

RUGBY JOB DEVELOPMENT AUTHORITY
MINUTES REGULAR MEETING
Wednesday MAY 12TH, 2021 – 12:00PM

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

Members Absent: Jodi Schaan

Also Present: Sue Sitter, Pierce County Tribune

Call to Order/Roll Call: Brattvet called the meeting to order at 12:05pm

Consideration of Agenda - amendments, additions, deletions to the agenda: Motion by Kraft to approve the agenda as written. Seconded by St. Michel, no further discussion was held, vote was unanimous to approve, motion carried.

Consider Approval of Minutes for April 14th JDA regular meeting: Motion by St. Michel to approve the minutes for the April 14th, 2021 JDA regular meeting with the correction of the next meeting date to May 12th. Seconded by Kraft, vote was unanimous to approve, motion carried.

Treasurer's Report: Bills/finances were reviewed by the board. Motion by Kraft to approve the bills and financials. Seconded by Selensky, vote was unanimous to approve, motion carried.
Discussion was held on the sales tax improvement from March to April.

President's Report: no report

Directors Report:

- a. Frigaard reported a contact by a business for help with expanding their business.
- b. Frigaard toured the Rugby manufacturing facility and met with the General Manager. Rugby Manufacturing is looking to grow their employment base by 50 employees.
- c. Frigaard discussed the upcoming Summer North Dakota Economic Development conference to be held in June. The board discussed Frigaard attending the conference. Motion by Steinke for Frigaard to attend the conference. Seconded by Kraft, vote was unanimous to approve, motion carried.
- d. Frigaard approached the board with the need for an external hard drive and purchase a license for Microsoft Outlook Professional as the current NDTC email has very limited storage capacity. Motion by St. Michael to allow up to \$500 in expenses for email/storage improvement. Seconded by Kraft, vote was unanimous to approve, motion carried.

Old Business:

a. Mowing of Chalmer's Addition

St. Michel brought to the meeting a copy of Ordinance #426 on Bidding which he obtained from City Hall. Discussion was held on the Ordinance and how to follow it in seeking a re-bid of the mowing and how to handle the spraying needed on the lots. Kraft motioned to bid the mowing out per mow at the JDA discretion in the newspaper and to hire out the

spraying as needed. Seconded by St. Michael, vote was unanimous to approve, motion carried.

New Business:

a. Hiring an assistant for 10 hours per week.

Discussion was held on proceeding with hiring an office assistant for the JDA. Kraft motioned to advertise the assistant position based on the job description presented by Frigaard. Seconded by Selensky, vote was unanimous to approve, motion carried.

b. Legal Counsel Consideration

Direction from the most recent City Council meeting the JDA board must use the City attorney for counsel.

c. Bank Account Signers

The updating of the bank account signers is in process.

d. Credit Card Name Change

The name change to the current director on the business credit card is in process.

e. Hiring consultant to do the 2021 budget

Discussion was held on the need to start compiling figures for the 2022 budget. Compiling the budget could be done with the help of a consultant and former direct Liz Heisey offers those consulting services. Motion by Kraft to hire Liz Heisey as consultant for the 2022 Budget and the 2021 Audit. Seconded by St. Michel, vote was unanimous to approve, motion carried.

Correspondence Received, Special Meetings and Reminders

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

Adjournment: 12:55