

**Beulah JDA  
Board Meeting Minutes  
February 17, 2021  
4:30 PM  
Beulah City Hall**

**Attendance:** Travis Frey, Vern Muscha, Ben Lenzen, Beaver Brinkman, Jerry Isaak, Auston Biles, Nathan Richter, Mary Lou Horning (by phone), Gloria Olheiser

**Absent:** Kim Kessler, Vern Muscha, Scott Solem

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

**B. Approval of Agenda**-Jerry motioned to approve agenda. Gloria second. Motion Approved.

**C. Nomination of Officers**

- a. Secretary-Beaver nominated Gloria for JDA Secretary position. Ben motioned to cease nominations. Jerry second nomination. Motion approved.

**D. Meeting Minutes-January 27<sup>th</sup>, 2021**-After board review of minutes, Beaver motioned to approve minutes. Ben second. Motion approved.

**E. Financial Report**

- 1. Profit and Loss Statements
- 2. Balance Sheet

Beaver stated that Ben Lenzen's Office has prepared the financials however, there was not enough time for board to review. These will be emailed out to the board for review. This was tabled until March meeting.

**F. Old Business**

- 1. USDA Building

- Beaver stated that JDA has not yet received the rent increase from the government. This should have started in December 2020 per a conversation in November 2020. As of this meeting, we are 4 months behind on the increased rent amount.

- a. Offer to purchase-Beaver stated there is an offer on the building. Appraiser called Beaver and Beaver stated he expects to see something soon regarding appraisal.
- b. There have also been issues with the heat which Legend Air was called to give estimate. Beaver stated there is a fix for this issue and will need to discuss at another meeting.
- c. Beaver also brought hours for work done on the USDA building for board to review. All hours were not copied. City paid Beaver for work completed however, JDA needs to reimburse City at this time. Nathan asked what is the City looking for? Do they want to clear up the books or do they want JDA to reimburse or pay for the expense. Nathan thought going forward, the Board should have the understanding of any anticipated hours on a project prior to project, rather than after the fact. We are all volunteers. JDA needs a clear understanding what the City is looking for.

- 2. Greystone

- a. Tenants will be in attendance-Beaver presented 2 options for future tenants. 1<sup>st</sup> option lease is 50% of rent with rent increase each year and end of year 5, tenant would be at full rent. Using this option would be an opportunity for JDA to sell. 2<sup>nd</sup> option-This option provides a 3-year maximum for tenants. This is an Incubator Business option with \$600 rent which is 50% of full rent, \$200 escalator each year. At the end of year 3 or prior to, negotiation can take place. Beaver stated these 2 options do not address our current tenants.

- Nathan felt the current tenants need to be treated equally regarding rent. Nathan suggested the new Rental Assistance Program. This allows JDA the flexibility to sell the Greystone which the Rental Assistance Program is the better option if selling the building because the rent is based off specific dollars for rent.

- Beaver added that JDA needs to keep the rental properties simple because they require management and monitoring from JDA (volunteers) or to get a management company.
- Nathan stated the less property that JDA is managing, the better off we are. Nathan stated JDA needs to focus on job development for the community.

✚ Board discussion to review the Rental Assistance Program and what it would offer the community. How to determine eligibility? What is the need for the community?

1. New Business-create or expand to create new jobs in the community.
2. Expansion-creating new jobs in the community.

The program itself is not completed yet. Nathan asked that the program get discussed and reviewed to get approval to get started. Mary Lou added that this has been an incubator business since day one and the goal has always been to sell this building.

Exception to policy of the Rental Assistance Program is if

Jerry guidelines in place first before offering. Beaver added that a committee should be appointed to review the Rental Assistance Program. Beaver thought the JDA should offer a 1-year lease to the current tenants.

✚ Beaver said there is 3 new tenants not going into the Greystone building that can use the rental assistance.

✚ Karla Boehm and Shiloh Morast both tenants of the Greystone asked for more clarity

Deanne Gierke entered the meeting @ 5:30pm.

Beaver made a motion to extend the current lease for tenants of the Greystone until 12/31/2021. Jerry second. Motion approved.

Travis asked for point of contact. Beaver volunteered. Nathan also volunteered. Both will be point of contact for Greystone tenants. Ben made a motion for Beaver and Nathan to be Co-Property Managers for all JDA properties. Gloria second. Motion approved.

Travis asked to form a committee for the Program Offerings and Strategic Plan. Nathan, Beaver, Jerry. Gloria motioned Jerry, Nathan, Beaver head up the Strategic Planning & Program Offerings (SPPO) committee. Austin second. Motion approved.

3. Bylaws-Scott will need to be in attendance to discuss. Kim, Travis and Scott coordinated new by laws. These will be emailed out for board to review.
4. Program Offerings-Strategic Plan-

➤ Nathan added the programs committee is looking at is

1. Community Interest Buy Down-Flex Pace
2. Rental Assistance Program
3. Revolving Loan Funds
4. Additional Employee Program

✚ Discussion on:

- a. Management of Angel Fund
- b. Grant Writing-JDA hires a consultant to assist with Grant Writing.
- c. Facilitate Student Loan
- d. Beautification Loan/Grant

5. Pace Buydown Requests-Beaver discussed with Bank of ND. Beaver has annual totals of assistance. Beaver asked that the Board needs to decide what percent of Mill Levy will go toward the Flex Pace Buy Down. Annual Numbers for 5 years are as follows:

2021 - \$19,000

2022 - \$13,000

2023 - \$12,000

2024 - \$11,000

2025 - \$11,000

2026 - \$10,000

2027 - \$9,500

2028 - \$8,000

2029 - \$7,000

All the current commitments are as listed and are rounded up.

- a. MAP tools LLC-\$4,100 would be the 1<sup>st</sup> year Flex Pace Buy Down.
- b. Molco LLC-\$10,800 would be the 1<sup>st</sup> year Flex Pace Buy Down.
- c. Herbert Losson Leonard-\$3,300 would be the 1<sup>st</sup> year Flex Pace Buy Down.
- d. Winkler Family Chiropractic – 4 Employee positions created. First year - \$5,100
  - If all is approved, \$42,800 would be paid out. They are not all urgent. Beaver stressed to define the criteria regarding approval of commitments.

Beaver asked for a motion to table the above requests until committee meets. Nathan second.

Motion approved.

- 6. Year End Financials – As mentioned previously, Beaver will email financials for February as well as YTD for 2020 to the board for review prior to March meeting.
- 7. Comfort Station – Sun Valley RV Park – Travis sent out Mill Levy Reports which shows Mill Levy in 2017. City put up Sun Valley. Prior to 2017, JDA received allocations from the City to build building. City has managed Sun Valley since it opened.

Discussion regarding Sun Valley and what dollars JDA put into Sun Valley. Discussion

Travis – No Deed on File, No Legal Record of this existing per the courthouse. There is no ownership, it is on City Property. Between minutes of the City regarding ownership. Beaver stated Scott checked on property and ownership a year ago and nothing is recorded. Some of the board felt that John Phillips, previous Secretary/Treasure of JDA should be contacted to get more information.

Travis said the Bid Opening is on February 26<sup>th</sup>, 2021. Special Meeting prior to the bid opening was suggested. Jerry added that if the money was given to JDA to build the Comfort Station, the money was given and should not be asked for. If the bank could come up with what it cost to build the building. Nathan suggested the board come up with an amount of what the building is worth. Jerry would like to see an amount of what was spent on the RV Comfort Station. Travis stated the City can hold the bids for a certain amount of time.

➤ Travis left the meeting @ 6pm and Nathan took over.

#### **G. New Business**

- a. Vision West
  - i. Conflict of Interest Policy
 

Gloria made a motion to include the Annual Affirmation and Disclosure Statement to be included in the By Laws. Policy into JDA Annual Renewal. Austin second. Motion approved.
  - ii. Annual Affirmation and Disclosure Statement

#### **H. Other Business**

Beaver stated that Quickbooks is not being used by Woodworks for accounting and wants to discontinue Woodworks for Quickbooks. Beaver motioned. Jerry second. Motion approved.

**Adjourn**-meeting was adjourned at 6:05 pm

Submitted by,

*Gloria Olheiser*

Beulah JDA Secretary