

**Beulah JDA
Board Meeting Minutes
Special Meeting on April 3, 2020
12:00 PM – Public Conference Call**

Attendance: Nathan Richter, Beaver Brinkman, Travis Frey, Vern Muscha, Gloria Olheiser, Michael Woods, Kim Kessler, Clyde Schulz, Scott Solem

Absent: Mary Lou Horning, Blake Seibel, Jerry Isaak

A. **Call Meeting to Order**-Nathan called the meeting to order at 12:08 pm.

B. **Review Proposed USDA Building Lease**

a. **Review Proposed Lease Rates**

Items of discussion included:

- Beaver presented the letter dated March 30, 2020 that was sent by the USDA which included the proposed rates, floor plans and other supplemental information. A response to the letter is needed by Monday.
- Beaver noted that raising the base rate was limited due to the low building costs that have been recorded for the property.
- There is a reduction in the square footage allocated to USDA under the new lease. That additional space will be leased out to a new tenant to be approved at the next regular JDA meeting. The proposed tenant has already agreed to the rental rate.
- The base rate for NDSU has gone up significantly however this is the first increase in their rent since the beginning of their tenancy. Mercer County is aware of the increase.
- Proposed tenant improvements are based upon the estimates that Beaver put together as USDA prohibits the seeking of bids prior to there being a fully executed lease agreement. The tenant improvements are primarily related to interior space. Beaver will be applying for an energy grant on part of the proposed improvements. There is an amount built into the proposed amount to address any contingencies and there is no expectation of renegotiating terms if lower bids than what have been anticipated are received.
- The USDA will require a letter from a bank that confirms JDA has the financing available to complete the tenant improvements.

Clyde moved that JDA approve the lease rates as presented; Vern seconded. Roll call vote found Richter, Brinkman, Frey, Muscha, Olheiser, Woods, Kessler, Schulz and Solem in favor.

b. **Review Tenant Improvements and Related Costs**

Gloria moved to approve tenant improvements up to the anticipated amount as set forth under the documents presented and to secure the financing for that amount for a period of ten (10) years; Clyde second. Roll call vote found Richter, Brinkman, Frey, Muscha, Olheiser, Woods, Kessler, Schulz and Solem in favor.

Adjourn-meeting was adjourned at 12:30 pm

Submitted by,
Beaver Brinkman
Beulah JDA