



**JSDC Board of Directors Meeting
July 17, 2023
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart, Nick Schauer, Jeremy Rham, Dwaine Heinrich, Steve Cichos (via Zoom), Casey Henderson, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins, Mike Delfs.

Members Absent: Marlee Siewert, Mark Klose.

Staff Present: Corry Shevlin, Alyssa Looyesen, Connie Ova (via Zoom), Jamie Czapiewski.

Guests Present: Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Sarah Hellekson, City of Jamestown; Glenn Hauck (via Zoom), Great River Energy; Mike Knofczynski, Great River Energy.

Call to order: 11:46 a.m. by Tory.

Conflict of Interest: Casey Henderson declared a conflict of interest with the Flex PACE application, as the lending bank is Dacotah Bank.

B) Approval of Agenda:

Nick Schauer made a motion to approve the agenda as presented, Jeremy Rham seconded, and the motion passed unanimously by voice vote.

C) President's Report: Tory did not give a report.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: David, Mark, Tonya, Marlee, Jen, Connie, Corry, and Jamie) *2023

*Members**

- The Organizational Excellence Committee did not meet in July.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Marlee, Steve, Casey, Connie, Corry, Jamie, and LeAnn)

2023 Members

- The Finance Committee did not meet in July.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: David, Mark, Tory, Rod, Dwaine, Mike, Connie, Corry, and Jamie) *2023

*Members**

- The Existing Business Outreach Committee met on Tuesday, July 11, 2023.
- The Business Retention and Expansion survey was reviewed.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Jeremy, Nick, Steve, Dwaine, Tonya, Jen, Mike, Connie, and Corry) *2023 Members*

- The Business Attraction Committee met on Wednesday, July 12, 2023.
- The Eco Sanitation Flex PACE application was reviewed and sent to the Board for approval.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

E) Approval of Meeting Minutes: The minutes from the June meeting were in the One Drive for review.

David Steele made a motion to approve the minutes as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: The financial reports were in the One Drive for review.

Mike Delfs made a motion to approve the financials as presented. Rod Johnson seconded, and the motion passed unanimously by voice vote.

G) Business Retention and Expansion Program: Corry introduced Alyssa as the new Director of Business Development. Together they have been working on a Business Retention and Expansion survey. This type of program has been done in the past, around 2017/2018. This will be a good way to get Alyssa out in front of the community, gather data, and see what the current needs are that can possibly be addressed through incentives. The goal is to start with the primary sector businesses within the county and branch out to other area businesses from there. The data gathered will be used to help reintroduce incentive programs as needed and help with community awareness.

The key areas that the survey questions will focus on are:

- Business and Facility Details
- Products/Services
- Market
- Industry
- Community
- Workforce

This portion of the meeting was informational, and no approval was needed.

H) Eco Sanitation, LLC Flex PACE Request: The Flex PACE application for Eco Sanitation, LLC was in the One Drive, along with the scoring rubric. They are purchasing Central Dakota Sanitation. They currently provide Residential, Commercial, and Dumpster Rental Services to Jamestown and Stutsman County. Eco Sanitation is purchasing the existing equipment, the business, and additional equipment for the Jamestown location.

They are requesting up to \$30,000 for interest buydown.

Brad Balerud of Eco Sanitation was in attendance via Zoom to answer any questions. Eco Sanitation will be purchasing the Jamestown dumpsters, trucks, totes, and various other equipment from Central Dakota Sanitation to be used exclusively at the Jamestown location. The Jamestown location does not service within city limits. The city has exclusive rights over their garbage routes. Eco Sanitation will be operating rural routes. They are inheriting six routes that will be serviced by two employees with four trucks (a back up truck for every operating truck is required for permits) and have hopes to expand their routes and grow their workforce and truck fleet in the future.

They also would like to branch out to do more construction roll off. The current equipment the business has won't be adequate with their anticipated growth of this portion of the business, and another truck will have to be purchased.

The New Business Attraction Committee voted to recommend funding at their July meeting.

Tonya Perkins made a motion to approve the Eco Sanitation Flex PACE request.

Discussion followed regarding the fact that Eco Sanitation has already started taken over for Central Dakota Sanitation. Corry pointed out that the transaction has not been finalized yet, and that refinancing through Flex Pace is not allowed. Eco Sanitation has not bought anything yet; they are at the point of introducing themselves to their new market to allow a smooth business acquisition from Central Dakota Sanitation. No transaction is closed yet. All appropriate legal work is being done.

Eco Sanitation will not be the sole provider of rural garbage services or roll off collection services. There are competitors in the area.

Nick Schauer seconded, and the motion passed by a majority by roll call vote. Tory-Aye, Nick-Aye, Jeremy-Aye, Dwaine-Aye, Steve-Aye, David-Nay, Rod-Aye, Jen-Aye, Tonya-Aye, Mike-Aye. Casey abstained from voting due to a conflict of interest. Mark and Marlee were not in attendance to vote.

I) Building Automation System Quote: The quote and Jamie's memo regarding the Automation System quote from Climate Control was in the One Drive for review.

The quoted amount of \$32,000 includes:

- New control damper actuators for the two air handling units on-site.
- New sensors for the AHUs
- New thermostats for the seven zones served by the two AHUs.
- New control programming for the AHU to automate the winter/summer changeover.
- New graphical user interface for on-site monitoring of the Building Automation System
- Owner's training for the Building Automation System included.

The proposed cost split between building owners would be:

- JSDC – 32% - \$10,240
- Chamber – 18% - \$5,760
- City/County – 50% - \$16,000

The building committee had voted to forward the quote to each respective board for approval at their June 15, 2023, meeting.

Discussion followed regarding the Chamber's plan for renovating their side of the building. The Chamber does not have formal plans yet, but the objective is to readjust the space to better suit their needs. In the meantime, it was generally agreed that all the air handling equipment should be evaluated, even by another company that is willing to look at the aging equipment. Previously, it has been difficult to find someone besides Climate Control.

In the long run it might make more sense to completely replace the current system. It was also generally agreed that it would not make sense to choose to make updates while the Chamber is still in planning phases.

David Steele made a motion to table the quote and discussion of any updates to the Air Handler System until further notice. Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.

J) Staff Reports:

Corry: Corry reported that the rail construction out at SEPA is going well. It was also reported that Chapul Farms has been given Development Fund money. They are looking at formalizing a lease. A trip to their facility in Oregon still needs to be made, and an invitation to any Board member interested was extended.

There should be more Flex PACE requests in the coming months, and the fall round of funding for the Internship Reimbursement program will also be coming up soon as well.

Connie: Connie reported on Bison World. The deadline for the Destination Development grant is coming up in August. The Bison World Board has been working on the application. They are also looking at ways to raise the other portion of money for the project, including the Development Fund. She also reported that there has been recent interest in both the Bloom Business Park and the Airport Park.

N) Ex-Officio Reports:

City of Jamestown: Dwaine and David reported on the City of Jamestown.

Stutsman County: Steve reported on Stutsman County.

Jamestown Chamber of Commerce: Emily reported on the Chamber.

Jamestown Tourism: Emily reported on tourism.

ND Job Service: Danica reported on Job Service.

Adjourn: Tory adjourned the meeting at 1:07 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator