**Rugby Job Development Authority**

**December 28, 2017 – 12:00 PM**

**UNAPPROVED Board Minutes**

**Regular Meeting**

**JDA Office**

Members Present: Fr. Tom Graner – President, Pete Burgard, Susan Selensky, Amber Feickert, Terry Hoffert, Karin Fursather, Daunne Heilman, Tanner Johnson, Michael McNeff, Jodi Schaan and Rob St. Michel.

Absent were Blair Brattvet, Dave Cichos, Arland Geiszler, Keith Gault, Gary Kraft, Bonnie Kuehnemund, Nate Kunde, Jennifer Stewart and Sandra Wolf.

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

Main Street ND Summit & Excel training were added to the agenda.

Motion by Johnson to approve the November 30, 2017 minutes of the regular meeting. Second by St. Michel, vote was unanimous to approve, motion carried.

Motion by St. Michel to approve minutes from the December 19, 2017 special meeting. Second by Johnson, vote was unanimous to approve, motion carried.

Treasurer’s Report – Bills/Financials were presented by Fr. Graner and reviewed by the Board. Missing August rent for Johnson Clinic has been deposited as well as City of Rugby sales tax. Motion by St. Michel to approve the bills and financials. Second by McNeff, roll call vote, all voting yes, motion carried.

Director’s Report – Fr. Graner reported that Liz Heisey attended the Housing Conference and he & Liz attended the Economic Development 101 Conference.

The What’s On Your Mind? meeting held on December 12, 2017 will be the last until further notice.

Follow up will be done with the new Executive Director regarding Strategic Planning.

Old Business – Discussion occurred regarding our Organizational Structure. Proposed standing committee assignments suggested by Liz Heisey in November were referred to. Term limits for At-Large members were discussed. Fr. Graner & Cichos will be going off the Board and absences by current members were discussed. Motion to create a Membership Committee consisting of St. Michel, Hoffert & Heilman was made by Schaan. Second by McNeff, roll call vote, all voting yes, motion carried. The Membership Committee will check with members having excessive absences.

Motion to change Fursather & Stewart from ex-officio to voting members was made by St. Michel. Seconded by Heilman, roll call vote, all voting yes, motion carried.

New Business – McNeff volunteered to be part of the Executive Director Search Committee along with Kraft & Fursather. Fursather has been working on the ad as well as the application which will be put on the website.

At the What’s On Your Mind meeting held December 12, 2017, the Armory was toured. There are some repairs needed on the south side but the west side being used by Rugby Schools is in good shape. Much discussion centered on the need for a new community center. The pool has beams that are deteriorating.

Johnson will email Housing Committee members to see if we should have the Housing Conference on January 27, 2018 or postpone it.

The JDA office needs to be monitored during the Executive Director vacancy. In addition, there are meetings coming up that need to be attended.

The Natural Gas meeting being held with MDU on January 10, 2018 will be attended by Johnson.

McNeff & Heilman will be involved with the Mental Health Facilities Roundtables.

The Housing Study is in process and should be completed by the end of January 2018. Liz Heisey intended for this information to be presented at the Housing Conference.

St. Michel will check on finding a PT temporary Secretary for the JDA Office.

Fr. Graner has keys for the office and passwords except for the JDA cell phone.

Daily mail will be picked up by Kraft/Graner.

Main Street ND Summit (ND Dept of Commerce) is being held February 12 & 13, 2018 at the Bismarck Event Center. They are looking for sponsors (Gold $5,000 & 5 attendees; Silver $3,000 & 3 attendees; Bronze $1,500 & 1 attendee) and need to know by January 15, 2018. McNeff made a motion that we sponsor up to the Silver level of $3,000 sending Heilman and 2 other community members of her choosing. Second by Johnson, roll call vote, all voting yes, motion carried. Heilman will research mainstreetnd.com and choose the most cost effective form of registration up to the Silver level.

Heilman made a motion to table Excel training for now until an Executive Director is hired. Second by Johnson, roll call vote, all voting yes, motion carried.

Reminders – Thursday, January 25, 2018 Regular Meeting – JDA Office 12:00PM

St. Michael made a motion to adjourn at 1:30PM. Second by Hoffert.

Respectfully submitted,

Jodi Schaan, Secretary