**Rugby Job Development Authority**

**October 26th, 2017 – 12:00 PM**

**UNAPPROVED Board Minutes**

**Regular Meeting**

**JDA Office**

Members Present: Terry Hoffert, Gary Kraft, Nate Kunde, Susan Selensky, Tanner Johnson, Pete Burgard, Blair Brattvet, Sandra Wolf, Fr. Tom Graner – President, Daunne Heilman, Jodi Schaan, Rob St. Michel. Also present were Jennifer Stewart, Karin Fursather, and Liz Heisey, and Jill Haakenson with USDA Rural Development. Absent was Arland Geiszler, Mike McNeff, Dave Cichos, and Keith Gault.

Fr. T. Graner called the meeting to order at 12:05PM

There were no amendments, additions, deletions to the agenda.

Motion by Burgard to approve the minutes of September 20th, 2017 regular meeting. Second by St. Michel, vote was unanimous to approve, motion carried.

Treasurer’s Report – Bills/Financials were presented by Treasurer Pete Burgard and reviewed by the Board. Motion by Johnson to approve the bills and financials. Second by Kraft, roll call vote, all voting yes, motion carried.

The Board considered approval of the 2018 Budget as recommended by the Executive Committee.

Motion by St. Michel to approve the 2018 Budget. Second by, Johnson, roll call vote, all voting yes, motion carried.

Director’s Report - Executive Director Heisey gave brief overview of the Economic Development Association of North Dakota Conference held in Williston the previous week. Topics of major interest at the conference were the Governor’s Main Street Initiative and fueling communities with natural gas. Heisey stated that the three pillars of the Main Street Initiative were: A Skilled Workforce; Smart, Efficient Infrastructure; & Healthy, Vibrant Communities. Heisey also discussed the ”What’s on your Mind” community platform meetings and the survey results from the meetings. Mental health services and facilities, community center, housing, and community education were all identified as priority needs within our community. The platform was well received by the community and there was a lot of positive feedback and ideas. A Mental Health Facilities Roundtable is scheduled for November 6th at the JDA office. Heisey noted that that Souris Basin was working to secure EPA grant funding to identify brownfields and help with the cost of cleaning up any identified areas. The area of focus for the grant will be the downtown area. Letters of Support are needed from Community Organizations and Government Entities. The deadline for the letters if Nov. 1st.

Old Business – The Board considered the funding request by Mr. Fritel to partner with the school for “Project Interview”. A workforce development project to help young people development interview skills and communication skills. The cost is $25 per student for 30 students. The total cost is $750. Motion by Schaan to approve the funding request for $25 per student for the interview skills project. Second by Heilman, roll call vote, all voting yes, motion carried.

It was noted that the USDA grant funding applied for through Souris Basin on our behalf was awarded to Pierce County for the Rehab Housing projects for low income applicants. Any money left over would be available for new applicants.

The Board discussed the website updates on Rugbyjda.com and the new website: rugbyjobdevelopmentauthority.com. The board reviewed the new site, registration from GoDaddy, and administration. Motion by Heilman to approve the website design. Second by Hoffert, all voting yes, motion carried.

New Business – The Board Considered approval of the Community PACE Interest Buydown Application Submitted by Ashley Berg for the Boutique on Main Street. Discussion was held on interest buydown. It was noted that the Bank of North Dakota would be funding 75% of the interest and the JDA’s commitment would be 25% for 20 years. The 1st year commitment would be $2469.73, the 2nd year would be $2,401, and would decline over the loan period. It was noted that the JDA has other community interest buydown commitments for Johnson Plumbing, K&H Carwash, and 2nd Avenue Rentals. The interest buydown payments are expensed and are included in the budget. Motion by Kraft to approve the community interest buydown application submitted by Berg. Second by Blair, roll call vote, all voting yes, motion carried.

The Board discussed the need to update the comprehensive housing study completed in 2011. Heisey obtained a quote for $6,900 from Community Partners Research, Inc. to update the housing study. Updating the study will provide relevant information for investors, realtors, public officials, our financing partners and other stakeholders. The housing study would be completed by no later than the first week in January. Motion by St. Michel to update the Comprehensive Housing Study. Second by Heilman, roll call vote, all voting yes, motion carried.

Jill Haakenson presented information to the Board regarding USDA rural development’s multiple programs for funding for housing and community facilities through grants, direct loans, or guaranteed loan programs. The Board discussed the Housing Conference proposed by Heisey and USDA Rural Development. It was recommended that a two-part housing (Rugby only) conference for our financing partners, lenders, investors, contractors, and real estate agents and one for the public. They suggested having the conference on a Saturday that would include informational speakers and booths with focus on development and financing earlier in the day and later in the afternoon have the conference open to the public. This would provide an informational sharing platform for lenders, contractors, investors, and realtors. Heisey explained that this type of conference would empower our community with information that they need to make informed decisions about housing needs in our community before next building season. It will also help the public learn about programs that can help them get prequalified and how they can get into their first home. Heisey suggested that the conference be planned after the housing study is completed in January, so that the information from the housing study can be shared with the conference participants. Motion by Heilman to approve the Housing Conference with a budget of $1,000 for marketing and meeting space costs. Second by St. Michel, roll call vote, all voting yes, motion carried.

Motion by St. Michel to table discussion on Board Organization structure, proposed standing committees, and term limits for at-large members. Second by Burgard, all voting yes, motion carried.

Fr. Tom Graner made appointments to fill the vacancies until the end of the year. Johnson was appointed Vice President and Schaan was appointed Secretary for the remainder of the year. Elections for new officers will be held in January.

Reminders – Tuesday, November 14th – What’s on Your Mind – JDA office 1:30PM - 2:30PM

Thursday, November 30th 2017 Regular Meeting – JDA office 12:00PM

Adjournment: 1:37PM