Rugby JDA Meeting Minutes

Wednesday, March 20, 2024 – 7:00 AM

**Members Present:** Leah Harper, Danielle Jacobson, Sara Radomski, Frank LaRocque, Mathias Follman in person. Neil Lotvedt via phone.

**Others Present:** Zachary Broadwell, Ellen Huber

Meeting called to order by President Harper at 7:00 AM. Roll call – O’Marro absent.

**Reviewed Agenda:** Huber requested to add 8.e) Commerce Grant under new Business. Motion by Jacobosn to approve agenda with amendment. LaRocque seconded. All voting in favor. M/C.

**Approval of Minutes from 2/21/24 Meeting:** Motioned by LaRocque to approve. Seconded by Follman. All voting in favor. M/C.

**Approval of Minutes from 2/23/24 Special Meeting:** Motioned by Jacobson to approve. Seconded by Follman. All voting in favor. M/C.

**Executive Director Position:**

1. LaRocque presented Zachary Broadwell. Position has been offered and accepted. Plan to start March 26. Huber developed a work plan.
2. Will do 1 month, 3 month and 6 month evaluations. Salary of $60k annually.
* Motion to approve based on terms as outlined in 3/11/24 letter by Jacobson. LaRocque seconded. Roll call vote. All members voting yes.

**Treasurers Report:**

1. SBDC Support Request: Follman made motion to approve $5000 for the SBDC. Radomski seconded. Roll call vote. All members voting yes.
2. Approval of Bills/Financials:
	* Motion to Approve bills/financials by LaRocque. Jacobson seconded. Roll call vote. All voting yes.
		1. Brooke Volk’s career builders has been approved.

**Old Business:**

1. Optometry: Huber and Radomski hosted a prospect. Her preference was to own a building. Toured a few different properties. Looking for about 3000 sq ft.
2. On-Sale: City Council approved at 3/4/24 meeting.
3. HAMC: Lots of action.
4. Environmental assessment underway. Tetratech at HAMC on March 7. Title search has been ordered.
5. Land Revitalization Assistance – approval expected by the end of the month.
6. Committee meeting today – will be going through list of ideas.
7. Housing Incentive:
	1. Integrity Appraisals has provided report needed This has been shared with Beyond Shelter.
	2. There is $470k remaining in the NDHFA program. The intent will be to put together an application for this assistance. Currently working to find a builder, have been working with 2 builders. Going through cost to build and timeline. Will present to JDA board when narrowed down and contract available to review from Beyond Shelter. Program does allow for a 15% developers fee.
	3. Huber has reached out to several contractors regarding Multi-family rental housing. The most interest is coming from Affordable Housing Inc., of Dickinson. They have the properties on the north side of Rugby and were in Rugby to tour lots last week. They had proposed Row housing and will apply for multi-family incentive fund.
8. Marketing:
	1. My Town project will take place May 21-23. There will be a Townhall type event on May 22 from 10 AM – 12 PM at RHS.
	2. Radio – suggested by LaRocque to work with him and the City as he is already doing a weekly update.
9. Community Event: CVB has nothing scheduled and would like to partner with JDA. The suggestion was made to work with Laurie to pick a date and location for this event.

**New Business:**

1. Sign Application: HAMC submitted an application for $5000 towards signage at the new hospital. Bid of $61,112 provided along with pictures.
	* Follman made motion to approve $5000 for the sign project. Lotvedt seconded. Roll call vote. All members voting yes.
2. Bank Account Updates: With the approval of employment for Zachary Broadwell, a motion was made by LaRocque to authorize adding Zachary Broadwell to all Rugby JDA Bank accounts. Follman seconded the motion. All in favor. M/C.
3. Community Matters: Contract considered and approved at 2/23/24 special meeting.
4. Rugby/Pierce County economic indicator provided. Reviewed stats.
5. Commerce Grant: Opportunity to help with dilapidated homes. Huber has reached to Auditor to see if lots available. Home or lots will need to be owned by the City, County or JDA to be eligible. Grant is on a first come, first serve basis.

Follman motioned to adjourn at 8:57AM. Jacobson seconded.

Next Meeting – April 17, 2024 at 7 AM.