

RUGBY JOB DEVELOPMENT AUTHORITY
MINUTES REGULAR MEETING
Wednesday April 14, 2021 – 12:00PM

Members Present: Blair Brattvet, Rob St. Michel, Susan Selensky, Gary Kraft, Jodi Schaan, Director Karl Frigaad

Members Absent: Susan Steinke

Also Present: Sue Sitter, Pierce County Tribune

Call to Order/Roll Call: Brattvet called the meeting to order at 12:10pm

Consideration of Agenda - amendments, additions, deletion to the agenda: Motion by Selensky to remove Maurus Brossa from the agenda as he communicated, he will not be attending the meeting, and approve the remaining agenda. Seconded by Kraft, no further discussion was held, vote was unanimous to approve, motion carried.

Consider Approval of Minutes for March 10th, JDA regular meeting: Motion by Kraft to approve the minutes for the March 10th, 2021, JDA regular meeting. Seconded by St. Michel, vote was unanimous to approve, motion carried.

Consider Approval of Minutes for March 26th, JDA special meeting: Motion by Schaan to approve the minutes for the March 26th, 2021, JDA special meeting. Seconded by Kraft, vote was unanimous to approve, motion carried.

Treasurer's Report: Bills/finances were reviewed by the board. Motion by St. Michael to approve the bills and financials. Seconded by Kraft, vote was unanimous to approve, motion carried. Discussion was held on the lower sale tax numbers in March and what may have contributed to the lower numbers. Brattvet discussed moving funds from the Administrative Assistant budget to the JDA Director budgeted amount to accommodate the increase to the JDA Director salary. The discussed amount to move was \$3700. Motion by Schaan to approve moving the funds in the budget. Seconded by St. Michel, no further discussion was held, vote was unanimous, motion carried.

President's Report: no report

Directors Report: Frigaard reported he is impressed with Rugby's downtown area and the viable Main Street. Discussion was held on housing availability and employee housing. Frigaard talked to ND Housing to get familiar on programs the offer.

Old Business:

A. Mowing of Chalmer's Addition

Discussion was held on the mowing and the tabled bids from the March meeting. When the bids were tabled, they are now null and void. The question was asked if the JDA could do the same as last year, and have the city mow the lots and be billed per mowing. Last year the cost of mowing the lots was less than the bids received. The Rugby City Council motioned at the last city council meeting to instruct the JDA to re-bid the mowing of the Chalmers lots. The JDA will seek legal counsel on the question of the City Council authority to instruct the JDA to re-bid the mowing of the Chalmers lots.

New Business:

A. Legal Counsel Consideration

Discussion was held on having an attorney on retainer for when the JDA director and board have legal questions. There is a Contracted Services line in the budget, and this could possibly be used for an attorney on retainer. The board asked the director to look into obtaining an attorney on retainer and what the Contracted Services budget was used for last year and if it could be used for an attorney.

B. Account signers at all Financial Institutions

The new director will have to be added to the accounts held by the JDA at all financial institutions where current accounts are held. Motion by Schaan to add current director Karl Frigaard to the accounts and remove the previous director Liz Heisey. Seconded by Kraft, no further discussion was held, vote was unanimous, motion carried.

Correspondence Received, Special Meetings and Reminder

A. 2021 Regular Meeting – June 9th, 2021 12:00PM

Adjournment: 12:46