**Rugby JDA Meeting Minutes**

**Wednesday, April 17, 2024- 7:00 AM**

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

**Other’s Present:** Zachary Broadwell, Ellen Huber

* Meeting called to Order by President Harper at 7 AM. Roll call- all present.

**Reviewed Agenda:** Follman motioned to approve agenda, Jacobson seconded. All voting in favor, **M/C**.

**Approval of Minutes from 3/20 Meeting:** Motioned to approve 3/20 minutes by LaRocque, seconded by O’Marro. All voting in favor, **M/C**.

**Approval of Minutes from 3/29 Meeting:** It was noted that Zachary Broadwell attended that meeting via zoom and Jennifer Stewart did not. It was also noted that under the co-development agreement Follman made a motion to look into a co-development agreement, and did NOT motion to enter into one.

O’Marro motioned to approve the minutes with the amendments stated above, Follman Seconded. All voting in favor, **M/C.**

**Treasures Report:** It was brought up that due to paying Broadwell, Huber, and mileage, we are likely going to have to amend our budget for the year. Follman motioned to approve the bills/financials and Lotvedt seconded. Roll call vote with all voting yes. **M/C.**

**Executive Director’s Report:** Broadwell discussed the ways he is developing and training in his role along with community needs he is discovering. He reported an application received for the sign program that is still waiting on a cost estimate for their new sign, 2 business inquiries, an update on the progress of potentially expanding the renaissance zone, and the exploration of getting the marquee back on the Lyric Theatre. Reported Jazlyn Bates is no longer eligible for loan repayments due to no longer being a full time employee. Brought to the attention that Ethan Brossart has his business for sale which we invested in the flex pace buy down program.

The board discussed the need for amending the budget and starting on the next years budget. Follman and Harper volunteered to help with budget as seen fit.

Broadwell asked the board if he could purchase a white board for the office for working purposes.

Lotvedt motioned that we purchase a white board for the JDA office if the City does not have a suitable one that can be given to the JDA office. Seconded by Jacobson. Roll call vote with all voting yes. **M/C.**

**Old Business:**

1. Optometry: Former prospect will not be coming due to family reasons. Huber, Radomski, Broadwell will pursue new options.
2. HAMC-Redevelopment: Site is approved for Land Revitalization Grant. This will lead to a concept plan for the site and will help when applying for the EPA Clean Up Grant.

* Sue Steinke and Bonnie Kuehnemund, both representing Friends of the Lyric, came at 8:12 AM.
* Tricia Torgerson, also representing Friends of the Lyric, came at 8:15.

We Jumped to Lyric Theatre update and review of lease agreement:

Steinke reported that since the lease in 2015 they have replaced the roof, updated electrical work, and had new windows bought but not installed. She stated that they have had new seats and mounts installed by donations. She gave an estimate of $125,000 of improvements total since the 2015 lease. All parties agreed that the front of the building including the marquee must be restored.

* Steinke, Kuehnemund, and Torgerson all left at 8:33.

Back to **Old Business**

1. Housing Incentive Program: Discussed the need to bring the appraisal cost and the building cost closer together. Lotvedt motioned to allow $1000 total to get two appraisals done, one for the “Vinny” and one for for the “Madison”. Seconded by O’Marro. Roll call with all in favor, **M/C.**
2. Marketing: Huber updated the board on the town hall meeting May 22nd at 10 AM, My Town Docuseries, and Donuts with Directors on June 20th at 7:30 AM.

**New Business:**

1. Lyric Theater update and review of lease agreement: Mainly discussed this when they had representation.
2. Real estate listing agreement review: We discussed the commission percentages. Harper indicated she would negotiate with the agent.
3. North Central USDA Food Business Builder Grant: Rugby’s desire for a butcher shop was mentioned. Huber brought to attention a grant that can fund a study to support a butcher shop. Follman moved to apply for the North Central USDA Food Business Builder Grant, seconded by Radomski. Roll call vote with all in favor, **M/C.**
4. JDA Policy and Ordinance: Harper said to study and review policies. Huber stated sometimes practice and policy do not line up, sometimes practice needs to change to fit policy, sometimes policy needs to change to fit practice. Huber also stated that sometimes just because you can, does not mean you should.
5. Bremer Bank Credit Card: Radomski motioned to reinstate the credit card with Bremer Bank under Broadwell’s name. Follman seconded. Roll call vote with all in favor, **M/C.**

* Follman motioned to adjourn at 9:51 AM. Lotvedt seconded.
* Next meeting May 15th, 2024 at 7 AM.