

**Regular Meeting Minutes
Rugby Job Development Authority
August 19, 2026, at 7 AM
JDA office**

Members Present: Rob St.Michel, Neil Lotvedt, Sara Radomski, Danielle Jacobson, Mathias Follman, Leah Harper, Duane O'Marro

Others Present: Brian Hoffart

Meeting called to order by Harper at 7:00 AM. Roll call. St. Michel, Lotvedt, Radomski, Jacobson, Follman, Harper, O'Marro all present.

Consider Agenda: Jacobson moved to approve. Follman seconded. All in favor. M/C

Consider July 15, 2026, minutes and Special Meeting minutes 7/23/26 and 8/10/26 :
Lotvedt motion to approve. O'Marro seconded. All in favor. M/C.

Treasurers Report:

Bill List: Motion by Jacobson to approve. St.Michel seconded. Roll call. St.Michel, Yes. Lotvedt, Yes. Radomski, Yes. Jacobson, Yes. Follman, Yes. O'Marro, Yes. M/C.

Financials: Reviewed P&L and balance sheet. Hoffart moved reserve account money to a money market account of 1.85% at FIBT. Current ONB balance at \$330990.43. Hoffart suggested moving money into a CD.

- O'Marro made motion to move \$120,000 from ONB Checking into a 13 Month, 4% CD at FIBT. Radomski seconded. Roll Call vote. All voting yes.

Follman moved to approve treasurers report. Jacobson seconded. Roll call vote, all voting yes. M/C.

Old Business:

BDO Zone – Grant approved last week, about \$77000. ECO Stat does the study, will take about 6 months to complete. Hoffart/JDA received two letters of support for the project.

Chalmers – Rezoning of remaining available lots to R2 was approved by City Council. RCC is moving forward and hope to close next week on lots. JM Builders will be doing the construction. Hope to break ground by September 1 and finish by spring.

Housing – discussed Parkland.

Business Incentive: Reviewed agreement. Money not currently budgeted for this year, but allocated \$30000 for 2027.

- St. Michel motioned to move \$10,000 from Provider Recruitment to the Business Incentive Fund for 2026. Follman seconded. Roll call vote. All voting yes. M/C.

Website: Hoffart currently rebuilding and adding features.

AmeriCorp: SBPC doesn't have program. Hoffart to connect with StregthenND about opportunity. Discussion of a High School Co-Op student for 2 hours a day at \$10/hr.

- Lotvedt motioned to carve out moneys in budget to support Co-Op. St.Michel Seconded. Roll call vote, all voting yes. M/C.

Talent Fly-In: Dates set for October 1-4. Look to also have an event in June 2027. Reaching out to other employers.

HE Everson: Follman presented information. Dakota Business Lending was going to help with the equipment and inventory purchase but has backed out as of 7/31. Will now be funding property and inventory through Bank of North Dakota. JDA originally approved \$22k for the Flex Pace towards real estate. The buydown will now be \$36469; Real estate for 15 years, Equipment and inventory for 5 years.

Follman recommended supporting the \$36469 for the 15 years of Real estate, and 5 years for inventory.

Jacobson made motion to follow Follman's recommendation. Radomski seconded the motion. Roll call vote. St.Michel, Yes. Lotvedt, No. Radomski, Yes. Jacobson, Yes. O'Marro, Yes. Follman, Yes. Motion carried.

Strategic Plan: Hoffart working with Briselda at SBPC to update regional housing study. \$250k grant available for infrastructure studies.

New Business:

ChildCare Grant: Reviewed applications from Oksendahl, Whorley and Johnson. Reviewed criteria in policy. Concerns with items in Johnson's. Hoffart to follow up.

- O'Marro motioned to approve applications from Whorley and Oksendahl. Lotvedt seconded. Roll call vote, all voting yes. M/C.

Policy and Procedures: Hoffart updating to a summary document.

JDAApparel: Hoffart requested to purchase JDA apparel for himself.

- Follman motioned for Hoffart to spend up to \$250. Jacobson seconded. Roll call vote, all voting yes. M/C.

Rugby Community Outreach: Video series, part of curriculum.

Follman made motion to adjourn the meeting at 8:45 AM. Jacobson seconded.

Next Meeting: September 16, 2026, at 7 AM.