**Rugby Job Development Authority**

**November 6th, 2019 – 12:00 PM**

**Board Minutes**

**Regular Meeting (October Meeting Postponed)**

**JDA Office**

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

**Call to Order:** Brattvet called the meeting to order at 12:05PM

**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 Schaan, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for September 26th, 2019, JDA regular meeting:** Motion by Schaan to approve the Minutes for September 26th, 2019, JDA regular meeting. Second by Kraft, vote was unanimous to approve, motion carried.

**EDC – Terry Wentz -** Terry Wentz of the Rugby Economic Development Corporation (EDC) shared a brief history of the EDC formed in 1976 and their mission. The EDC was formed with shares from local businesses. Wentz stated that they typically work with start-up businesses and their local bank to provide the 30% money down required to get a loan from the bank. Wentz talked about the EDC’s revolving loan fund and projects they have participated in. The EDC earns their money from interest earned on the revolving loan funds they lend out. The agreement between the EDC and the JDA states that the EDC can request up to $25,000 per year for additional revolving loan funds. Wentz also talked about the industrial park and the lots offered for sale. Wentz affirmed that the EDC is active and is audited every year. Also discussed was the importance of the relationship between the JDA and the EDC and working together for economic development. Wentz stated, “Together we can”. Brief discussion was held on the infrastructure at the industrial park and the benefit to community.

**Treasurer’s Report - Consider Approval of JDA Bills/Financials:** Bills/Financials were presented by Executive Director Heisey and reviewed by the Board. Motion by Kraft to approve the bills and financials. Second by Hoffert, 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 ongoing follow up surveys on community facilities, amenities, and housing needs to attract and retain people (workforce) within our community. She gave highlights of **the EDND Fall Conference** in Dickinson which brought opportunities to see what other communities have accomplished through public and private partnerships. These partnerships included property tax incentives, community development block grants through their local planning council, BND PACE program, community-interest buydowns, participation from local lenders, Dakota Business Lending, SBA loans, and business plan development through the Small Business Development Center. Workforce attraction and retention ideas, the importance of the upcoming 2020 Census was presented as was Governor Burgum’s initiatives for Smart efficient infrastructure, healthy vibrant communities, and a 21st century workforce and how those initiatives are being implemented across the state. Also noted was the ND University System presented information on their community builder program which includes partnership opportunities for scholarships and student loan repayments for 2019 ND institution graduates. **The Main Street Summit** was both informative and inspiring with from keynote speakers on Rural Health, smart efficient infrastructure, building communities for people not cars, building healthy vibrant communities, and best practices for engaging and empowering youth. There were breakout sessions on the 2020 Census, Leadership, the important of partnerships, financing, and housing. So many inspiring ideas that can be directly applied to our community. Attracting and retaining a workforce through Community Building was a major topic and something our community is already doing. Governor Burgum spoke on the importance of making our communities more walkable and creating places that encourage people to gather. He encouraged infill development and rehab of existing infrastructure that utilizes existing sewer and water lines. He also stated that communities need to consider mixed use (commercial/residential) development because of the tax base needed to support public buildings and infrastructure including schools. He added that residential housing alone is not enough to support schools, commercial property is essential to the tax base needed to sustain vital infrastructure. Encouraging smart efficient infrastructure saves tax dollars and provides community sustainability. Heisey emphasized promoting Rugby as center of everywhere promoting Rugby as a great place to live, work, and play. Discussion was held on Burgum’s initiatives for healthy, vibrant communities, and strategies that can be applied to improving the quality of life in Rugby. Funding and the Legacy Fund were discussed. Hoffart reported on the County meetings he attended legislative changes being proposed. He emphasized emphasized the need for mental health and Daycare

**Old Business:**

**Student Loan Assistance Program** – Heisey presented a draft for the 2019 Rugby JDA Student Loan Assistance Program guidelines and application with the recommended changes of removing the income guidelines discussed over the past several meetings. The board reviewed the draft and brief discussion was held. Motion by Schaan to approve program guidelines and application with the changes removing the income guidelines. Second by Kraft, all voting yes, motion carried.

**Chalmers Additions signage** – Heisey expressed concerns over the sign maintenance and the difficulty in getting quotes for the missing signs. Heisey recommended removing the few remaining signs and frames, noting maintenance and replacement concerns. It was recommended just keeping and maintaining the large addition sign with flyers and placing low-maintenance lot markers to identify each lot. Brief discussion was held. Heisey will look into pricing for markers in the spring.

**New Business:**

**ND University System Student Loan Repayment Program** – Heisey gave an overview of the ND University System Student Loan Repayment Program.The NDUS loan repayment program requires a 1 to 1 match from a business or organization to participate in the program. It was announced at the EDND conference that the JDA can provide that match. 2019 Graduates of qualifying programs can apply for the Applicants newly hired in 2019 into qualifying positions will be considered. The applicant’s employer, or other business entity, must have committed matching dollars. Payments may not exceed $5,667 per year, or one-third of the applicant’s outstanding student loan principal balance at the time of application, whichever is less. Recipients must reside and work in a high need or emerging occupation in North Dakota. The Commitment for the JDA would be half of the $5,667 per year. The State of ND will provide the 1 to 1 match for the JDA or businesses match. Motion by Hoffert to provide the 1 to 1 match for approved applicants working and living in the Rugby area. Second by Schaan, all voting yes, motion carried. It was clarified that applicants cannot participate in both student loan programs. Heisey will add information on the website.

**HAMC – Physician Recruitment –** Schaan provided an update on the recipient of the HAMC Physician recruitment program. Currently, the recipient is receiving 10,000 a year for 5 years. The recipient has found that they are eligible for the ND Health Professional Student Loan Repayment Program with a commitment match. Schaan explained that the commitment match would not exceed what had already been budgeted. Although the five year payment match for that ND Health Professional Student Loan Repayment Program would begin in June of 2020, the JDA’s remaining $40,000 already committed will be transitioned to the match for that program. The JDA will continue to provide the matching funds needed from now until our match commitment is met. Motion by Schaan to transition the HAMC Physician Recruitment program to being the 2 to 1 match required for Dr. Hoff Rue to participate in the ND healthcare professional student repayment program. Second by Steinke, all voting yes, motion carried.

**Flex Pace - Home of Economy –** Heisey reported that Home of Economy had inquired about the JDA participation with Bank of ND for the Flex Pace program and that they were provided with incentives that Rugby offers. They were given the same information on incentives offered to all businesses coming to town. They were given information on property tax incentives, and informed about the community interest buydown for the Flex PACE program. Discussion was held on financing, SBA loans, and stacking resources. Motion by Hoffert to provide a preliminary approval of participation in the community interest buydown pending the formal application and Second by Steinke, all voting yes, motion carried.

**Correspondence Received, Special Meetings and Reminders -**Regular Meeting - Thursday, November 21st, 2019 - JDA office 12:00PM, Regular Meeting - Thursday, December 26th , 2019 JDA office 12:00PM

**Adjournment:** 1:46PM