

AGENDA
RUGBY JOB DEVELOPMENT AUTHORITY
REGULAR MEETING
Thursday, April 26th, 2018 - 12:00PM
JDA OFFICE
Conference Call Dial-in Number: (515) 604-9996 Access Code: 696016

1. Call to Order/Roll Call
2. Consideration of Agenda - amendments, additions, deletions to the agenda
3. Consider Approval of Minutes for March 26th, 2018 JDA regular meeting.
4. Consider Approval of Minutes for April 9, 2018 JDA Special meeting.
5. Treasurer's Report – Consider Approval of Bills/Financials
6. Director's Report - Welcome Jessica Brossart
 - a. Info to consider for lost domaine RugbyJDA.com
 - b. Dates for Nov & Dec JDA Board meetings
 - c. Updates: Lions Club, Radio, Facebook, LinkedIn, etc.
7. Old Business:
 - a. ND Move – NDDOT – Daunne Heilman
 - b. HAMC Kids Next Door Daycare subsidy request – tabled from March 27th meeting
 - c. Update on Big Pauly's pizza oven - Tanner
 - d. Student loan reimbursement for Jenna Thompson – Tanner
 - e. Natural Gas follow up – Tanner
 - f. Discussion on direction of board and efficiencies - Tanner
8. New Business:
 - a. Souris Basin – decision to re-allocate housing funds. - Tanner
 - b. ND Move – NDDOT – Daunne Heilman
 - c. Consider motion for Executive Session – Discussion of Flex-PACE interest buydown – confidential Economic Development records
 - i. Consideration of approval
 - d. Dwayne Brossart resignation due to conflict of interest
 - e. Minot MAGIC Fund Rural Marketing Match Solicitation - Jessica
9. Correspondence Received, Special Meetings and Reminders
 - a. EDND conference in Jamestown, June 19-21, 2018 @ Gladstone Inn & Suites, rooms reserved under EDND, 701-252-0700, JDA will pay for Board Members to attend, registration opens in April.
 - b. 2018 Statewide Housing Conference April 26-27 in Bismarck (NDHA)
10. Thursday, May 24th, 2018 Regular Meeting – JDA office 12:00PM
11. Adjournment

Rugby Job Development Authority

April 26, 2018 – 12:00 PM

Board Minutes

Regular Meeting

JDA Office

Members present: Tanner Johnson-President, Susan Selensky, Amber Feickert, Terry Hoffert, Karin Fursather, Michael McNeff, Blair Brattve, Gary Kraft, Jodi Schaan, Daunne Heilman, Peter Burgard and Bonnie Kuehnemund.

Members by telephone: Jennifer Stewart

Members absent: Rob StMichel , Arland Geiszler and Sandra Wolf

Guests present: Bonnie Remmick (Pierce County Tribune)

Tanner Johnson called the meeting to order at 12:02PM

Motioned by Burgard to approve the agenda as presented, seconded by McNeff, motion carried.

Motioned by Fursather to approve the March 25th minutes, seconded by Brattvet, motion carried.

Motioned by Schaan to approve the April 9th minutes, seconded by Hoffert, motion carried.

Bills and financials were reviewed, with a motion to approve by McNeff, seconded by Brattvet, motion carried.

New Executive Director, Jessica Brossart, introduced herself, and welcomed everyone to the meeting. Jessica expressed the need for a part time person in the office. Daunne Heilman made a motion to hire an assistant at up to \$12.00 per hour for no more than 20 hours per week, seconded by McNeff, motion carried. Jessica reminded the group that we need to keep up with executive session rules concerning meetings, minutes and the media.

Directors Report: Jessica reported that she was going to try to re-purchase the RugbyJDA.com domain from the current owner, and that she thought she could buy it back at a lower price that they were asking. McNeff made a motion to authorize up to \$500.00 to repurchase the domain, seconded by Hoffert, motion carried.

Regular meetings will continue to be held on the 4th Thursday of each month, however, the November meeting has been rescheduled to the 29th (5th Thursday) and the December meeting to the 20th (3rd Thursday).

Jessica also reported that she has been using social media and the radio to advertise the JDA, and that she recently attended a Rugby Lions Club meeting. She suggested to the group that the JDA should be a member of the Lions Club, and the consensus from the group was that it would fit into the scope of the JDA and that the JDA could become a member is she so chooses.

Old Business: Daunne Heilman reported on the ND Move project meeting and how she intends to go forward with the project.

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The HAMC Kids Next Door Daycare subsidy request continued to be tabled, with Jodi Schaan adding that we should stay informed about the hospital and daycare, and ask questions if we have concerns, rather than relying on hearsay, and secondhand information.

Concerning the Big Pauly's pizza oven, the building owners would like to purchase the oven, however, the JDA and Attorney Galen Mack have not yet officially determined who owns the oven.

Tanner Johnson gave a short report on student loan reimbursements, and a short update on his contacts with MDU concerning the potential of natural gas being brought to Rugby.

The size of the JDA Board was discussed and the consensus was that the Board is too large. Once the new Director has had time to settle into her new position, and the board has had some time to research board sizes, steps may be taken to reduce the size of the board. The City Council will also need to be informed/included in any changes.

New Business: At a previous meeting, the Board approved a \$5000.00 payment to the Souris Basin Planning Council as that program had been previously used with matching funds to provide housing refurbish projects around Rugby. We have been informed that their focus has changed and that they are now redirecting those funds for public infrastructure. Since we have not issued the check yet, we will put a hold on it and reconsider the payment once we know more about how the funds will be used.

Dwayne Brossart did not attend any meetings regarding hiring a new director and has submitted his resignation upon Jessica Brossart being hired as the new executive director. Hoffert made a motion to accept Dwayne's resignation, seconded by Heilman, motion carried.

The Board was urged to give Jessica ideas for a funding request from the Minot MAGIC Fund Rural Marketing Match.

Hoffert made a motion to move to Executive Session to discuss the specifics of a Flex-PACE interest buy down application, seconded by Schaan, motion carried. The Pierce County Tribune representative then left the meeting. After the Executive session discussion, Hoffert moved to return to regular session, seconded by Heilman, motion carried. McNeff then made a motion to approve the Flex-PACE interest buy down application as presented, seconded by Feickert, all voted yes, motion carried.

The Board was informed that sale to Tom Childress of Lot 5 and Lot 6 of Block 7 in the Chalmers Addition was been closed. A total of 11 lots have now been sold.

Jessica informed the group that the EDND conference is scheduled in Jamestown from June 19-21, 2018 and reminded us that the JDA will pay for Board Members to attend this and other similar meetings/conferences.

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The next meeting is scheduled for May 24th and 12:00PM. Motion to adjourn by Hoffert at 1:20PM, second by McNeff.

Respectfully submitted,

Gary Kraft, Secretary