

AGENDA
RUGBY JOB DEVELOPMENT AUTHORITY
REGULAR MEETING
Thursday, August 23, 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 July 26, 2018 JDA regular meeting.
4. Consider Approval of Minutes for June, July, & Aug 2018 Housing Finance Committee special meeting/executive sessions.
5. Treasurer's Report – Consider Approval of Bills/Financials
6. Director's Report
7. Old Business:
 - a. Chalmers Addition – Lot 1, Block 7 is sale pending & emailed local realtors about possibly collaborating with Chalmers advertising
 - b. Final consideration of Rob StMichel for Vice President position
 - c.
8. New Business:
 - a. Guests: Roughrider Pizza owners - discuss their new business
 - b. Consideration for possible financial assistance for Roughrider Pizza
 - c. Collaboration/location ideas - updates
 - d. Consideration of hosting a Board Bootcamp – possible dates
 - e. Consideration of a "Tour the Potential" event
9. Correspondence Received, Special Meetings and Reminders
 - a. Souris Basin Planning Council – Free Economic Development Seminar – Minot - Thurs, Aug 30 from 10am to 1pm
10. Thursday, Sept 27, 2018 JDA Board Regular Meeting – JDA office 12:00PM
11. Adjournment

Rugby Job Development Authority

August 23, 2018 – 12:00 PM

Board Minutes

Regular Meeting

JDA Office

Members present: Gary Kraft, Terry Hoffert, Michael McNeff, Blair Brattvet, Jodi Schaan, Pete Burgard, Susan Selensky, Susan Steinke, Rob StMichel, Sandra Wolf

Members by telephone: Jennifer Stewart

Members absent: Tanner Johnson, Amber Feickert, Karin Fursather

Guests present: Susan Sitter (Pierce County Tribune); Mark Bercier, Barbara Bercier, & Penny Sigloh, all from Roughrider Pizza

JDA Executive Director: Jessica Brossart

Gary Kraft, Secretary, called the meeting to order at 12:00PM.

Motioned by Burgard to approve the agenda, seconded by StMichel, motion carried.

Motioned by Schaan to approve the July 26, 2018 minutes, seconded by Brattvet, motion carried.

Motioned by McNeff to approve June, July, & August 2018 Housing Finance Committee special meeting minutes, seconded by Hoffert, motion carried.

Bills and financials were reviewed including a bill for Lyric Theater fire & tornado insurance for \$296.96 & a bill for Chalmers Addition mowing from June to Sept 2018 for \$3840.00. A 10-year sales tax analysis was included to see overall sales tax revenues. Going forward, a 3-year sales tax analysis will be included in financials. A motion to approve the bills and financials as reported was made by StMichel, seconded by Burgard, motion carried.

Highlights from Directors Report: Been short-handed in office, Madalyn has left for college & Kourtney will be back next week from maternity leave. Brossart let the board know that she will not be able to be here for rescheduled Dec meeting. Will see if & when we need to reschedule when Dec gets closer. Brossart participated in a conference call about a Brownfield rehabilitation program that helps provide grants for buildings/properties that need hazardous &/or toxic material removal. There will be 3 communities chosen to focus on & we have the opportunity to be one. For commercial Brownfields, it can be beneficial to have JDA involvement to help the process go smoothly. Steinke expressed interest in working together on this project.

Old Business:

- a. Chalmers Addition Lot 1, Block 7 is sale pending. Local realtors have been emailed (with phone calls to follow up) about collaborating on advertising for Chalmers Addition. The drainage ditch in Chalmers Addition is currently in the process of being filled in, not sure if there is enough fill dirt left to completely fill. City & contractor are working on this.
- b. Unanimous vote for nomination of Rob StMichel as Vice President.

Rugby Job Development Authority – August 23, 2018 – 12:00 PM
Board Minutes - Regular Meeting - JDA Office

New Business:

- a. Two of Roughrider Pizza's owners, Mark Bercier & Barbara Bercier, were here on behalf of their business. Roughrider manager, Penny Sigloh, spoke to board about their business, payroll, & loan. They currently have 8 full-time & 2 part-time employees & want to employ more in the future. Because they are already doing business, they do not qualify for the Flex Pace interest buy down program.
- b. Roughrider Pizza is asking Rugby JDA to consider their own community interest buy down program for businesses that do not qualify for the Flex Pace buy down program. Sigloh owns several businesses in Kenmare where they have a "Fund It" program to help these businesses that do not qualify for Flex Pace. Kenmare does 5 year interest buy downs & require a monthly proof of loan payment, the interest is then reimbursed to the business owner. Kenmare also has a signage matching grant up to \$1500 & a house tear down grant up to \$1500.
Discussion followed about possible guidelines & budget. Brossart will reach out to Kenmare & other towns for more information to bring to the September meeting.
- c. Location ideas are still being considered & looked into further.
- d. Possible dates for Board Bootcamp were narrowed down to Nov 7, 15, 19, or 20. Planning to invite other boards from Rugby to attend.
- e. Consideration of a "Tour the Potential" event was discussed to highlight commercial spaces that are available downtown. This event could bring investors & entrepreneurs together to create more jobs. Possible properties to show on the tour could include the Overtime/H&R Block, Ellie Ann's, Buck's, other ½ of Joy Dental, newly remodeled building by Schaan Oil, the 3-story white building behind 3rd St Station, Bosley building, Schaan Crop Insurance, etc. Motion by Steinke to create this event with a budget of \$500 or less, seconded by Schaan, motion carried.

Upcoming events: Souris Basin Planning Council will be hosting a free economic development seminar in Minot on Thurs, August 30 from 10am to 1pm. Brossart will be attending & all JDA board members, city council members, etc are encouraged to attend. Brossart will send an email with details to register.

The next **regular meeting is scheduled for Thurs, September 27, 2018 at 12:00PM**. Motion to adjourn by Hoffert at 1:12PM, second by Burgard.

Respectfully submitted,

Jessica Brossart, Executive Director