**UNAPPROVED MINUTES**

**RUGBY JOB DEVELOPMENT AUTHORITY**

**Wednesday December 18th 2024 -7AM**

**JDA OFFICE**

**Members Present:** Leah Harper, Mayor Frank LaRocque, Neil Lotvedt, Sara Radomski, Danielle Jacobson, Mathias Follman

**Absent:** Duane O’ Marro

**Other’s Present:** Executive Director Zachary Broadwell, Kallen Azure, Josh Arnold, Gianna Hernandez

* President Harper called the meeting to order at 7:00 AM

**Approval of Agenda:** Lotvedt moved to approve, seconded by Jacobson. All voting in favor, **M/C.**

**Approval of Minutes from November 20th Meeting:** Lotvedt moved to approve, seconded by Follman. All voting in favor, **M/C.**

**Approval of Minutes from December 4th Special Meeting:** Follman moved to approve, seconded by Mayor LaRocque. All voting in favor, **M/C.**

**Treasures Report:** Radomski moved to approve the financials with the amendment to approve paying the Chalmer’s specials this month, to edit Jenna Brandt’s Childcare Grant to the correct amount, and assuming the check for painting is not paid out until the painting is fully completed. Seconded by Mayor LaRocque. Roll call vote with all voting in favor, **M/C.**

**Old Business**

1. **Housing Update:** Broadwell updated the board that the Affordable Housing Developers board made and passed a motion to develop row home units in Rugby. The next steps are to complete the design process and then acquire funding before starting construction. Affordable Housing Developers has a good history of acquiring funding and Rugby has many advantages on state housing program applications.
2. **AmeriCorps Program:** Broadwell presented miss Gianna Hernandez. Hernandez applied for the open listing in the AmeriCorps program to work with the Rugby JDA. She would be able to give 900 hours of service from January to September 30th. Her services would be free to the Rugby JDA. She would be paid via the federal AmeriCorps program and the Souris Basin would pay the first year’s community match portion. Broadwell shared for Hernandez to fulfill all job duties a laptop and a key would be appropriate to give her. Jacobson moved to accept Hernandez’s application, seconded by Mayor LaRocque. All voting in favor, **M/C.** Jacobson moved to provide Hernandez with the JDA’s extra laptop and to make a key for her, seconded by Lotvedt. All voting in favor, **M/C.**
3. **Johnson’s Clinic:** Broadwell shared the quit claim deed that the City Attorney helped develop. Lotvedt moved to approve the document to be signed, seconded by Mayor LaRocque. All voting in favor, **M/C**.
4. **Youth Entrepreneur:** 
   1. **Brayden Green:** A slight error was found in the contract signed by the Green party. It was requested to fix the error and resign the contract.
5. **Issac Volk Flex Pace:** Broadwell shared that Mr. Volk wishes to switch the bank he is working with to North Star in Rugby. The board suggested it would be appropriate for him to provide an updated application and letter of commitment with the correct bank on it.

**New Business:**

1. **Youth Entrepreneur Program Application**
   1. **Josh Arnold and Kallen Azure/ JK Repair:** Arnold and Azure came and presented their business idea. They wish to start a tech repair company in Rugby where they would fix devices such as phones, tablets, and computers. Lotvedt moved to approve up to $1,000 grant/loan provided they give itemized expenses equaling the amount of funds. Seconded by Follman. Roll call vote with all voting in favor, **M/C.**
2. **Childcare Grants:**
   1. **Mindy Johnson:**
      1. Follman moved to approve application as presented for full $1,000, seconded by Radomski. Roll call vote with all voting in favor, **M/C.**
   2. **Jenna Brandt:** Lotvedt moved to approve application as presented for $698.95, seconded by Follman. Roll call vote with all voting in favor, **M/C.**
3. **Additional Student Loan Requests:** Broadwell shared that there were various people that desired to submit a late application for the student loan forgiveness program. The board collectively agreed to not accept late applications for this.
4. **Office Update:** Lotvedt moved to approve up to $750 to spend on a TV, TV mount, and Meeting Speakers/Microphone, seconded by Follman. Roll call vote with all voting in favor, **M/C.**
5. **Rugby App:** Broadwell shared that the JDA was asked to help fund $250 towards the Rugby App. The City and the Chamber/CVB would also provide $250 to cover the other two thirds of this expense. Radomski moved to approve this expense, seconded by Jacobson. Roll call vote with all voting in favor, **M/C.**