# Rugby JDA UNAPPROVED Meeting Minutes

# Thursday, March 16, 2023 – 7 AM

**Members Present:** Frank LaRocque, Neil Lotvedt (via phone), Sara Radomski, Rob St. Michel, Mathias Follman, Leah Harper, Karl Frigaard

**Others present**: Paul Overby, Ethan Brossart, Sue Sitter

Meeting called to order at 7:00 AM by Harper.

**Reviewed Agenda:** Radomski requested to add to New Business, #9. Minutes Review. LaRocque motion to approve. St.Michel seconded. All in favor.

**Approval of minutes from 2.15.23 meeting:** Radomski motion to Approve. Follman to second. All in favor.

**Treasurers report:**

1. Reviewed JDA Bills. Discussion held. Radomski reviewed history of the sign program. Minutes from 5/18/22 state it was questioned if there is a program for new signs, and also noted up to$2500 for a sign. Notes indicate no program exists, but look to develop one in the future. At our 12/21/22 meeting, Frigaard explained there was a sign program that allows for 50% cost share, up to a maximum of $5k from the JDA. St.Michel was aware of a program from Souris Basin in the past.
* Motion by St.Michel to proceed with program at 50% up to $5k, and be reviewed quarterly, and to approve revision to application and strike least sentence of proposal. Follman seconded this motion. All voting in favor.
* True North will need to complete an application before being approved.
* Motion by St.Michel to approve treasurers report & bills but subtract the sign ($4516.56). Total approved is $13002.04. Follman seconded this motion. Roll Call Vote. All members voted yes.
1. Sales Tax Information – increase of 1% over prior year.

**Guest Paul Overby:** Represents the Northern Plains Resource Development Council and serves as their Director. He encourages communities to develop local food systems. Lots of demand for local foods but not enough suppliers. He suggested promoting the Farmers Market and adding it to advertising for Rugby. Mr. Overby mentioned how Grafton was able to set up a commercial kitchen to be utilized by the community, funded by grants. Lots of USDA funding available right now if our community was interested in pursuing something similar.

Larocque left the meeting at 7:55 AM, Lotvedt joined the meeting at 7:55 AM.

**Guest Ethan Brossart:** Has purchased NoDak Dumpster rental business and is looking for help with the Flex Pace program. He presented this amortization schedule. Frigaard explained that this program requires JDA to fund 30% of the interest buy down. Total cost to JDA will be about $8200 over 7 years. Brossart mentioned the business will remain at the lot on the intersection of Hwy 2 & 3 at Oakwood Inn lot, and will keep the business in Rugby should the lot get sold. Lotvedt asked Brossart’s mailing address of which he stated is Willow City, ND. Radomski shared information from prior JDA board that on 6/19/20, the board approved a motioned to consider BND Flex Pace applications that included businesses within the city limits as well as businesses within the 1 mile radius out side of the city limits. There is no requirement on residence, and at that time, the business owner resided in Rolette. Lotvedt would like the city attorney to review and confirm.

* St.Michel made a motion to approve Brossart’s request after it has been reviewed by the city attorney. Lotvedt seconded the motion. Roll call vote. All members voted yes.

**Directors Report:**

1. **ND Dept. of Commerce:** Radomski, Frigaard and Kevin Leier met with Emma from the Dept. of Commerce. She presented several grant ideas as it relates to the community and the future of HAMC.
2. **Quickbooks:**  H&R Block is not able to offer services as they do not work with Quickbooks Online, which is different than regular Quickbooks. Frigaard was able to find another resource Realizing Rural, which charges $25/hr.
	1. Lotvedt made a motion to approve proposed contract with Realizing Rural after it has been reviewed by City Attorney. Rob seconded the motion. Roll call vote. All members voted yes.
3. **Annual Audit:**  Frigaard to prepare information requests for the audit to be held May 22-26.
4. **Natural Gas Project Update:** Harvey JDA testified on project. If approved will need to identify who will work with Dakota Natural Gas.
5. **Legislative:** State potentially looking to buy flow going through pipeline. Could mirror Wyoming Pipeline project.

**New Business:**

1. **Job Service:** Patrick Bertagnolli will be in Rugby April 11. Agenda has been distributed around town and to businesses. Will be at City Hall at 12 noon. Rugby Broadcasters has asked if JDA is interested in doing radio ads for the event. St.Michel asked what current ads are representing. Frigaard mentioned they are mainly towards Chalmers addition.
	1. St. Michel made the motion was made to cancel current Advertising with Rugby Broadcasters ($494.50mo) entirely and to add a 1 time 90 count of 60 second ads for $280 for the event. Lotvedt seconded the motion. Roll call vote. All members voted yes.
2. **Business Flex Pace Request**: Discussed above. Applicant Ethan Brossart.
3. **Souris Basin:** Able to help with businesses outside of city limits.
4. **Locker Plant Feasibility:** Travis Maddock had emailed a presentation on the idea of a slaughter/locker plant in Rugby. There are a few locations in Rugby that would be ideal.
5. **Chalmers Lot:** JDA owns 34 lots. There is interest in purchasing a lot(s), but no offers as yet.
6. **Student Loan Issue:** Radomski had reviewed prior JDA minutes and discovered a K. Heilman was Student Loan recipient in 2018-19. She had asked Frigaard to investigate as the Board had just approved Kristen Heilman for the SLAP program beginning 2023. It was determined that the two are the same. Discussion held. The board was all in agreement that the intent of the program is a 1 time per person. Frigaard will follow up with Kristen. Radomski will talk to City Attorney on how to proceed.
7. **Bids for Mowing**: Harold Volk is not able to continue his contract due to medical. The JDA will need to put the mowing out for bids. Suggestion was to run the same ad as last year, just update the dates. Would like to open bids at next meeting, April 12. Frigaard to talk to Auditor Stewart about posting ad.
8. **True North Sign Request:** Discussed above.
9. **Minutes Review:** Radomski presented information discovered when reviewing prior JDA minutes, back to 2017. Items were:
	1. Sign Program – discussed above regarding existence.
	2. Flex Pace - discussed above regarding location
	3. Lyric theater – for informational purposes, 6/10/20 there was a motion to hire Galen Mack to advise the JDA on how to transfer ownership of Lyric legally and properly to Friends of the Lyric. Didn’t appear to be any further action.
	4. Minutes – In recent Tribune, it was noted that Frigaard was unable to provide minutes at City Council Meeting. Questioned why he would give minutes that weren’t approved. Lotvedt stated this is legal to do and to note “Unapproved Minutes” on title. Radomski hadn’t had the minutes completed at the time of request.

**Additional information:**

* + Discussed further on how the Flex Pace program works. Does funding need to be secured? It was determined that a lead lender needs to attend future meetings and the funding needs to be completed/done. Frigaard will update application to specify the applicant needs to attend meeting with their lender.
	+ Frigaard will be out on medical leave for about 3 weeks beginning April 18 or 25th. Date to be determined.

**Adjournment:** Motion to adjourn by St.Michel, at 9:17AM, Seconded by Follman. All approved.

Next Board meeting April 12, 2023, at 7:00 AM.