**RUGBY JOB DEVELOPMENT AUTHORTIY**

**REGULAR MEETING**

**THURSDAY, APRIL 25, 2019 – 12:00P.M.**

**JOB DEVELOPMENT OFFICE**

Job Development Authority Board Members present: Rob St. Michel, Jodi Schaan, Sandra Wolf, Blair Brattvet, Pete Burgard, Tanner Johnson, Amber Feickert, Susan Selensky, Karin Fursather, Terry Hoffert, Jennifer Stewart, Gary Kraft, and Susan Steinke. Absent was Michael McNeff.

Johnson called the meeting to order at 12:00 pm.

There were no amendments, additions or deletions to the agenda. There was a motion by Fursather to accept the agenda as presented. Second by St. Michel, all voting yes, motion carried.

Motion by St. Michel to approve the minutes of the March 21, 2019 Regular JDA Meeting. Second Brattvet, all voting yes, motion carried.

Johnson explained that the April 11, April 18 & April 24 Housing Committee meeting and minutes had been conducted incorrectly. Motions had been made during Executive Session, which is not allowed, per N.D.C.C. There was a motion by Stewart to disapprove the April 11, April 18 & April 24 Housing Committee meeting minutes. Second by Steinke, with 11 voting yes and 1 voting nay, motion carried.

The board reviewed the treasurer’s report. Johnson explained the report. There was a motion by Kraft to approve the treasurer’s report to include the bills and financials. Second by Feickert, all voting yes, motion carried.

Johnson explained a Chamber/JDA co-sponsored event that will be happening tomorrow at Farm Credit Services.

Kraft explained that three applications for the Job Development Authority Executive Director had been received. The hiring committee interviewed two and recommends Liz Heisey, to the board, as Executive Director. The committee discussed the strengths and weaknesses of Heisey. The committee reviewed the resumes of both applicants. There was a motion by St. Michel to vote for Heisey for Executive Director by secret ballot. Second by Kraft, all voting yes, motion carried. Paper ballots were distributed and yes or no was to be voted. Ballots were turned into Johnson. Twelve votes were collected, yes votes – 9, no votes – 3, motion carried. Heisey will be offered the position. Steinke explained that $54,500 was the salary Heisey would agree to.

Hoffert questioned if part-time assistants would work under Heisey. Steinke explained that the part-time positions may need to be restructured to remain within the budget. Heisey would like to hire a work study student, from Rugby High School in the fall. Kraft expressed that the board’s past motion, at a previous meeting, was to hire one part-time, less than 20 hours per week, position.

Steinke revealed her plan to downsize the JDA board. The new structure would allow for 7 members and consist of two representatives from the city, two representatives from financial institutions, and three at large members. Steinke’s appointments are as follows, Gary Kraft, Susan Steinke, Terry Hoffert, Jodi Schaan, Rob St. Michel, Susan Selensky and Blair Brattvet. Steinke explained that the terms for the at large members and financial institutions would be for three years. The members will draw for term’s to begin the rotation, at their first meeting. There was a motion by Fursather to accept the new board structure and the appointment of members made by Steinke. Second by St. Michel, all voting yes, motion carried.

There was a motion by St. Michel to nominate Susan Selensky as Treasurer, St. Michel as Vice-President, Blair Brattvet as President and the Executive Director as Secretary. Johnson called for any other nominations. Nominations ceased and a unanimous ballot was cast. All voting yes, motion carried.

There was a motion by Hoffert to move to executive session. Second by Brattvet, all voting yes, motion carried.

There was a motion by Steinke to move out of executive session. Second by Burgard, all voting yes, motion carried.

There was a motion by Brattvet to accept the offer to purchase Lot 7 Block 6 Chalmers Addition. Second by Burgard, all voting yes, motion carried.

Johnson informed the board that the next regular scheduled JDA meeting is May 23, 2019 at Noon.

There being no further business to transact or to come before the board at this time, Schaan made the motion to adjourn the meeting at 1:12 p.m. Second by Hoffert, all voting yes, motion carried.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Liz Heisey, Secretary Blair Brattvet, President

 DATE APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_