**RUGBY JOB DEVELOPMENT AUTHORITY**

**UNAPPROVED MINUTES REGULAR MEETING**

**Wednesday September 9th, 2020**

**Members Present:** Susan Selensky, Terry Hoffert, Gary Kraft, Jodi Schaan, Susan Steinke

**Members Absent**: Blair Brattvet, Rob St. Michel

**Also Present:** Executive Director-Liz Heisey, Administrative Assistant-Matty Koenig, Sue Sitter-Pierce County Tribune, Andrea Boe-AE2S

**Call to Order/Roll Call**: Selensky called the meeting to order at 12:07

**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 Steinke, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for August 12th JDA regular meeting:** Motion by Hoffert to approve the minutes for the August 12th, 2020, JDA regular meeting. Seconded by Steinke, vote was unanimous to approve, motion carried.

**Treasurer’s Report:** Bills/finances were reviewed by the board. Heisey noted that a bill for the JDA’s share of services provided by Advanced Engineering for an assessment of available utilities needed for recent site selection inquires. The sales tax is coming in higher than projected with a couple months left for this year. The bill from the city for putting in the Chalmer’s signs has not be received yet. Discussion was held on the mill levy and the current deficit due to Chalmers. Motion by Schaan to approve the bills and financials. Second by Kraft, vote was unanimous to approve, motion carried.

**Director’s Report:** September is off to a busy start. Marketing our community remains a priority. Life is Better in the Center! Rugby has jobs! Unemployment remains low within the community. Our major employers are hiring. Small businesses are starting up. Quality of Life is our biggest asset: small town living, safe, low cost of living, and abundant outdoor recreation. Access to quality health care, good schools, arts and culture, and beautiful parks. Unique shopping and dining experiences, lodging, and visitor attractions. Historic downtown, historic courthouse and train station.

**Old Business:**

**New Business:**

**a. BND Flex Pace Agreement Request:** Heisey explained these are the preliminary numbers, they are still waiting for a closing date. A CONAC revolving loan has also been approved. The request was placed to bring a new automotive service business into the old Windshield Doctor building. This commitment would include 120 community interest buydown payments. Motion by Hoffert to approve the request for a Flex Pace Agreement, seconded by Steinke, vote was unanimous to approve, motion carried.

**b. Partners in Planning Grant Award:** An application for this award was submitted in March. Due to the pandemic, the award was delayed for a period of time. Rugby was awarded the full amount that was requested. Andrea Boe from AE2S explained that this grant is for an economic development and diversification plan. She explained that as the discovery process is started, the first thing she would like to do is pull data from various sources from key stakeholders in Rugby such as the city, hospital, and school who had all recently completed their strategic plans. This will help discover all of the information that already exists. After the data has been obtained, focus groups will be formed.

**c. Letter Proposal/ Contract for Economic Development/ Diversification Strategic Plan:** Motion by Hoffert to approve the letter proposal/contract with AE2S Communications for Rugby’s Economic Development/Diversification Strategic Plan, seconded by Schaan, vote was unanimous to approve, motion carried.

**Correspondence Received, Special Meetings and Reminders**

1. 2020 Regular Meeting – October 14th, 2020

**Adjournment**: 12:39