**Minutes**

**Rugby Job Development Authority**

**Regular Board Meeting**

**Thursday, March 21, 2019 – 12:00 PM**

**JDA Office**

Members present: Susan Steinke, Gary Kraft, Terry Hoffert, Tanner Johnson, Pete Burgard, Blair Brattvet, Susan Selensky, Amber Feickert

Members by telephone: Karin Fursather, Rob StMichel

Members absent: Michael McNeff, Sandra Wolf, Jodi Schaan, Jennifer Stewart

Guests present: Susan Sitter (Pierce County Tribune)

JDA Executive Director: Jessica Brossart

JDA Office Manager: Jamie Wentz

Johnson, President, called the meeting to order at 12:02PM

Motioned by Burgard to approve the agenda, seconded by Brattvet, motion carried.

Motioned by Kraft to approve the January 31, 2019 regular meeting minutes. Seconded by Hoffert, motion carried. Motioned by Brattvet to approve minutes from the December 11, 2018 special metting, the March 14, 2019 housing committee meeting, and the March 14, 2019 executive committee meeting. Seconded by Feickert, motion carried.

Financials were reviewed. A motion to approve the financials as reported was made by Fursather, seconded by Kraft, motion carried.

**Old Business:**

1. The Souris Basin Planning Council Loan was paid off out of the money market account.
2. A letter of recommendation was sent on behalf of Affordable Housing Developers for updating the Courtyard Apartment Complex.

**New Business:**

1. The JDA will co-sponsor a lunch & learn event with the Chamber on April 29, 2019 from 12PM-2PM at the Farm Credit Services meeting room. There will be a $10 charge per participant to cover lunch. There is no cost to the JDA.
2. Discussion was held about an e-mail survey sent out about possible JDA programs. It is recommended the survey be sent out again.
3. Discussion was held on the Souris Basin Vista Program. An agreement would need to be worked out with Father’s Farms for sharing the Vista worker. The JDA would also need a list of objectives. Motioned by StMichel to go forward with the Souris Basin Vista Program. Seconded by Kraft, motion carried.
4. Discussion was held on reducing the size of the JDA board to 7 members (2 city, 5 at large). The policies and procedures would need to match the city ordinance to do this. The JDA could create committees as needed. Another option would be to reduce to 9 members with 3 rotating off each year. This was tabled for further discussion at the next meeting.
5. Discussion was held on new office structure and the hiring of 2 part-time office assistants. Brossart announced her resignation. She expressed her desire to help the new director as much as possible. Motioned by Hoffert to move Brossart to part-time director and keep the 2 part-time assistants while searching for a new director. Seconded by Selensky, motion carried.
6. Advertising for a JDA director needs to begin with a job description and salary to be included. The executive committee will be the hiring committee.
7. Hoffert inquired about news on Shopko. The building owners are actively recruiting new retail businesses.

The next **regular meeting is scheduled for Thursday, April 25, 2019 at 12:00PM**.

Motion to adjourn by Hoffert at 1:35PM, second by Burgard, motion carried.