

Regular Meeting Minutes
Rugby Job Development Authority
February 20, 2025 at 7 AM
JDA office

Members Present: Sara Radomski, Danielle Jacobson, Mathias Follman, Frank LaRocque, Neil Lotvedt, Leah Harper, Duane O'Marro

Others Present: Brian Hoffart

Meeting called to order by Harper at 7:00 AM.

Consider Agenda: Lotvedt moved to approve. Follman seconded. All in favor. M/C

Consider January 21, 2026, minutes:

Follman motion to approved with amendment. Lotvedt seconded. All in favor. M/C.

Call to Aimee Lehman at 7:12 AM.

Review Chalmers Offers –

Lehman presented offers. First buyer is intending to build a duplex, Block 5, Lots 1 & 2. Live in one side, sell the other. Will start within 2 years and finish in 3. Buyer will pay any specials remaining. Cost to close will be about \$2500.

Another buyer is looking at Block 6, Lot 12. Special remain. Prorated for buyer to pay. Cost to close \$2500. Will be single family, no basement.

Aimee Lehman left meeting at 7:17 AM.

Affordable Housing had a hold on the lots until 12/31/25, so they are available.

O'Marro motioned to approve Purchase Agreement of Block 5, Lot 1 & 2 at purchase price. Lotvedt seconded. Roll call vote, all members voting yes. M/C.

Lotvedt move to approve Purchase agreement of Block 6, Lot 12 at purchase price. Follman seconded. Roll call vote, all members voting yes. M/C.

Treasurers Report: Follman motion to approve bill list. Jacobson seconded. Roll call vote, all members voting yes. M/C.

- Reviewed Financials. Will save \$20632 on special assessments with lot sales. O'Marro mentioned removing Lyric and Johnson Clinic from Balance Sheet. Motion by Follman to approve financials. O'Marro seconded. Roll call vote. All voting yes.

Old Business:

BDO Zone – They are asking for resolution for the grant. Hoffart has the business documents. Need to get 5 letters of support, currently have 3.

Motion to approved resolution by Lotvedt. Seconded by Follman. All Yes. M/C.

Housing – Working with Parkland. Asked for concept design. Will be removing a few more units. They will be asking for flex pace help.

Hoffart has been working with Councilwoman Zachmeier on blighted housing.

Rural Catalyst grant – received news that grant was denied.

Business Updates: There is interest in wanting to start a bakery in the former Holly's Stitches building. Potential of a retail meat shop in another empty building. Another is interested in a farm to market type store of organic food items.

Follman suggested connecting with Allan at SBDC to help with business plan for those that need.

Copper Creek: Able to re-amortize loan. 86 mo at 4.75%, 55 mo at 3.75%. Consider 6 month hold once approved.

Follman recommended the 4.75% over 7 years.

Discussion held to consider timeframe cap in the future. Hoffart shared information that Souris Basin is using for their program. Consensus from board to move forward with guidelines for the future.

Lotvedt moved to approve the Copper Creek flex pace at 4.75% for 7 years. Follman seconded the motion. Jacobson recused herself as a conflict. Roll call vote – Follman, LaRocque, Radomski, Lotvedt, Harper, O'Marro all voting yes. Motion carried.

Rugby Properties – had previously met with board for Flex Pace, with no update. Hoffart to follow up with them as we are unsure of status.

Chalmers: Hoffart cleaned up and revamped housing initiative. Change minimum of 800 sq ft build. Reviewed with city attorney. It can be a 10-99 if we take care of specials. Motion to approve by O'Marro, seconded by Lotvedt. All in favor.

New Business:

Youth Entrepreneur: Discussion on reports being required monthly. Jacobson recommended quarterly. LaRocque motion to do a minimum of quarterly reportion – at discretion of Hoffart. Lotvedt seconded. All in favor.

ND Economic Development guide: Hoffart presented statewide marketing initiative. Lotvedt motion to spend up to \$4100 for advertising. Follman seconded. Roll call vote. All members voting yes. M/C.

Follman made motion to adjourn the meeting at 8:58 AM. Jacobson seconded.

Next Meeting: March 18, 2026, at 7 AM.