**Rugby Job Development Authority**

**December 9th, 2019 – 12:00 PM**

**Board Minutes**

**Regular Meeting**

**JDA Office**

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

**Call to Order:** Selensky called the meeting to order at 12:21PM

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

**Consider Approval of Minutes for November 21st, 2019, JDA regular meeting:** Motion by Kraft to approve the Minutes for November 21st. 2019, JDA regular meeting. Second by Steinke, 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 Kraft to approve the bills and financials. Second by Schaan, roll call vote, all voting yes, motion carried**.**

**Consider 2019/2020 Budget Amendments**: 2019 Budget amendments were presented and reviewed by the Board resulting in a higher than anticipated ending fund balance due to the lack of sales of the Chalmers lots, lower than anticipated operating expenses, and stable sales tax revenue. Motion by Kraft to approve the 2019 Budget amendments as presented. Second by Hoffert, all voting yes, motion carried. 2020 Budget amendments were presented and reviewed by the Board. Heisey noted the higher beginning fund balance and based upon past discussion on expanding the JDA student loan assistance programs, it was recommended to increase the student loan assistance program which would still result in a higher ending fund balance than previously predicted. With the higher beginning fund balance and expansion of the student loan program, the ending fund balance for 2020. Motion by Steinke to approve the 2020 Budget amendments to increase the beginning fund balance and increase the student loan program funding to $50,000. Second by Kraft, all voting yes, motion carried.

**Director’s Report –** Heisey reported that she had been working on priorities and getting close to year’s end. Reflecting on what has worked and what will dominate our needs for continuous improvement. Evaluation of what has been effective and how we can expand on our successes. It has been great to see the optimism of all the applicants who submitted applications for the Rugby JDA Student Loan Incentive program. The student loan program has turned out to be one of the most effective partnership tools the JDA has been able to implement in attracting and retaining a workforce in Rugby. All of the applicants are making commitments to live, work, and play in our community. These applicants will not just work here, they will live, grow, and add value to the community. The 2019 Community Livability Survey has provided a valuable sampling of insight into what we as community further study to attract and retain people (workforce) within our community. More retail shopping, more restaurants, more entertainment and year round activities (including a year-round pool dominated the want list. Friendly people, good schools, safety, the hospital, low cost of living and small town living were the top benefits for living in Rugby. On average only 39% felt welcomed into the community indicating that we as a community should find ways to improve on this. The top three states that people moved here from was Wisconsin, Minnesota and South Dakota – this information can be helpful when recruiting. Living in a community with more amenities was listed as the top reason to leave. The top types of entertainment/recreation activities that draw people outside of our community was Shopping, entertainment events, and outdoor recreation offerings. 2020 Priorities included Workforce retention and expansion, encouraging new and expanding retail businesses, and working with other agencies to build and grow our community.

**Old Business:**

Consider Approval of the Student Loan Program Applications. The Board reviewed all applications submitted. Brief discussion was held. 23 applications were submitted by the deadline. All applications with exception of one application met the program employment criteria. One applicant was self-employed full-time. Brief discussion was held on accommodations for self-employed applicants. Motion by Steinke to approve all applicants aside from the self employed applicant. Second by Hoffert, all voting yes, motion carried. Motion by Steinke to table the self-employed application for further review and discussion at the January meeting and to define the criteria for self-employed. Second by Kraft, all voting yes, motion carried. Second by Schaan, all voting yes, motion carried. Motion by Kraft to approve the Memorandum of Understanding and Agreement - RE: ND Career Builders Loan Repayment Program Rugby Job Development Authority Private-Sector Match. Second by Schaan, all voting yes, motion carried.

**New Business:**

The Board considered the 2020 JDA Board Membership Appointments and term expirations as follows:

Blair Brattvet - At-Large (1) - Appointed , Chairman – term expiration 2020; Susan Selensky - At-Large (2) – Appointed - Secretary/Treasurer – term expiration 2021; Terry Hoffert - At-Large (3) – Appointed term expiration 2023; Gary Kraft - At-Large (4) – Appointed – 2020; Rob St. Michel - At-Large (5) – Appointed - Vice Chairman - term expiration 2021; Jodi Schaan - At-Large (6) – Appointed – term expiration 2023. Motion by Schaan to nominate and retain Board membership appointments and current slate of officers. Second by Kraft, all voting yes, motion carried.

Consideration of Approval of Regular Board Meeting times – 2nd Wednesday at Noon was tabled. The next meeting was scheduled for January 8th.

**Adjournment:** 1:15PM