

RUGBY JOB DEVELOPMENT AUTHORITY  
MINUTES REGULAR MEETING  
Wednesday March 10th, 2021 – 12:00PM

**Members Present:** Blair Brattvet via call-in, Rob St. Michel, Susan Selensky, Gary Kraft, Jodi Schaan via call-in, Susan Steinke

**Members Absent:** none

**Also Present:** Administrative Assistant-Matty Koenig

**Call to Order/Roll Call:** St Michel called the meeting to order at 12:04pm

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

**Consider Approval of Minutes for February 10th, JDA regular meeting:** Motion by Brattvet to approve the minutes for the February 10th, 2021, JDA regular meeting. Seconded by Schaan, vote was unanimous to approve, motion carried.

**Treasurer's Report:** Bills/finances were reviewed by the board. Motion by Kraft to approve the bills and financials. Seconded by Brattvet, vote was unanimous to approve, motion carried.

**President's Report:** Discussion held on the JDA Director applicant. A job offer was made to the candidate. Candidate has inquired about grant writing / loan administration and fees to administer the grants / loans. Steinke will ask for a sample contract for administration fees from the candidate.

**Old Business:**

**A. Mowing of Chalmer's Addition**

Two bids for mowing were opened and read. Discussion was held on the city mowing the property compared to the bids. Motion by Kraft to table the bids for more discussion with the city. Seconded by Brattvet, no further discussion was held, vote was unanimous, motion carried.

**B. Student Loan Assistance Program Application**

Discussion was held on the Student Loan Application to clarify the verbiage pertaining to the requirement of a completed degree. Schaan motioned to approve the change in verbiage on the application. Seconded by Selensky, no further discussion was held, vote was unanimous, motion carried.

**New Business:**

**A. CONAC Fund**

The board received a letter from the CONAC Fund with information regarding the intention to dissolve the Fund and any monetary funds left will be used as legal fees. Motion by Brattvet to allow the CONAC Fund to dissolve. Seconded by Kraft, no further discussion was held, vote was unanimous, motion carried.

**B. Small Business Development Center – request for funds**

Request received from the SBD Center for the annual \$5000 sent by the JDA. Motion by Schaan to make our annual contribution of \$5000 to the SBD Center in Minot which serves

this area. Seconded by Kraft, no further discussion was held, vote was unanimous, motion carried.

**Correspondence Received, Special Meetings and Reminders**

**A. 2021 Regular Meeting – April 14<sup>th</sup>, 2021 12:00PM**

**Adjournment: 12:46**