**UNAPPROVED MINUTES**

**RUGBY JOB DEVELOPMENT AUTHORITY**

**Wednesday August 21st 2024 -7AM**

**JDA OFFICE**

**Members Present:** Leah Harper, Danielle Jacobson, Sara Radomski, Mayor Frank LaRocque, Duane O’Marro, Mathias Follman

**Absent:** Neil Lotvedt

**Other’s Present:** Executive Director Zachary Broadwell

* President Harper called the meeting to order at 7:01 AM

**Approval of Minutes from July 17th Meeting:** Jacobson moved to approve agenda, O’Marro seconded. All voting in favor, **M/C.**

**Treasures Report:** Jacobson moved to approve the bills and financials as long as the last item on the Bill list is corrected to $125 for a student loan repayment opposed to $250. Follman seconded. Roll call vote with all voting in favor, **M/C.** O’Marro moved to put two expiring CD’s from Bremer and Merchants Bank into an 11 month 5% CD at Bremer Bank. Mayor LaRocque seconded the motion. Roll call vote with all voting in favor, **M/C.**

**Housing:** Broadwell discussed Affordable Housing Developers is waiting to do the housing study until closer to when they will raise money. On October 9th Mayor LaRocque, Neil Lotvedt, Jon Nelson, and Zachary Broadwell will attend a meeting with Affordable Housing Developers. Mayor LaRocque said Danielle Jacobson should attend also.

**Hospital:** Radomski shared some updates from the last Hospital Redevelopment meeting with Vita Nova. They presented ideas such as splitting the property into multiple sections including adding a road through it. Hinderances to moving forward are finances and capacity.

**Daycares:** Broadwell shared the success of the daycare event held with Jessica Thomasson. The local providers left the meeting better understanding statewide programs and felt as if their voice was heard. Broadwell shared the biggest goal for the event was helping retain the daycares we have in town and how he thought this event was helpful for that purpose. The board discussed moving forward with putting together a yearly reimbursement-based grant for all childcare providers in the city. Radomski and Broadwell will work on this.

**Optometry:** Broadwell shared the prospect is not looking promising to come to Rugby.

**Flex Pace Rugby Electric:** Follman moved to approve the flex pace application as presented, seconded by O’Marro. Roll call vote with all voting in favor, **M/C.**

**Sign Program Rugby Electric:** Radomski moved to approve sign program application as presented, seconded by Jacobson. Roll call vote with all voting in favor, **M/C.**

**Sign Program Shawna’s Closet:** Jacobson moved to approve sign program application as presented, seconded by O’Marro. Roll call vote with all voting in favor, **M/C.**

**Youth Entrepreneur Program:** Harper suggested we work on tidying up the program before moving forward. Harper and Broadwell will work on this.

**Retention Planning:** It was agreed this is something we should offer to assist in. Perhaps the best way to assist with this in our area would be to connect businesses with the right resources such as the ND Small Business Development Centers.

**AmeriCorps:** AmeriCorps helps fund staffing for non-profits or local government entities. Broadwell explained how the program works and discussed how the Souris Basin Planning Council would be willing to pay the local share portion of the program. The Souris Basin Planning council does not do this for everyone, but only for members in the first year of using this program. Broadwell wanted to move forward with utilizing the AmeriCorps program to find an additional staff person for the JDA. Harper expressed we need more information before moving forward.

* Follman motioned to adjourn the meeting at 9AM, seconded by Jacobson.