**RUGBY JOB DEVELOPMENT AUTHORITY**

**WEDNESDAY MARCH 11TH, 2020 -12:00PM**

**Unapproved Board Meeting Minutes**

**REGULAR MEETING**

**JDA OFFICE**

**Members Present**: Chairmen Blair Brattvet, Susan Selensky, Terry Hoffert, Gary Kraft, Jodi Schaan, Susan Steinke via Call-in

**Also Present**: Executive Director Liz Heisey, Andrea Boe fromAE2S

**Call to Order/Roll Call**: Brattvet called the meeting to order at 12:04 PM.

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

**Consider Approval of Minutes for February 12th JDA regular meeting:** Motion by Kraft to approve the minutes for the February 12th, 2020, JDA regular meeting. Seconded by Selensky, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for March 4th JDA Special Meeting:** Motion by Hoffert to approve the minutes for the March 4th JDA special meeting. Seconded by Kraft, vote was unanimous to approve, motion carried.

**Treasurer’s Report - Consider Approval of JDA Bills/Financials and 2020 Budget YTD**: Bills/finances were reviewed by the board. Heisey stated that a bill was received for Home of Economy’s Flex PACE. She also stated that a refund was received due to Samsara Cues paying off their Flex PACE early. Heisey stated she had met with several individuals at the hospital in consideration of the Johnson’s Clinic building. They are looking at multiple options including contract to deed or gaining their own financing. Motion by Kraft to approve the bills and financials. Second by Selensky, vote was unanimous to approve, motion carried.

**Director’s Report:** Heisey stated that the optimism in Rugby continues to bring new ideas and partnerships. We have had a lot of inquiries about funding opportunities and resources. Current grant opportunities have been added to the JDA website and will be updated accordingly. Heisey presented several of these grant opportunities at the last Lion’s Club meeting. She has been working with the city to gain USDA funding for the community facilities for commercial kitchen equipment and rural business development for a painting simulator.

The Renaissance Zone is up for renewal this year. The application for a 5 year renewal is in the process of being completed. The purpose of the Renaissance Zone is to revitalize the core of the community by providing tax incentives to encourage reinvestment in these properties. An application must be completed and the project must be approved prior to any construction to be eligible. The promotion of this incentive was discussed. The city auditor is the first point of contact. Kraft suggested that it be put on the building permit application. The process of the Renaissance Zone project approval was discussed. The Renaissance Zone incentive can only be used on each building once. If the Renaissance Zone expires the city is not eligible to ever get it back.

Heisey stated that she and Matty attended the Covid-19 Coronavirus webinar by the North Dakota Department of Commerce. Although there is no confirmed cases currently in North Dakota, preparations are being made by the state and local officials. The North Dakota Department of Commerce stated that there is loan funding available for businesses in the e vent of major disruption. The North Dakota Development Fund will also help daycares if there is a disruption.

The remainder of March and April are looking to be very busy as we work on grant applications, Heart of America Scrub Camp, Main Street Initiative, surveys, and information sharing.

**Old Business**

1. **Director Availability:** Heisey stated that she printed off a calendar. She worked remotely for a week last month. After deciding to assess this on a monthly basis at the February meeting, the board discussed the past month. Heisey stated that she was still able to complete all of her work remotely. Motion by Kraft to approve of another month of part time remote work for the executive director. Second by Hoffert, vote was unanimous to approve, motion carried.

**New Business:**

1. **AE2S**: Guest, Andrea Boe, introduced herself. She stated that she is from AE2S and that she is a communications practice leader. This means that she works on strategy plans, communications plans, and marketing plans for economic development. She stated she is excited about our project and working with Liz. They will be working on the application for Rugby to become a champion city to gain extra points on the partners in planning grant application. Heisey stated that Boe is bringing a lot of professional experience to the table. Hoffert agreed that experience is always a good thing. Boe stated that she has been doing this kind of work for 25 years. Heisey explained that this plan will compliment both the county and city’s comprehensive plans. Kraft stated that he likes the fact that experience is involved.
2. **Tour of Possibilities:** Heisey stated that Matty has begun work on the Tour of Possibilities project. We are looking at breaking this event into a series. Matty has reached out to real estate 7 to inquire renting the Buck’s building for a pop up event. We would also highlight our programs at this event such as Flex Pace, information on the Small Business Development Center, and Dakota Business Lending. Heisey stated she heard this idea at one of the Main Street conferences. They have events in vacant buildings in which they decorate the space, serve drinks and snacks, while sharing ideas and resources. Heisey stated we would like to have this event within the next month from about 5:00 to 8:00 pm, but are still looking for a good date. Kraft said an event such as this one is worth having. Heisey explained that the finances and business resources are an important layer to add into this event. Schaan stated it may be a good idea to incorporate our event with the later business hours on Thursdays.
3. **Business Expansion and Retention Survey:** Heisey stated that this was an idea brought back from an economic development conference. This was also done in Rugby a few years ago. Matty incorporated both the old survey and the new ideas to type up a new survey. Heisey stated that we will be sending out the surveys along with self-addressed envelopes. Selensky asked if this would be easier if the survey was digital. Heisey agreed that it would be. Schaan suggested survey monkey. Kraft stated that the survey could also state that if the businesses wanted to complete in online instead they could.

**Correspondence Received, Special Meetings and Reminders**

1. **2020 Regular Meeting – April 8th, 2020**

**Adjournment:** **12:45 pm**