**RUGBY JOB DEVELOPMENT AUTHORITY**

**UNAPPROVED MINUTES REGULAR MEETING**

**WEDNESDAY June 10th, 2020 -12:00PM**

**Members Present:** Chairmen Blair Brattvet, Susan Selensky, Terry Hoffert, Gary Kraft, Susan Steinke, Rob St. Michel, Jodi Schaan

**Also Present:** Executive Director Liz Heisey, Administrative Assistant Matty Koenig, Sue-Sitter Pierce County Tribune, Bonnie Kuehnemund-Friends of the Lyric Board member

**Call to Order/Roll Call:** Brattvet called the meeting to order at 12:01

**Consideration of Agenda - amendments, additions, deletions to the agenda:** There were no amendments, additions, or deletions to the agenda. Motion by Kraft to approve the agenda. Seconded by Selensky, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for May 13th JDA regular meeting:** Motion by Kraft to approve the minutes for the May 13th, 2020, JDA regular meeting. Seconded by Selensky, vote was unanimous to approve, motion carried.

**Treasurer’s Report:** Bills/finances were reviewed by the board. Heisey stated everything is stable right now. There has not been any large expenditures. We are waiting on a bill from The ND University System Career Builders. Motion by Kraft to approve the bills and financials. Second by Selensky, vote was unanimous to approve, motion carried.

**Director’s Report:**

1. **2020-2021 Outlook:** Heisey stated that she had a meeting with the EDND Think Tank and the state rep stated that as far as they can tell there will not be any major budget cuts for this biennium. The biggest question is what will happen in the next biennium. It is all dependent on how fast the economy picks up again. The restaurants have taken the hardest hit. Heisey stated that one outcome of the virus is people looking to move back to rural communities. She also stated we currently have surveys out to gage the current stage the local businesses are at. We need this direct feedback from our businesses. The state’s survey has only received 33 responses from the Rugby businesses. The more people we can get to respond to these surveys the better idea we will have to address some of the concerns and needs for our community.
2. **Advertising- Workforce Attraction:** Workforce attraction remains one of Rugby’s largest challenges. We do not have enough skilled workers to fill the positions that are open. We should be doing everything we can to promote technical training and growing our workforce. Heisey stated that we are doing a good job at this with our student loan incentive programs, but that we should look at trying to develop and support more technical training programs within our community. Rugby has a great quality of life but we need adequate infrastructure to serve our community well into the future. Heisey stated that the Renaissance Zone was approved. She stated we have positive outlook and that there are businesses looking at coming to Rugby, so we are positioned for growth. Brattvet stated that Rugby is in a great position to take advantage of what has gone on in the world, so it is a good time to do it.

**Old Business**

1. **Preliminary Results- Business Surveys:** We had 33 responses in our zip code from the state survey. We will be doing a more in-depth analysis of those results. We just sent out a survey for Rugby businesses yesterday. Heisey asked board members to help encourage all area business to take this survey so we can get the best data possible to come up with some strong strategic plans. We need the businesses to help us help them. All voices matter. Discussion was held on the platforms used to put out this new survey.
2. **Renaissance Zone:** The application to renew the renaissance zone went to the city and the city council approved it. We received a letter of support from the county. That application will be going to the state for approval. This is another tool we can use to revitalize the center of our community.

**New Business**

1. **Lyric Lease – Building Capital Improvements:** Heisey stated there has been public statements about the capital improvements needed for the Lyric building. The JDA has an existing lease that was drafted with Friend of the Lyric in 2013. At the time, the agreement was that if the Friends of the Lyric made some of the capital improvements and maintenance needed that they would not pay rent. There are holes in the lease that do not address equity issues or protecting the lease holders and the JDA. The lease automatically renews every year. Steinke stated that there is not anything in the lease to protect the Friends of the Lyric and the substantial amount of money they have put into the building that they are not able to walk away with. Discussion was held on the contents of the current lease and potential ideas going forward. Steinke stated that the Friends of the Lyric have replaced the roof, updated the electrical service, put money into the heating system multiple times and those are all things that they cannot walk away with. Hoffert stated that is not something we would want to happen. Hoffert suggested having an attorney draw up a new lease that would specify such details.

The board put into question the JDA’s ownership of the Lyric building. Steinke stated that windows for the front of the building have been purchased but not yet installed. The Friends of the Lyric are trying to restore the building to its original appearance. Discussion was held on the theater’s marquee. Keuhnemund stated that the marquee was rotted and unsalvageable. Steinke stated a new marquee would have to be done in conjunction with the updates to the front of the building. This would be a large project. Brattvet asked if the Friends of the Lyric were their own 501(c)(3) they could own the building themselves. St. Michel asked if there was a way the Friends of the Lyric could purchase the building. Discussion was held on this concept.

Brattvet suggested the Friends of the Lyric put together something that would show how much money they have put into the building. Hoffert suggested consulting with Galen Mack about the sale of the theater to the Friends of the Lyric. Heisey stated that since the theater is public property that all state and local laws regarding conveyance of public property would have to be followed to sell or transfer ownership. St. Michel asked if City Attorney Hartl would have any guidance on this matter. Discussion was held on which attorney to reach out to. Schaan suggested asking City Attorney Hartl for his opinion. Steinke suggested looking back in the minutes for information about Friends of the Lyric having right of first refusal. Motion by Kraft to hire Galen Mack to advise the JDA how to legally and properly transfer ownership of the Lyric Theater building to the Friends of the Lyric. Seconded by Hoffert-- Brattvet, St. Michel, Kraft, Schaan, Selensky, Hoffert voted yes, Steinke abstained from voting as the President of the Friends of the Lyric. Motion approved.

1. **Consider bids for Chalmers Signage:** Two bids from Northern Exposure and idesign were discussed by the board for signs to mark the Chalmer’s lots. Heisey stated that it was also recommended to update the posts along with the new signs. This would update the posts from t posts to channel posts. Both bids were for 10x12 reflective signs. The signs will list the block, lot, and size of the lot. After the lots are sold, the signs will be taken down. Heisey stated that the large sign is still in good shape and will last a few more years. The bid for Northern Exposure was $1311. The bid for idesign is $1254. Motion by Steinke to go with the bid from idesign, and if they are not done within 90 days we move onto the second bid at Northern Exposure. Seconded by Kraft, vote was unanimous to approve, motion carried.

1. **Consider Renewal of Non-exclusive Real Estate Contracts for Chalmers Addition:** Heisey stated our contracts with all of our local realtors are expiring soon. Motion by Steinke to renew the contracts with Real Estate 7, Century 21, and Brokers 12. Seconded by Hoffert, note was unanimous to approve, motion carried.
2. **Consider 2021 Preliminary Budget:** Heisey stated she talked to the city auditor and she decided it would be ok to give her the preliminary budgets after the July meeting. Heisey stated there are a couple changes she may make including positions recruitment since the hospital is currently recruiting for mental health professionals. Heisey also suggested increasing the pace budget due to multiple potential inquiries coming up in the future. She would also like to add another laptop into the budget since the computers in the office do not allow video conferencing. She would like to replace one computer each year to include that capability. Selensky agreed that is a vital need right now. Heisey suggested everyone review the budget and continue discussion when we reconvene at the next meeting.

**Correspondence Received, Special Meetings and Reminders**

1. **2020 Regular Meeting – July 8th, 2020**

**Adjournment**