

**Beulah JDA**  
**Board Meeting Minutes**  
**January 19, 2022**  
**4:30 PM - Beulah City Hall**

**Attendance:** Travis Frey, Beaver Brinkman, Nathan Richter Ben Lenzen, Amanda Mohl, Vern Muscha (by phone), Kim Kessler, Ben Lenzen, Scott Solem (arrived at 5:12 pm), Mary Lou Horning, Jerry Isaak, Auston Biles

A. **Call Meeting to Order-** Travis called the meeting to order at 4:35 pm.

**B. Election of Officers and Reconfirmation of Board Members**

**Board Members** - Kim, Vern and Jerry were each reconfirmed to serve an additional three (3) year term. City Council approved their appointment at its December 22, 2021 meeting. Travis noted that he will be stepping down from JDA immediately following the election of the new chair and that the purpose of his presence was to facilitate that process.

1. **Chair** – Jerry nominated Nathan Richter to serve as Chair of JDA; Ben seconded. Nomination approved. (Travis exited and Nathan stepped in to chair the remainder of the meeting upon Travis’s departure.)
2. **Vice Chair** – Ben nominated Jerry Isaak to serve as Vice Chair of JDA; Kim seconded. Nomination approved.
3. **Secretary** – Beaver declined a nomination to this position. Ben nominated Amanda Mohl to serve as Secretary of JDA; Kim seconded. Nomination approved.
4. **Treasurer** – Ben nominated Beaver Brinkman to serve as Treasurer of JDA; Kim seconded. Nomination approved.

C. **Agenda Approval** – Jerry moved approval of the agenda; Ben seconded. Motion approved.

D. **Meeting Minutes** – Auston moved to approve the December 22, 2021 minutes; Ben seconded. Motion approved.

**E. Financial Reports**

Beaver had sent out reports with the information he had prior to the meeting. There has been a delay in getting the information from the banks and BND relating to the Molco Lanes loan. It was proposed that Ben Lenzen as JDA’s accountant be authorized to contact BND to expedite the process of obtaining the loan information necessary to complete the monthly financial reports. **Beaver moved for JDA to approve authorizing Ben Lenzen to contact and receive information from BND regarding JDA’s loan portfolio with BND; Jerry seconded. Motion approved.**

There was discussion regarding anticipated mills for 2022, other revenue sources and JDA’s commitments.

Further discussion on the financial reports that were provided was tabled until the additional information is received from BND.

**F. OLD BUSINESS**

**1. USDA Building**

Beginning January 1, 2022, all deposits and payments relating to the USDA building are to be run through the USDA construction account set up with Union State Bank. Beaver noted escalator clauses have been included in the tenants’ lease agreements.

## 2. Greystone

Various maintenance issues have been identified in the office spaces located on the second and third floors.

Letters concerning state and federal backflow requirements were sent out by the city. The Greystone is included in the type of properties that may need to undertake plumbing improvements going forward to ensure compliance with those requirements.

## 3. Budgeting

**Vendor List** – Nathan sent out an updated draft of the vendor list prior to the meeting.

**Property Management** –Management of the properties owned by JDA is currently falling on Beaver. Discussion included the need to identify a third party to be responsible for property management and whether to limit it to building maintenance or to include lease negotiations as part of the requested services. It was recommended that Chad Brewster with Service Plus be contacted to discuss the possibility of him providing building maintenance management. Jerry moved that Chad Brewster with Service Plus be contacted to discuss their undertaking management of building maintenance on behalf of JDA; Beaver seconded. Motion approved.

A preliminary budget is still being completed.

## 4. Grant writing

MCED has approved funding for grant requests in the Mercer County area. Hazen has approved making an initial contribution. A request will be presented to the Beulah City Council for an additional contribution.

## G. NEW BUSINESS

### **PACE Buydowns with BND**

Kim reported that she spoke with a representative from BND regarding the PACE buydown program. Each community is able to determine the parameters of loans and set up its own goals and guidelines in considering loan requests. Various options were discussed including types of businesses, number of employees and basis of repayment. It was confirmed that no repayment can be made while funds are being paid out.

## H. OTHER BUSINESS

**Bowman Development Meeting** – The meeting is scheduled for noon on Thursday, January 20 at City Hall.

Jerry moved to adjourn the meeting; Kim seconded; Motion approved.

**Meeting was adjourned at 5:43 pm.**

Submitted by,

Beaver Brinkman