

Minutes
Rugby Job Development Authority
Regular Board Meeting
Thursday, January 31, 2019 – 12:00 PM
JDA Office

Members present: Susan Steinke, Gary Kraft, Terry Hoffert, Karin Fursather, Tanner Johnson, Pete Burgard, Blair Brattvet, Jodi Schaan, Rob StMichel

Members by telephone: Jennifer Stewart

Members absent: Michael McNeff, Susan Selensky, Amber Feickert, Sandra Wolf

Guests present: Susan Sitter (Pierce County Tribune)

JDA Executive Director: Jessica Brossart

StMichel, Vice President, called the meeting to order at 12:03PM, with Johnson, President, presiding after agenda was approved.

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

Motioned by Fursather to approve the November 29, 2018 regular meeting minutes, December 13, 2018 Student Loan Assistance Program Committee meeting minutes, & January 10 & 18, 2019 Executive Committee meeting minutes. Seconded by Schaan, motion carried. December 11, 2018 special meeting minutes will be in February packet.

Bills and financials were reviewed. January 2019 financials will reflect financial updates from previous meeting. A motion to approve the bills and financials as reported was made by StMichel, seconded by Brattvet, motion carried.

Directors Report:

- a. Brossart achieved a position on the Red River Corridor Fund Advisory Council & is petitioning for a position on the Souris Basin Planning Council.
- b. We are lacking in assistance in the JDA office. We currently have an afternoon office assistant from the high school for 1 hour per day. Brossart shared how this position should be more of an office manager position that can help with Quickbooks, paying bills, agendas, minutes, & printing out financials for meetings. Because of budget constraints, JDA will advertise for a 20 hour position starting at \$13/hour for a qualified candidate.
- c. Brossart is planning to create a “Business Mastermind” group to help with leads to generate business interest in Rugby. This would be made up of local people (board & non-board members) who are connected to business owners in other towns that may be looking to expand. Brossart would connect with them if they would be a good addition to our community.
- d. Brossart let the board know that she is reopening her alternative health business. She wanted to be clear that other JDA directors also run businesses & with her operating her business continuously full-time or part-time since 2006, there is no conflict of interest.

Old Business:

- a. Thank you letter from Twice Blessed for our \$10,000 donation that they matched for a total of \$20,000 donation to purchase Heart of America Medical Center 3-D Mammography equipment. HAMC has reached their goal to purchase the equipment!
- b. Received \$500 grant from Rugby CVB to help reimburse for out of town advertising for our "Tour the Possibilities" event. This assistance helped us stay on budget, we would not have been able to do out of town advertising with it.
- c. Student Loan Assistance Program – 2 Applications received & approved: Patricia Pfeifer & Gary Brossart. Payments towards loans started Jan 2, 2019.

New Business:

- a. After reviewing the financials for funds for JDA programs over 3 meetings, the Executive Committee has a recommendation for the board to consider. They recommend that we pay off of the Souris Basin Planning Council loan held for the clinic with an account that is receiving 0% or low interest to free up funds.
(This loan started in 2010 & finishes in 2026. It has an interest rate of 4% & does not have an interest buydown with it. If the loan is paid by February 1, 2019, the payoff will be \$84,610.26. With daily interest of \$9.30, which is approximately \$3300/year in interest paid, we will save \$26,500 by paying it off early.) The \$1104.65 monthly payment would be the start for a new JDA program.
- b. Consideration of new JDA program(s). Brossart again shared a "Forward Devils Lake- 20 by 20" brochure that highlights a workforce recruitment & retention program that Devils Lake recently implemented. We could work with local businesses to implement a similar program & utilize the Student Loan Assistance Program that we are already doing. Store front/signage improvement program, interest buydown program for those who do not qualify for the BND buydown program, &/or a revolving low interest loan funds. These 4 options will be shared in an email to local businesses & shared on Facebook this month to get community input.

New city ordinances & executive committee elections will be focused on at February meeting.

The next **regular meeting is scheduled for Thursday, February 28, 2019 at 12:00PM.**

Motion to adjourn by Hoffert at 1:01PM, second by StMichel, motion carried.

Respectfully submitted,

Jessica Brossart, Executive Director