**Unapproved Minutes**

**RUGBY JOB DEVELOPMENT AUTHORITY**

**Date June 18th, 2024 -Time 7AM**

**JDA OFFICE**

**Members Present:** Leah Harper, Duane O’Marro, Neil Lotvedt, Mayor Frank LaRocque, Sara Radomski, Mathias Follman

**Absent:** Danielle Jacobson

**Other’s Present:** JDA Director Zachary Broadwell

* Meeting called to order by President Harper at 7 A.M.

**Consideration of Agenda:** Lotvedt moved to approve agenda, O’Marro seconded. All voting in favor, **M/C**.

**Approval of Minutes from May 15th, 2024 Regular Meeting:** Lotvedt moved to approve minutes from both meetings, Mayor Laroque seconded. All voting in favor, **M/C**.

**Approval of Minutes from June 6th, 2024 special meeting**

**Treasure’s Report:** Follman moved to approve treasures report, Jacobson seconded. Roll call vote with all in favor, **M/C**.

**Old Business:**

* 1. **Optometry Update:** Broadwell noted he found a prospect who is willing to come to Rugby 1 day one week, 2 days the next. The prospect would like a partner to come to Rugby with the same schedule but alternating. Broadwell is seeking to help find a partner to work with him.
  2. **Real Estate Listing Agreements:** Signed a listing agreement with Brokers 12.
  3. **My Town Update:** My town came and it went well. Additional filming through creative treatment will be in town this week to gather extra footage that will be used to promote Rugby.
  4. **Hospital/Clinic redevelopment:** The EPA group came and performed technical assistance. They will continue to give updates until a final presentation August 7th.
  5. **Housing Update**
     1. **Affordable Housing Developers:** Broadwell discussed how he had a phone call with Affordable Housing Developers. They are interested in developing row homes in Rugby. They discussed the possibility of helping pay for a housing study done in Rugby. O’Marro made a motion to allow up to $10,000 spent on a housing study in collaboration with Affordable Housing Developers, Follman Seconded. Roll call vote with all voting in favor, **M/C**.
     2. **Local Investor:** Broadwell and Lotvedt discussed having met with a private investor who is interested in investing in a small multifamily unit. The biggest obstacle is going to be the cost of building.
     3. **Twin Homes:** Follman presented the evaluations on two twin home concepts. There was much discussion about how the numbers do not add up and how the demand is not there unless the cost comes down.

1. **New Business:**
   1. **Budget Amendment:** The board discussed keeping within the budget and trying to avoid going into reserves this year. We will submit an amendment later in the year if needed.
   2. **Tell Me Something Good:** Mayor LaRoque told Broadwell he can go on the radio in his place sometimes.
   3. **High School Job Fair:** The JDA is committed to working with the high school to see what areas we can help highschoolers find jobs. Harper discussed creative job fair ideas done in other towns. The conversation concluded with having a discussion with Mrs. McNeff.
   4. **Sign Application**
      1. **Bliss Nails:** O’ Marro moved to approve the sign application match for $775, seconded by Radomski. Roll call vote with all in favor, **M/C**.
   5. **Work Plan:** Broadwell showed the progress done on the workplan. O’Marro brought up that childcare should be a focus going forward and that it fits into the workplan.
2. **Correspondence Received, Special Meetings and Reminders**
3. **Adjournment**

* **Mayor LaRoque moved to adjourn the meeting at 8:20AM, seconded by Lotvedt.**