

JDA Meeting Minutes
July 13, 2020
Location: Raile Heritage Insurance Conference Room

MEETING OPENING: President Whitney Lipp opened the meeting at 5:30 pm.

Board Members Present: Whitney Lipp, Marilyn Bettenhausen, Jocie Ruff, Alyssa Conitz, Adam Feist, Nathan Wolf and Daryl Kaseman

Board Members Absent: none

Minutes:

June 8, 2020 regular meeting minutes were reviewed. Motion by Alyssa Conitz to approve with 1 spelling correction. Second by Jocie Ruff. Motion carried.

Treasurer's Report.

The treasurer's report was reviewed and discussed. Motion to approve treasurer's report from Alyssa Conitz. Second by Adam Feist. Motion carried.

Action Items:

1. Business Incentives:
 - a. Request for \$5000 business grant and interest buy-down from Diamond D Plumbing for the purchase of Weber plumbing was reviewed. Motion by Nathan Wolf to provide \$5000 grant, second by Jocie Ruff. Motion carried by unanimous roll call vote. Motion by Daryl Kaseman, second by Adam Feist to approve single buy-down interest payment of \$5182.15 to Bank of ND. Motion carried by unanimous roll call vote.
 - b. Jim Weber representing Lucky Lanes presented a request for grant assistance for building roof replacement. Board expressed a definite desire to provide financial assistance but requested that Hagel develop a policy for the Board to utilize in evaluating capital improvement requests from local businesses.
 - c. A letter requesting a loan accommodation due to the impact of Covid-19 from Leadbetter Auction was reviewed. Motion by Daryl Kaseman, second by Alyssa Conitz to consolidate 2 current loans into a single 2-year repayment plan at 0% interest with payments commencing at the same time as JDA's Covid-19 loans. Motion carried with 1 no vote, 6 yes.
2. Bylaw change:

The Board instructed Hagel to amend the current JDA Bylaws to:

 - a. Clarify that Board members must reside in the Wishek business service area.
 - b. Public notices will be published of available JDA Board positions.
 - c. New JDA Board members will be approved by the Mayor and complete a public oath of office to be recorded by city government.
3. JDA Planning and Restructuring

Hagel outlined suggested goals to guide the planning and restructuring of JDA operations. Overarching goals agreed upon by the Board included:

 - a. Increase efficiency and effectiveness of JDA economic development efforts.
 - b. Reduce JDA administrative overhead costs.
 - c. Implement a consistent and defensible criteria-based economic development investment and business funding strategy.
 - d. Facilitate broader access to economic development sector/industry expertise.

As planning proceeds, JDA will no longer maintain scheduled office hours and JDA will seek to identify consultants with expertise to carry out specific JDA projects.
4. Consulting Agreement

A motion was made by Nathan Wolf, second by Adam Feist to continue Harry Hagel's part-time consulting agreement to maintain JDA operations and assist with planning. Motion was carried by unanimous roll call vote.

Meeting adjourned at 7:40 pm.

Respectfully Submitted by: H. Hagel