

Rugby JDA Meeting Minutes

Wednesday, February 15, 2023 – 7 AM

Members Present: Frank LaRocque, Neil Lotvedt (via phone), Sara Radomski, Mathias Follman, Karl Frigaard, Leah Harper, Rob St. Michel

Guests: Kevin Leier (via phone)

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

Reviewed Agenda: Radomski requested to add to 8.H.4 for updating all accounts. Lotvedt motion to approve. Follman seconded. All in favor.

Approval of minutes from 01.18.23 meeting: Follman motion to Approve. St.Michel to second. All in favor.

Treasurers report:

- A. Reviewed Bills List. St.Michel questioned \$20,810 check to the City of Rugby. Frigaard explained this was the quarterly billing for his payroll and benefits. Both balance sheet and reconciliation reports were missing.
 - a. Lotvedt made a motion to approve treasurers report. Radomski seconded. Roll Call Vote. All Approved.
- B. Sales tax revenue is down for January compared to prior year.

Election of Officers:

- Rob St.Michel will continue as Vice Chair.
- Sara Radomski to continue as Secretary.
- LaRocque nominated Leah Harper as Chairperson. St. Michel seconded. All in Favor.

HAMC Reuse Plan:

Kevin Leier is part of the Hospital Redevelopment group. There is a small group working on ideas on how to reuse or repurpose the hospital. He has met with many private companies. They received a quote to level the property if no redevelopment to the tune of \$35/sq ft or a total of \$5 Million. This could qualify as a Main Street Project and the JDA would need to go after the funding. Leier mentioned JLG (architects) has a Giving Back Program where they give 1% of their total billable hours to a community project. It sounds like the HAMC building is at the top of their list. Leier is trying to get a group together for a 1-day planning session to look at the realistic economic feasibility. This would include architects, local stakeholders, etc.

St. Michel asked projected move out date. Leier mentioned October 2024. Frigaard mentioned there are bills at the Legislature about Redevelopment. LaRocque asked what drove the cost of the \$35/sq ft demo cost? Leier mentioned it is a company from Oregon and the cost includes materials, discard fees, labor and equipment as well as reclaiming soil. The \$5 million estimate is for the entire building – including Johnson clinic. However, Leier stated the newest part, the '91 addition, is in great condition and would like to see that saved and repurposed.

Leier left the meeting.

Dunseith Clinic:

Galen Mack completed the deed. Frigaard presented it to Follman to review. Follman agreed with the language of the deed and approved to move forward.

- Lotvedt made a motion to proceed with signing the deed for the Dunseith Clinic over to HAMC. This was seconded by St. Michel. Roll Call Vote. All Approved.
- Deed to be signed by Chairperson (Harper) and Secretary (Radomski).
- Frigaard mentioned the perceived conflict of interest with Radomski signing the Deed as Secretary of the JDA since HAMC is her employer. Discussion had.
 - St.Michel made motion to approve Radomski to sign. Follman seconded. Roll Call vote. All approved.

Lotvedt left the call at 8:07 AM.

Directors Report:

- Flex Pace: Have had a couple inquiries on the program.
 - NoDak Dumpster has a potential buyer.
 - A Weld & Repair shop in Rural Rugby

Radomski questioned how the program works. Frigaard explained it is used to help buy down interest for new businesses. It has been utilized by Main Street Boutique, Rugby Auto Connection and Rugby Livestock.

- Sign Program: Received request from Rugby Broadcasters to help with signs that were purchased in 2016 & 2020. The program began in the Summer of 2022. The board agreed that the program is only to help those going forward and is not retroactive. Frigaardis requested to develop an application and guidelines to avoid confusion going forward. To be reviewed by the Board in March.
- Website: Frigaard finally able to get into website and update it. He was able to put in the latest minutes and Agenda. He did remove all items from 2018 as space doesn't allow for any new files.
- Dept. of Commerce: Scheduled to visit February 21 12:30pm – 2pm.
- QuickBooks: Suggestion was made to work with H&R Block on Quick Books to help to reconcile all accounts. Frigaard had reached out to H&R Block for their services and they indicated they could help at the rate of \$65/hr.
 - Lotvedt motion to approve using H&R Block up to \$1000 for services. St. Michel seconded this motion. Roll call vote. All in favor.
- Natural Gas Project: Frigaard working to connect with Tribal Office.

New Business:

- Hwy 2 Sign: Frigaard shared an idea for a 14x40 sign to help to draw traffic to downtown businesses. Each business can purchase their space. Would like it to have a map of where to find the businesses. Frigaard had talked to IDesign and received a proposal of about \$4k for the sign. Talked with OTPC and they'd be able to put in the posts. Harper felt this was more of a CVB project and she'd be willing to present it to that board. The JDA Board agreed with Harper.
- Job Service: Frigaard to finalize a date to have Patrick Bertagnolli in Rugby. Was suggested to have it on a Tuesday or Wednesday and to move forward with selecting a date.
- Souris Basin: Opportunity to partner with Souris Basin on a Business Enterprise Grant
- Bank Accounts: It is necessary to update all accounts to remove former board members as signers. Accounts exist at Bremer Bank, First International Bank & Trust and Merchants Bank. This includes all loans, checking, savings, money markets, etc.
 - LaRocque made the motion to remove all Non-Board Members from all current Bank Accounts. The only active names on accounts are Radomski & Frigaard. All others to be removed. St. Michel seconded this motion. All approved.

Adjournment: Motion to adjourn by LaRocque at 8:59 AM, Seconded by Follman. All approved.

Next Board meeting Thursday, March 16, 2023, at 7:00 AM.