

Minutes
Rugby Job Development Authority
July 15, 2026 at 7 AM
JDA Office

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

Others Present: Brian Hoffart

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

Agenda: Motion by Radomski to approve with date change to reflect July 15. Follman seconded. All voting in favor. M/C.

Consider June 17, 2026, Minutes: Lotvedt made motion to approve. Jacobson seconded. All voting in favor. M/C.

Flex Pace Application: Presented by Cory Geiszler of FIBT for Stefanie Sattler and her business, North Bound Co. Her business recently relocated from Knox to Rugby and offers screen print, apparel, and looking to add a coffee shop. Loan is \$75k over 7 years with JDA Flex Pace obligation of \$4399.

- Motion by Follman to approve Flex Pace for Sattler to \$4399. Seconded by Lotvedt. Roll call vote. All members voting yes. M/C.

Treasurers Report:

- a. Bill List: Received bill from Zachmeier for mowing at \$275 per time. Added to list.
Follman motioned to approved bill list with addition. Jacobson seconded. Roll Call vote.
All members voting yes. M/C.
- b. Financials:
 - a. Motion by Jacobson to have Hoffart shop for the best interest rates, moving banks if necessary. Lotvedt seconded. Roll call vote. All members voting yes. M/C.
 - b. Motion by Lotvedt to update all Bank Accounts with signers President Harper, Secretary/Treasurer Radomski, Executive Director Hoffart, and City Auditor Jennifer Stewart. Seconded by Follman. Roll call vote. All members voting yes. M/C.
 - c. Reviewed financial report. Discussed reducing materials to only include profit and loss statement from last year to this year. Follman moved to approve financial report. Jacobson seconded. Roll call vote. All members voting yes. M/C.

Old Business:

- A. **BDO Zone:** Aims to attract small to medium sized manufacturing to the area by recycling residual wheat stem groups. The study can benefit the community by possibly attracting companies

specializing in biofuel or food containers. ECO Stat is heading the grant process. Will be about \$75k to complete the study. Hope to receive answer by end of August..

- B. Chalmers: Rezoning meeting held Monday and was approved. Next step is to be submitted to full city Council on August 3 for approval.
- C. Housing: Hoffart working to finalize agreement between RRC to build twing homes on lots 3 & 4. No update on Parkland.
- D. Business Incentive. Hoffart provided updated information. Program allows employers to contribute to employees housing costs with JDA matching. Program will require a three year commitment with the JDA being on the lien. The lien will convert to a grant and be forgiven after three years. Annual employment verification will be required. Intent is to support Rugby-based businesses, not remote workers. Must be employed by a Rugby business, limiting to a 1 mile city limit radius. Employer will sign a participation agreement. Lotvedt motion to approve program with discussed changes. Radomski seconded. Roll call vote, all members voting yes. M/C.
- E. Website: Hoffart working to update.
- F. Youth Entrepreneur Program: Met with J&K Repair, they are no longer a joint venture, Josh will continue the business. A new agreement will be signed by Josh and his parent.
 - a. Green has fulfilled his contract and is paid in full.
 - b. Oscarson has submitted receipts for fridge purchase.Concerns raised about the program's effectiveness. Hoffart suggested reevaluating the program. Board agreed to review the program and consider alternative uses for the funds.
- G. Americorp: SBPC did not get renewed for funding. Looking to StregthenND.
- H. Talent Fly-In: Hoffart applied for a \$25k grant, however it will need to be moved to the City of Rugby as the applicant, to be presented at city council tonight. Hoffart provided a detailed agenda for the event, hoping to be a 3-day event held in September.
- I. Everson's: Awaiting SBA approval for financing of the building. Approval received from BND. Hoping to close this month.

New Business:

- a. Budget – not presented to Board. Will need to have special meeting as it is due August 10.
- b. Mygland Flex pace – discussed paying off early to save on interest costs. Motion made by Follman to payoff remainder, Jacobson seconded. Roll call vote, all voting in favor. M/C.
- c. Strategic Development Plan – the plan aims to set Rugby up as a regional hub and includes a study to identify resources and needs. It will involve regional and state officials to develop a 40-year blueprint for Rugby's growth and development.
 - i. Motion by Lotvedt to pursue grant for feasibility study. St.Michel seconded. All voting in favor. M/C.

Motion to adjourn by Follman at 9:15 AM. Lotvedt seconded.

Next meeting August 19 at 7 AM.