**Rugby Job Development Authority**

**May 23, 2019 – 12:00 PM**

**Board Minutes**

**Regular Meeting**

**JDA Office**

**Members Present:** Chairman Blair Brattvet; Rob St. Michel; Susan Selensky; Terry Hoffert; Jodi Schaan; and Mayor Susan Steinke. **Members Absent:** Gary Kraft. Also present was Executive Director Liz Heisey and Sue Sitter from the Pierce County Tribune.

**Call to Order:** Brattvet called the meeting to order at 12:07 PM

**Consideration of Agenda - amendments, additions, deletions to the agenda:**

There were no amendments, additions, deletions to the agenda. Motion by Schaan to approve the agenda. Second by Steinke, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for April 25, 2019 JDA regular meeting:** Motion by St. Michel to approve the April 25th, 2019 regular meeting. Second by Hoffert, vote was unanimous to approve, motion carried.

**Treasurer’s Report - Consider Approval of JDA Bills/Financials:** Bills/Financials were presented by Executive Director Heisey and reviewed by the Board. Motion by St Michel to approve the bills and financials. Second by Hoffert, roll call vote, all voting yes, motion carried**.**

**2019 Budget –** Information for the 2019 Budget and proposed budget amendments were presented and discussion was held on the following budgeted items: Sales Tax revenues, the Johnson Clinic Souris Basin Loan payoff, Bremer Bank Loan for the Johnson Clinic, Johnson Clinic rental income, HAMC recruitment, Souris Basin support, Minot Small Business Development Center, Chalmers Special Assessments, JDA Land, Marketing, BND Community Interest Buydowns, and Staff Matching Benefits.

**Consider Approval of 2019 Budget Amendments** – Budget expenditure decreases and increases were proposed. Overall the proposed budget changes increased the total expenditures from $176011.65 to $204, 178.16. Revenue projections remained unchanged. Motion by St Michael to approve the proposed 2019 budget amendments as presented. Second by Hoffert, roll call vote, all voting yes, motion carried.

**Director’s Report – Heisey** reported on being back in the office and was excited about working for the people of Rugby. She explained that the 2018 Audit was currently being done by Brady Martz in conjunction with the City’s Audit and that explanations for all Budget variances for 2018 based upon the minutes and financials were provided. Heisey stated that she had updated all debt schedules, sales tax analysis, as well as the Chalmers records. She and CPA Kris Thiel had extensively gone over the financial statements for 2017 and 2018. Kris Thiel made entries for depreciation and loss on Chalmers Addition and other investments. Heisey stated that Kris Thiel will be providing the compilation report needed for 2018 Audit as he has done in prior years with exception of 2017. Brady Martz does not only audit the Financials, they also do an audit for government compliance. Brady Martz will be provided with our Trial Balance, Budgets, explanations, minutes, debt schedules, real estate transactions, bonding, investments, bank statements, bank reconciliations, and confirmations for cash. They will also be provided the names of the Board Members. The Audit is important to ensure public trust and provide information as to the financial status of the City and JDA. Heisey also spoke on marketing our town noting that we should be taking advantage our strategic location and on being the Geographical Center. Heisey also shared thoughts on Tourism, the retail sector, and primary sector. Heisey discussed the generation of “New Wealth” and how Tourism brings in outside dollars which can have a positive economic impact on local retail business, on employment, on gross income, and production**.** The **Retail Sector** and the recirculation of wealth already generated was also discussed. **St. Michel** added that Retail businesses can act as an anchor that can also attract new dollars to the community. Heisey also emphasized the need to market our strengths and market our community. This means marketing: tourism, community, opportunities/incentives for new and expanding business, infrastructure, education, and most importantly our Lending and Partner Resources and all that we have to offer. Discussion was held on potential businesses coming to town.

**Consider Approval of Advertising in Rugby Visitor’s Guide –** Discussion was held on information provided by the Rugby Convention and Visitors Bureau on purchasing an advertisement in the new Rugby Visitors guide. St. Michel recommended advertising our Student Loan Incentive Program. Schaan recommended advertising the programs and resources on starting a business. Motion by St Michel to purchase a medium size ad in for Rugby Visitor’s guide for $250. Second by Hoffert, roll call vote, all voting yes, motion carried.

**Consider Approval of Non-Exclusive Real Estate Contract Renewals** – Discussion was held on the renewal of the non-exclusive real estate contracts with Brokers 12, Real Estate 7, and Century 21 for the Chalmer’s Addition lots. Motion by Hoffert to approve the renewal of the non-exclusive contracts with Brokers 12, Real Estate 7, and Century 21. Second by Schaan, roll call vote, all voting yes, motion carried.

**Sale of Chalmers Lot 7 Block 6** – The Board reviewed the closing statements for the sale of Lot 7, Block 9 Chalmer’s First Addition for $27,500. The JDA paid $14,820 at closing for the special assessment shortfall.

**2018 Budget Vs. Actuals – explanations –** Discussion was held on the 2018 Budget vs. Actuals along with explanations.

**New Business: 2020 Preliminary Budget DRAFT -** Preliminary Discussion was held on the 2020 Budget. No decisions were made.

**JDA invitation for JDA Policy amendments –** Extensive Discussion was held on the current policies. The Board discussed policy changes on programs regarding retail businesses. Steinke made a motion to address procedures and policies of the JDA as we find discrepancies and changes as they arise. Second by Schaan, all voting yes, motion carried. Further discussion was tabled.

The Board was reminded about the EDND conference in Mandan, June 17-19, 2019 @ Baymont Inn. The next regular meeting will be held on Thursday, June 27, 2019 at the JDA office 12:00PM.

**Adjournment:** 2:30PM