

Beulah JDA
Board Meeting Agenda
May 30th, 2018
4:30 PM - Beulah City Hall

Chairman Richter called the meeting to order.

In attendance were: Clyde Schulz, Gloria Olheiser, Michael Woods, Nathan Woods; Dave Ripplinger; Mary Lou Horning: Absent was Scott Solem. Also in Attendance: Kate from Beacon, Rachel Mortenson Beulah Chamber.

Meeting Minutes:

Chairman asked for approval the minutes of Special Meeting of May 16th, 2018. Gloria Olheiser made a motion to approve these minutes; Mary Horning seconded that motion. There was no discussion and motion carried. Chairman Richter asked for approval of the minutes for Special Meeting of May 23, 2018. Gloria motioned to approve these minutes; Mary Horning seconded that motion. There was no discussion and motion carried

Agenda Approval:

Clyde Schulz questioned approval of minutes at a special meeting and whether we needed fewer items on the agenda. Chairman Richter explained this is due to the transition of JDA officers and that it was necessary for the banks to change signature cards and for signing the new loan. Dave Ripplinger motioned to approve the agenda; Michael Woods seconded that motion. There was no discussion and motion carried.

Financial Report:

Gloria Olheiser reported that she met with outgoing John Phillips & Mayor Bjerke last Friday. She is working with John and the City has purchased the laptop for JDA to use and that will be loaded and ready to go by end of June 2018. They discussed accessibility and storage of JDA items and the Mayor talked about having a special area for Treasurer to work. Horning mentioned using Dropbox and with shared access by Treasurer, Secretary and Chairman. Quickbooks is also available online and Mary will ask Lonny Buchman how this might work for JDA.

It was decided to table a financial audit. Schulz asked about this since the City of Beulah had an audit last April and the City is just wrapping that up now. The next audit would be in 2019 for 2018.

OLD BUSINESS:

Discussion of past recordings of minutes: Horning stated she had gotten the June 2017 meeting minutes from the Beacon and will either put them on thumb drives or Dropbox for those who were in attendance at the June 2017 meeting, Richter, Olheiser, Horning, Schulz. Horning believes that June 2017 will clear up January, April and May 2018 meetings.

B'Dolce's project: Gloria and Nathan met with Western Steel, Austin, to ask a series of questions about the punch items yet not done. Mark Olson will get lights done in 2 weeks. Exterior door weather stripping will be fixed this week; Leaks in roof-was new to Austin. He thought Twin City Roofing had taken care of this and will address that issue. Mark Neis had indicated at the last meeting that the landscaping behind needs to be prepped and finish to resurface. Mark decided to do this himself. Mary Horning said she visited with Mark Neis today and he questioned the city's crushed concrete and asphalt that they have. Schulz will do some checking as to price and talk with Mark. East Rain gutters were

another topic as the water sheds from the neighboring building to the bakery building. The water should drain better and Western Steel will check into this. The Kitchen cabinets Bonnie had asked for from Menards only for top cabinets Austin said. He got a bid from Anderson Cabinets and communicated that price to John and John said “this is what they had to do to get this done”. Austin can provide this in an email. Bonnie has proof of her email to Austin asking her allowance for cabinets. Regarding the Dumbwaiter, Horning mentioned that John mentioned this in the June 2017 minutes as needing to be done.

Expenses - \$9,180.49 HVAC is outstanding and needs to be paid yet as an overage on heating and air; on the electrical side there should be a credit of \$4,000-\$5,000 credit. Ripplinger questioned there should be a better itemized listing of these items and an itemized list of for Bakery project as a total. An overdue finance charge was also submitted by Western Steel. Members felt that a 1½% should be negotiated as the project was not done or completed on time. Dave Ripplinger made motion to get an itemized list from Western Steel on the whole Bakery Project from start to finish; Clyde Schulz seconded the motion. Motion carried.

Title Opinion: Chairman emailed this to members, prepared by Solem Law. JDA is responsible yet for taxes for January 1 to April 27th, 2018. Solem also emailed Grey Lange about date of possession and date of 1st payment change for the Contract for Deed.

Loan with The Union Bank: Chairman revisited the Union Bank DLOC- \$165,000. Members approved line of credit at last meeting rather than taking the entire amount out and paying the interest on it all. Chairman previously talked with Wayne Hoffner at the Union Bank and was told this is an unsecured note. However, Wade Elder, the commercial lender there, is requiring an “Assignment” for the Contract for Deed which means if JDA goes into default, the Union Bank has a right to collect the rents. Members instructed Chairman to talk with Wayne Hoffner directly to verify that this requirement is necessary.

Outstanding Bills: Olheiser didn’t get into that detail with John yet.

Leases: USDA – Clyde Schulz will be assigned to this taking Hornings place with Chairman Richter.
Greystone - Mary will take this building temporarily.
Country Kettle – Mary will take this building temporarily.

Change of signature cards? Chairman and Olheiser will take approved Minutes to bank authorizing them to sign.

New memberships- openings/advertising: Olheiser stated she would like to get going as soon as possible with interested new members submitting a “Letter of Interest” with their names. Heather Ferbee can add this to the website and has a template to use for an ad in the Beacon. Gloria Olheiser motioned to approve advertising in the Beacon and on website; Ripplinger seconded: Motion carried.

Laptop/recorder for JDA: Olheiser said the City has bought one for JDA. We may be able to keep recordings on Dropbox

Website: Olheiser will look through the incentive amounts JDA offers to verify to insure we are advertising correctly – Gloria will verify incentive amounts.

Outstanding interest buy downs: Olheiser will visit with John Phillips to get list of these.

JDA Mail: This comes to City Hall Atten JDA. Schulz will make sure JDA has a mailbox at city hall.

New Business – no new

Other Business: Chairman visited with Scott. The square flower box sign in front of his Spier building needs flowers. In the past the Chamber helped with planting. Gaylen Sailer planted in 2017 and Scott was wondering if JDA was interested. Schulz said this may be something for City Beautification committee to do and he will check.

As we button up these present projects, Chairman Nathan would like the boards involvement and suggestions for Beulah JDA to determine if we need to stay the same or do somethings different in the future.

Meeting Adjourned.