
INFINITY BUILDING SERVICES IS LICENSED (#36160) AND INSURED

P.O. BOX 1924
JAMESTOWN, ND 58402-1924

CONTRACT

PHONE: 701-952-7500
FAX: 701-952-7550

Name Jamestown Tourism Phone _____

Billing Address _____
Street
City
State
Zip

hereinafter referred to as the Owner, contracts with Infinity Building Services (the Contractor), for the following work to be done, subject to the terms and conditions set forth on both sides of this agreement:

Job Site Address: Medical Building

Job Description: To Remove and replace shingle on building. Shingles will be Malarky Highkicker. If more than one layer of old shingles add \$210⁰⁰ per layer.

Salesman Notes/Comments: _____

Customer Responsible for: _____

Installer Notes: _____

Material Warranty: As to product manufacturers specifications.

Labor Warranty: 1 year workmanship.

Agreed Price..... \$ 2700⁰⁰

Down Payment..... \$ _____

Balance Due..... \$ _____

The balance of said price is due and payable as follows:

	\$ _____
	\$ _____
	\$ _____
Upon Completion	\$ _____

The Owner, upon signing this contract, represents and warrants that he or she a.) is of legal age, b.) is the legal owner, or an agent authorized to enter into contracts on behalf of the legal owner, of aforesaid premises, and c.) has read both sides of this agreement. It is expressly agreed that this contract constitutes the entire agreement and any alteration or deviation from the contract will only be executed upon written agreement for the same and will become an extra charge or credit to the sum mentioned in this contract.

By Travis Lemieux

Date 2/24/25

Owner Signature _____ Date _____

Owner Signature _____ Date _____

INFINITY

BUILDING SERVICES

← INFINITY BUILDING SERVICES IS LICENSED (#36160) AND INSURED →

P.O. BOX 1924
JAMESTOWN, ND 58402-1924

CONTRACT

PHONE: 701-952-7500
FAX: 701-952-7550

Name Jamestown Tourism Phone _____

Billing Address _____
Street City State Zip

hereinafter referred to as the Owner, contracts with Infinity Building Services (the Contractor), for the following work to be done, subject to the terms and conditions set forth on both sides of this agreement:

Job Site Address: Blacksmith shop

Job Description: To remove and replace shingle on building. Shingles will be malackey Highlander. ~~at least 2 layers~~ If more than one layer of old shingle add \$175.00 per layer

Salesman Notes/Comments: _____

Customer Responsible for: _____ Installer Notes: _____

Material Warranty: As to product manufacturers specifications. Labor Warranty: 1 year workmanship.

Agreed Price..... \$ 2250.00
 Down Payment..... \$ _____
 Balance Due..... \$ _____

The balance of said price is due and payable as follows:
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Upon Completion \$ _____

The Owner, upon signing this contract, represents and warrants that he or she a.) is of legal age, b.) is the legal owner, or an agent authorized to enter into contracts on behalf of the legal owner, of aforesaid premises, and c.) has read both sides of this agreement. It is expressly agreed that this contract constitutes the entire agreement and any alteration or deviation from the contract will only be executed upon written agreement for the same and will become an extra charge or credit to the sum mentioned in this contract.

By Trevi's Lemieux

Date 2/24/25

Owner Signature _____ Date _____

Owner Signature _____ Date _____

INFINITY

BUILDING SERVICES

←—————→
INFINITY BUILDING SERVICES IS LICENSED (#36160) AND INSURED

P.O. BOX 1924
JAMESTOWN, ND 58402-1924

CONTRACT

PHONE: 701-952-7500
FAX: 701-952-7550

Name Jamestown Tourism Phone _____

Billing Address _____
Street City State Zip

hereinafter referred to as the Owner, contracts with Infinity Building Services (the Contractor), for the following work to be done, subject to the terms and conditions set forth on both sides of this agreement:

Job Site Address: Louis Lamour

Job Description: To Remove and replace shingle on building. Shingles will be Malarkey Highlanders. If more than one layer of old shingles add \$350⁰⁰ per layer

Salesman Notes/Comments: _____

Customer Responsible for: _____ Installer Notes: _____

Material Warranty: As to product manufacturers specifications. Labor Warranty: 1 year workmanship.

Agreed Price..... \$ 4500⁰⁰
 Down Payment..... \$ _____
 Balance Due..... \$ _____

The balance of said price is due and payable as follows:
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Upon Completion \$ _____

The Owner, upon signing this contract, represents and warrants that he or she a.) is of legal age, b.) is the legal owner, or an agent authorized to enter into contracts on behalf of the legal owner, of aforesaid premises, and c.) has read both sides of this agreement. It is expressly agreed that this contract constitutes the entire agreement and any alteration or deviation from the contract will only be executed upon written agreement for the same and will become an extra charge or credit to the sum mentioned in this contract.

By Travis Lemieux _____
Owner Signature Date

Date 2/24/25 _____
Owner Signature Date



P.O. BOX 1924
 JAMESTOWN, NORTH DAKOTA 58402
 Phone: (701) 952-7500
 Fax: (701) 952-7550

Quote #: 014752

Quoted To: JAMESTOWN TOURISM
 Job # 1247-000

Start Date: 2/24/25
 Stop Date: 3/24/25
 Status: InActive
 Taken By: TRAVIS L.
 Loc: INFINITY BUILDING SERVICES

BLOW-IN CELLULOSE INSULAT



QUOTATION
 PAGE 1

LINE	SKU #	DESCRIPTION	QTY	UM	PRICE	EXTENSION
1	25521	BLOW-IN CELLULOSE 40SF/BG	105	BG		
2	99	LABOR	1	EACH		

Town Hall ceiling Blow-in insulation

QUOTED TO: JAMESTOWN TOURISM
 QUOTED BY: TRAVIS L.
 QUOTE # 014752

TOTAL 2,813.11

DISCLAIMER:

This estimate is designed solely to provide our Contractor/Customer with a rough estimate of the amount of material used in the given project. The material estimate will be based upon calculations or data provided by the Contractor/Customer and such estimates assumes, among other things, normal and typical building and construction techniques. The actual amount of materials used may vary from the material estimate due to a number of factors. Consequently, no representation of warranty has been made that the actual amount of material used will not vary from the estimate

INFINITY BUILDING SERVICES



P.O. BOX 1924
JAMESTOWN, NORTH DAKOTA 58402

Phone: (701) 952-7500

Fax: (701) 952-7550

Quote #: 014383

Quoted To: JAMESTOWN TOURISM
Job # 1247-000

Start Date: 9/07/24
Stop Date: 10/07/24
Status: InActive
Taken By: TRAVIS L.
Loc: INFINITY BUILDING SERVICES

WALK WAY



014383

QUOTATION
PAGE 1

LINE	SKU #	DESCRIPTION	QTY	UM	PRICE	EXTENSION
1	3PP101214	#2 PINE BOARD 1X12X14	30	EA		
2	SWW10308	1X3-8' FURRING STRIP	55	324/U		
3	3SP20416	#2 & BTR 2X4X16	55	294/U		
4	3SP20408	#2 & BTR 2X4X8	65	294/U		
5	3SP20410	#2 & BTR 2X4X10	10	294/U		
6	3PP101208	#2 PINE BOARD 1X12X8	130	EA		
7	SWW10308	1X3-8' FURRING STRIP	130	324/U		
8	BTX93	9 X 3 BRONZE STAR DRIVE SCREWS	3	CTN		
9	792554	CLEAR WATERPROOFING 1000 GAL	5	GA		
10	99	MISC ITEMS	1	EACH		
11	99	LABOR	1	EACH		



QUOTED TO: JAMESTOWN TOURISM
QUOTED BY: TRAVIS L.
QUOTE # 014383

TOTAL 12,503.17

DISCLAIMER:

This estimate is designed solely to provide our Contractor/Customer with a rough estimate of the amount of material used in the given project. The material estimate will be based upon calculations or data provided by the Contractor/Customer and such estimates assumes, among other things, normal and typical building and construction techniques. The actual amount of materials used may vary from the material estimate due to a number of factors. Consequently, no representation of warranty has been made that the actual amount of material used will not vary from the estimate

INFINITY BUILDING SERVICES



Business Plan

Allison Limke
Visitor Experience Manager, Jamestown Tourism
Created Summer 2024

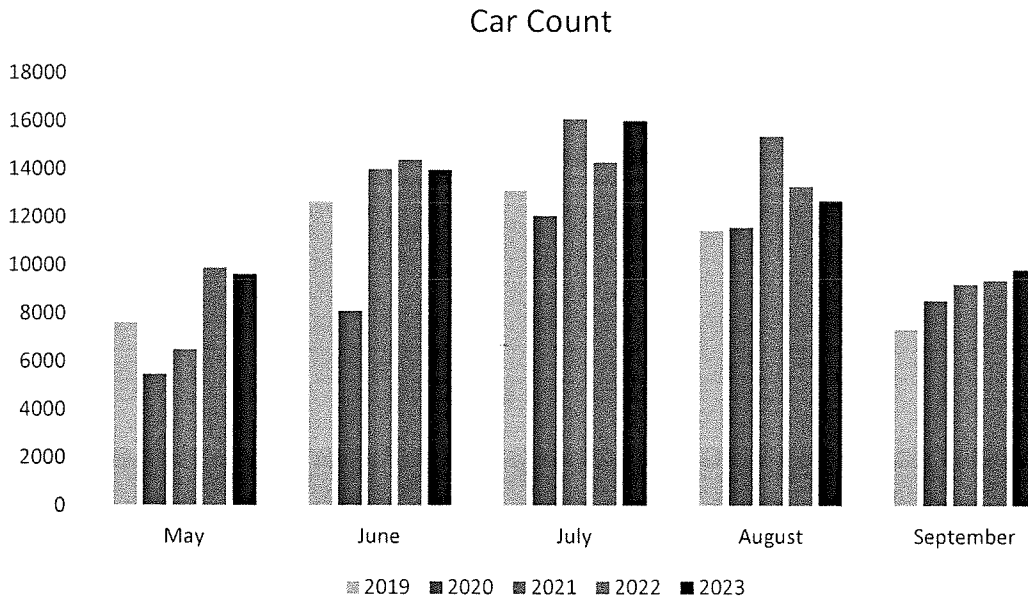
Executive Summary

Product

The Frontier Village provides families with an interactive stop on the way through North Dakota. Family entertainment includes a visitor center, ice cream shop, World's Largest Buffalo attraction, and multiple other engaging exhibits.

Customers

The target audience is the 144,000 visitors who stop at the Frontier Village/World's Largest Buffalo/North American Bison Discovery Center. The main demographic consists of families with children aged 2-15 and our secondary demographic consists of retired couples exploring the United States.



In 2023, 62,269 cars passed through the Frontier Village. With an average of 3 persons per vehicle 186,807 people went through the Frontier Village. If we remove 15% for staff and volunteers, the total visitation is 158,786. The average visitation over the past five years is 144,461 visitors.

Future

We will continue the tradition of visitors stopping in Jamestown to touch the World's Largest Buffalo's beard, offer fun and engaging interactives that exemplify Jamestown and North Dakota, and inform our visitors about our great city and state.

Currently, the Frontier Village is funded by donations, grants, a historic county mill levy, General Store revenues and city tax dollars through their Public Building Fund. We believe the site can be self-sustaining, but need a 501c3 status to be able to apply for larger grant opportunities. The 501c3 classification will remove Jamestown Tourism as the fiscal agent for the site. It will also help in regard to large donations and sponsorships for the site in regard to tax exempt

Company Description

Mission Statement

JAMESTOWN FRONTIER ATTRACTIONS provides a safe, fun, and engaging experience for all through a ND pioneer-era lens.

The vision of the Frontier Village is to be the premier stop for visitors and families on the I-94 corridor in North Dakota.

Principal Members

Allison Limke — Education Representative

Emily Bivens — Jamestown Tourism Representative

David Schloegel – City Representative

Legal Structure

JAMESTOWN FRONTIER ATTRACTIONS is a 501c3 organization operating by lease on the property owned by the City of Jamestown.

Market Research

Detailed Description of Customers

The two target audiences are parents (age 30-45+) of young children with an income of \$75,000-\$85,000 annually, and mature couples (age 60-75) with a similar annual income. Our target customers are interested in making memories and having fun while learning or partaking in educational experiences. They value quality, they research the places they go and love to support local sites. Our target customers are willing to spend more money on experiences and creating memories with their families.



The most common demographic consists of local and visiting family groups. Groups spend 1-2 hours at the Frontier Village.

Hesitations from the groups:

- Lack of Food Options
- Lack of Activities
- Accessibility

Most Important to the groups:

- Rich History
- Educational Activities
- Being Outside

Corporation Advantages

Being a 501c3 will:

- Open opportunities for donations, sponsorships, and grant funding
- Create a board structure to manage the site best for the audience
- Create a staff specifically designated for the operation of the site
- Give the site a pure mission and vision to abide

Regulations

To maintain relationships with necessary entities and to garner good ideas and outcomes, the board structure will always consist of at least three members.

1. City Representative (City staff person or city council member)
 - a. Keep transparency with the city about the property and its uses
 - b. Maintain the relationships with the city departments for maintenance projects and enhancements
 - c. Financial partnerships (public building fund)
2. Jamestown Tourism Representative (Board member or staff member)
 - a. Share market research for the highest visited site in Jamestown
 - b. Fill the information center with the travel materials provided by CVBs across the state
 - c. Assist with exhibit ideas and make sure they fit the key demographics of the visitors
3. Education Representative (teacher, professor, grant writer, builder, museum professional, etc.)
 - a. Help design, plan, build, create generate ideas for new experiences for target demographics
 - b. Assist with finding grant writing opportunities and/or writing grants

Board governance will consist of five to nine persons.

Board seats are available for two-year terms. The board members can only renew their term two times consecutively for a maximum of six years. If an individual would like to return to the Board they must have vacated their seat for a minimum of one term (two years).

The board will operate under approved bylaws and follow a strategic plan.

The Frontier Village Board will meet, in attendance with the Site Supervisor and General Store Manager, on a monthly basis from April through September. The Annual Meeting will be held in November. In the off months meetings can be called if needed but are not required.

Service

Product/Service

JAMESTOWN FRONTIER ATTRACTIONS will provide visitors with information about Jamestown and North Dakota while maintaining a site that encourages movement as well as hands on learning experiences. JAMESTOWN FRONTIER ATTRACTIONS will also manage the General Store, selling North Dakota merchandise, ice cream, and baked goods.

Competition

Similar non-profits include Bonanzaville, USA, Ward County Pioneer Village Museum, and Rugby Prairie Village Museum. These examples are all considered museums. Frontier Village is not a Museum but an educational interactive attraction which sets our site apart from other similar sites.

Pricing Structure

The JAMESTOWN FRONTIER ATTRACTIONS will always be free to visitors to enjoy.

Donations for visiting will always be requested.

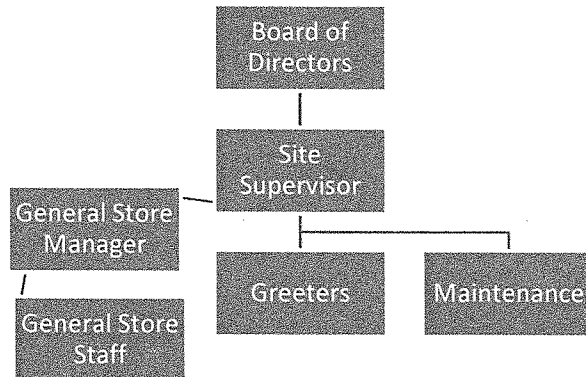
Prices at the General Store will be based on averages for similar tourist destinations, such as Medora. Prices will be rounded up to the whole dollar and include taxes as to alleviate the need for making change and to simplify the checkout process – creating a better visitor experience.

Research and Development

The Jamestown Frontier Attractions Board will conduct the following research and development:

- Collect car counter data and share it with Jamestown Tourism
- Collect visitor anecdotal data
- Track states and countries visiting the site

Staffing Structure:



The Board of directors will oversee the Site Supervisor and overall operations of the Frontier Village.

The Site Supervisor will:

- Hire staff as needed
- Organize meetings with the board and setting the agenda with the Board President
- Create and maintain the budget with board approval, meeting with the board treasurer as needed
- Create a systemic schedule for the Greeter staff
- Conduct staff trainings as needed
- Meet with the maintenance personnel or contractor in regard to needs and projects, such as winterization and annual maintenance
- Make deposits and manage the financial accounts
- Purchase general supplies as needed
- Meet with and plan orders for the General Store with the General Store Manager, assist them as needed.
- Organize service days for the site and other holiday events
- Manages facility/food truck rentals and vendor fees (internet and rent)
- Manage the social media sites for the Frontier Village (website, facebook, Instagram)

The General Store Manager will:

- Schedule and manage the 6-10 staff persons in the store
- Maintain a General Store Budget
- Order merchandise for the store and price it with appropriate tax and profit margin figured in
- Order ice cream and baked goods for the store and price it with appropriate tax and profit margin figured in
- Order paper supplies as needed
- Organize the store and rotate displays
- Have/maintain a food license for inspections

- Writes up deposit slips and bags for the store, turned into the Site Supervisor for a check and balance (treasurer of the board will step in if Site Supervisor is unavailable)

Growth Strategy

Expansion

The Frontier Village has many opportunities to expand. Expand meaning to enhance and grow the visitor experience and the time spent at Frontier Village. Following the Masterplan the top priority items include:

- Re-building the bathroom
- Soil erosion mitigation with possible new building on north side
- Adding a miniature golf course to the amphitheater space

Other smaller but similar projects include:

- Recirculating milking cow in mini-barn
- A wood maze interactive
- Western Movie Theater showing snippets of Louis L'Amour and Peggy Lee movies
- Shooting gallery in the saloon
- Escape room experiences in the General Store second level

Communication

Frontier Village/General Store will communicate with its customers by:

- Listening to visitors either behind the counter at General Store, in the Frontier Village, or Tourism Office.
- Using social media: Instagram and Facebook

Frontier Village ND
 2025 Proposed Budget

REVENUES

Account	Budget
Retained Earnings	\$10,000
General Store Revenue	\$55,000
Stutsman County Mill	\$15,300
Facility Rental/Food Truck Rental	\$400
Donations - Cash/Visitor	\$14,500
Donations - Community Letter	\$3,000
Special Project Sponsorships	\$20,000
Grants	\$8,000
Staffing Grant	\$14,000
City of Jamestown Public Building Fund	\$80,000
TOTAL INCOME	\$220,200

EXPENSES

Payroll	
Site Supervisor	\$17,600
General Store Manager	\$7,200
Maintenance Personnel	\$2,880
General Store Staff	\$21,060
Greeters	\$14,000
General Store Inventory (resale)	\$28,000
General Store Supplies (paper)	\$5,000
Bathroom Supplies	\$1,600
Maintenance/Landscaping Supplies	\$1,000
Telephone/Internet/Technology	\$1,700
Advertising	\$4,160
Insurance	\$1,000
Maintanance Contracts	\$2,000
Equipment Rental	\$1,000
Building Repairs	\$30,000
Deferred Maintenance - Big Projects	\$50,000
WLB Contribution/City Lease	\$5,000
Special Projects (sponsored)	\$20,000
Office Supplies/Operations	\$7,000
TOTAL EXPENSE	\$220,200
NET TOTAL	\$0