**Rugby Job Development Authority**

**July 25th, 2019 – 12:00 PM**

**Unapproved Board Minutes**

**Regular Meeting**

**JDA Office**

**Members Present:** Chairman Blair Brattvet; Susan Selensky; Terry Hoffert; Jodi Schaan; and Mayor Susan Steinke. **Members Absent:** Rob St. Michel. Also present was Executive Director Liz Heisey, Community Engagement Manager - Emily Brown, Main Street Intern - Ally Carson with the ND Dept of Commerce, and Sue Sitter from the Pierce County Tribune.

**Call to Order:** Brattvet called the meeting to order at 12:10PM

**Consideration of Agenda - amendments, additions, deletions to the agenda:** There were no amendments, additions, deletions to the agenda. Motion by Kraft to approve the agenda. Second by Hoffert, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for June 27th, 2019 JDA regular meeting:** Motion by Schaan to approve the Minutes for June 27th, 2019 JDA regular meeting. Second by Kraft, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for July 15th, 2019 JDA special meeting:** Motion by Kraft to approve the Minutes for July 15th, 2019 JDA special meeting. Second by Selensky, vote was unanimous to approve, motion carried.

**Emily Brown – Community Engagement Manager ND Dept of Commerce Main Street Initiative – Workforce Attraction/Housing –** Brown gave a brief introduction and gave a brief overview of the ND Main Street Initiative. Governor Burgum’s plan focuses on 3 main areas: creating healthy vibrant communities, building a 21st century workforce and promoting smart efficient infrastructure. Brown focused on the intersection between the Main Street Initiative and housing/workforce attraction. Efforts to attract a workforce include focusing on Quality of Life and creating communities that people want to live in. Brown pointed to workforce attraction studies that show that younger people are more likely to choose a community they want to live in first before seeking out employment opportunities. Brown stated that studies showed that recreation, grocery stores, cafes, restaurant, quality rental housing, access and proximity to healthcare were the most important in attracting a workforce. A 2018 Main Street visit showed that the top 6 priorities identified in Rugby were: childcare, housing, recruiting and retaining a workforce at different skills levels, youth activities, workforce development and keeping businesses open after 5. She stated that younger people are looking for quality rental housing and noted that it expensive to invest in housing. Brown invited input what types of housing were most needed in Rugby. Steinke highlighted the need for senior housing that was handicapped accessible, all on one level, indoor laundry, with little to no maintenance – “Convenient elderly living” and “no shoveling snow”. The Board and Brown discussed available housing, gaps in the prices, affordability, access and availability, rental, low income. Kraft and Steinke pointed to the lack of availability of quality rentals, noting that the quality rentals in Rugby have waiting lists. The need for additional senior housing options, quality rentals were priorities. Attracting investors, developed community owned apartments, low-incomes, rehab of existing properties and other possible options were discussed. Brown suggested bringing employers together to help fill this gap. Daycare options and childcare shortages in Rugby were also discussed. Heisey reported that Pierce County Social Services stated that there were only 5 licensed daycares in Rugby – 1 facility, 3 groups, and 1 family. Incentives, staffing, surveys, availability, financing opportunities for daycares were also discussed.

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

**2019 Budget –** Year to date information for the 2019 Budget was presented, reviewed and a brief discussion was held.

**Director’s Report – Heisey reported on the** Regional Main Street Convening in Minot on July 9th which featured roundtable discussions on Community Engagement, Workforce Attraction, and Housing. We met with other community leaders in ND Region 1 and Region 2. Many ND communities are facing the same challenges as Rugby shared solutions they are working towards. Youth engagement, flexibility, inviting new people to participate, passing the torch of leadership, look for engagement opportunities in new places were all shared ideas. Workforce attraction/retention/development is an issue across the state. Solutions for workforce attraction takes a community effort to attract not just workers but also individuals and families. Investing in recreation opportunities, rec centers, childcare, arts, culture, education, and technical education in addition to infrastructure. Housing is also a huge issue throughout our region. To address area employer workforce shortages, we have scheduled the 2019 Rugby Community Job Fair to be held at the Rugby Armory on August 6th from 4:00 to 7:30. We are doing regional advertising across the state. Currently we have commitments from most of Rugby’s largest employers. Heisey noted that there was several down or missing signs at the addition and quotes are being obtained from iDesign.

**Old Business:**

**Updated Sales Tax and Levy Projections** – The Board reviewed the updated sales tax and levy projection. Heisey noted that the revenues are projected and will continue to fluctuate as the actual numbers are determined.

**Student Loan Incentive Program –** The Board discussed the application deadline and individual income requirements. No action was taken on the application deadline of December 1st. Motion by Hoffert to clarify the income requirements of the Student Loan Incentive Program as an individual income of the applicant not household income. Second by Selensky, all voting yes, motioned carried.

**New Business: No new business**

**Correspondence Received, Special Meetings and Reminders -** 2019 Rugby Community Job Fair to be held at the Rugby Armory on August 6th from 4:00 to 7:30 and the 2019 Regular Meeting –Thursday, August 22, 2019 - JDA office 12:00PM

**Adjournment:** 1:05PM