

JDA Special Meeting Minutes
February 27, 2023
Beulah City Hall

Members Present - Beaver Brinkman, Auston Biles, Scott Solem, Vern Muscha (by phone), Mary Lou Horning, Kim Kessler (by phone), Ben Lenzen (arrived at 5:13 pm)

Members Absent – Nathan Richter

Meeting called to order at 5:11 pm CST

Approval of Agenda – Auston asked if there were any objections to the proposed agenda. There were none.

Approval of Application and Program Forms

Drafts of the Program Forms and the Application were sent out for review prior to the meeting.

Mary Lou expressed concerns on the wording under the Rental Assistance Program in that it was not clear that there were caps on the assistance provided which might create unrealistic expectations on the part of the recipient. She questioned if the wording clearly set out that the assistance was not to exceed a total of \$20,000, 60% of the current market rate for rent, and five (5) years of assistance. Kim proposed adding the limitation paragraph that was included in the Interest Buydown Program Form in the other program forms. Mary Lou moved approval of the Program Forms with the revision, Kim seconded. Approved unanimously. It was noted that the forms may be revised in the future if needed.

Scott recommended changing the Application Form by replacing “third-party professional” with “financial institution” under the request for credit approval. Scott moved to approve the Application Form with the revision, Mary Lou seconded. Approved unanimously.

Red Door Pediatric – Leasing of 3rd Floor of Greystone Building

Red Door Pediatric is interested in leasing a small portion of the third floor at the Greystone Building to use as overflow space as needed. The monthly rent payment would be \$250.00. It would be leased on a month to month basis to allow for the space to be leased out if a more permanent tenant is identified. Beaver moved approval of renting out space on the third floor to Red Door Pediatric on a month to month basis at a monthly rent rate of \$250.00, Ben seconded. Approved unanimously.

Approval of Rent Assistance for Happy Soles Shoe Store

Happy Soles shoe store is currently leasing retail space on Main Street in Hazen. Beaver reported that it is looking at re-locating to space located on Main Street in Beulah. The store is a satellite store to its primary location in Bismarck and currently has seven employees.

The owners have submitted an application for assistance under JDA’s Rental Assistance Program. The monthly rent on the space they are considering is \$650.00. It would be a three year lease term with an escalating rent clause of \$25.00 per month per year.

Discussion included the need to balance the total assistance cap of \$20,000 between the need to provide meaningful assistance now but to also consider the amount of the remaining balance for future needs if the store should seek to upgrade its location.

Mary Lou moved to approve providing Happy Soles with rent assistance of 40% under JDA's Rent Assistance Program for a monthly amount of \$260.00 on a 3 year lease for a maximum total benefit of \$9,360.00 [Note: The actual total benefit will be \$9,720.00], Vern seconded. Approved unanimously. It was noted that the assistance would cease in the event the recipient terminates the lease prior to the 3 year termination date.

Meeting Adjourned at 5:48 pm