**RUGBY JOB DEVELOPMENT AUTHORITY**

**Wednesday March 19th, 2025 -7AM**

**JDA OFFICE**

**Members Present:** President Leah Harper, Mayor Frank LaRocque, Sara Radomski, Duane O’ Marro (via teams), Mathias Follman

**Absent:**  Neil Lotvedt, Danielle Jacobson

**Other’s Present:** Executive Director Zachary Broadwell, Marketing Specialist Gianna Hernandez

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

**Approval of Agenda:** Mayor LaRocque moved to approve the agenda, seconded by Follman. All voting in favor, **M/C.**

**Approval of Minutes from February 19th Meeting:** Mayor LaRocque moved to approve, seconded by Radomski. All voting in favor, **M/C.**

**Approval of Minutes from March 12th Meeting:** Follman moved to approve, seconded by Mayor LaRocque. All voting in favor, **M/C.**

**Treasurer’s Report:** It was brought up to remove Johnson’s Clinic from the assets and liabilities in QuickBooks. Radomski moved to apply a double payment to Josh Tank’s student loan for the month of April after complications. Seconded by Mayor LaRocque, roll call vote with all voting in favor, **M/C.** The double payment should not affect the overall amount we pay towards Mr. Tank’s loan but is a precautionary measure to ensure we take care of his loan fully per the student loan repayment program after we had complications. Follman moved to approve the bills and financials as presented, seconded by Mayor LaRocque. Roll call vote with all voting in favor, **M/C.**

**Old Business:**

1. **Housing Update:** Broadwell updated the board on the progress of the Affordable Housing Developers row home project. Affordable Housing Developers paid for the housing study to be done for this project. The housing study had begun and the first interviews had been completed. Employers that were interviewed talked about a strong need for more rental units in Rugby in order to fulfill their workforce needs.
2. **Chalmers Mowing Bid:** It was discussed whether we should put our Chalmers Addition mowing contract out for bids. The board decided that, since it is not necessary to open the contract for bids and the current mowers are doing a good job, they will maintain the existing arrangement.
3. **Youth Entrepreneur Program:** Green’s Care had financials in the packet for the board. Broadwell shared that Mr. Green intended to utilize the rest of the funds available for him through the Youth Entrepreneur Program. Broadwell also informed the board that JK Repair had acquired insurance, signed the contracts, and received funds from the program. They are purchasing supplies and then will shortly be ready for business. Radomski brought up the need for all applications to be accompanied with a W-9 to ensure we can send proper tax forms.
4. **Home Town Liquors Flex Pace:** Broadwell updated the board that the Hometown Liquors Flex Pace deal has been finalized between the lead lender and the Bank of ND. We will make our first payment for the community match portion this month.
5. **AmeriCorps Event:** Broadwell spoke about the AmeriCorps informational event the JDA hosted in partnership with the Souris Basin Regional Planning Council. The event had 8 local nonprofits/government entities represented.

**New Business:**

1. **Lake Region AmeriCorps School of National Service:** Broadwell shared an added benefit to the AmeriCorps program that the JDA helped secure. Monday, March 17th, Lake Region College agreed to become a national school of service. That means the school will officially support the AmeriCorps program by giving additional benefits to AmeriCorps members who enroll at their institution. The additional benefit Lake Region will give is 50% tuition waivers to 1200-hour AmeriCorps members for four years.
2. **Little House Sign Application:** Radomski moved to approve the application Little House Montessori Childcare submitted for our 50/50 Sign Program as presented. Follman seconded, all in favor, **M/C.** This, like all sign program applications, is to paid when the sign is installed.
3. **Sign Application Requirements:** The board discussed proposing additional requirements for the sign program. Mayor LaRocque moved to table this until there is a full board, seconded by Radomski. Roll call vote with all voting in favor, **M/C.**
4. **Legislative Bills:** Broadwell gave an update on four legislative bills currently being discussed in Bismarck and their potential impact on Rugby.
5. **Regional Housing Development Group:** Broadwell updated the board on the infancy stages of a potential housing development group that would build new housing units in our region.

* Mayor LaRocque moved to adjourn the meeting at 8:08 AM, seconded by Jacobson.