

**AGENDA**  
**RUGBY JOB DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**Thursday, June 28, 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 May 24, 2018 JDA regular meeting.
4. Consider Approval of Minutes for June 25, 2018 Housing Finance Committee special meeting/executive session.
5. Treasurer's Report – Consider Approval of Bills/Financials
6. Director's Report
7. Old Business:
  - a. Chalmers Addition – real estate agreements/renewals received & filed for Real Estate 7, Brokers 12, & Century 21
  - b. Big Pauly's pizza oven – put on bids – Tribune 6/30 & 7/7 with deadline on 7/13 at 5pm... special meeting to open bids Mon, 7/16 (see packet)
  - c.
8. New Business:
  - a. Guest – Stephanie Steinke – billboard presentation
  - b. Guest - Jill H from USDA Rural Development
  - c. Housing Finance Committee recommendation - Chalmers Addition updates?
  - d. Guest – Darylanna Durkee, new Rugby Chamber Executive Director – collaboration ideas
  - e.
9. Correspondence Received, Special Meetings and Reminders
  - a. Minot MAGIC Fund Rural Marketing Match check for \$1750 received
  - b. Special Meeting to open pizza oven bids Monday, July 16 - JDA Office 12:00PM
10. Thursday, July 26, 2018 JDA Board Regular Meeting – JDA office 12:00PM
11. Adjournment

**Rugby Job Development Authority**

**June 28, 2018 – 12:00 PM**

**Board Minutes**

**Regular Meeting**

**JDA Office**

Members present: Tanner Johnson-President, Gary Kraft, Terry Hoffert, Michael McNeff, Blair Brattvet, Sandra Wolf, Daunne Heilman, Jodi Schaan

Members by telephone: Jennifer Stewart, Susan Selensky (12:10pm)

Members absent: Susan Steinke, Karin Fursather, Amber Feickert, Pete Burgard, Rob StMichel

Guests present: Bonnie Remmick (Pierce County Tribune), Stephanie Steinke (Museum), Jill Haakenson (Rural Development), Darylanna Durkee (Chamber/CVB)

JDA Executive Director: Jessica Brossart

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

Additions to agenda: website issue by Brossart & behavior health issue by McNeff, both added to old business. Motioned by Brattvet to approve the agenda with additions, seconded by McNeff, motion carried.

Motioned by Kraft to approve the May 24, 2018 minutes with update to student loan wording, seconded by Brattvet, motion carried.

Motioned by Stewart to approve the June 25, 2018 special meeting minutes of the Housing Finance Committee pending being looked over by City Attorney Bill Hartl, seconded by Kraft, motion carried.

Bills and financials were reviewed. A motion to approve the bills and financials as reported was made by Heilman, seconded by Schaan, motion carried.

Highlights from Directors Report: Brossart would like a committee formed to meet more often to go over new possibilities & projects to bring to the board.

**Old Business:**

- a. All real estate agreements for Chalmers Addition are signed & filed.
- b. Pizza oven is on bids for 2 weeks in Tribune with special meeting being held Mon, July 16 at 12:00PM to open the sealed bids.
- c. McNeff reported that 2/3 funding for mental health position comes from county, 1/3 funding comes from school. Found an entry level person who will start in mid-August. The proposed position will probably be 3 days per week at school, 1 day at correctional facility, & 1 day at county social services.
- d. After reviewing website options, motion was made by Hoffert to bring back old website at \$1895 or less, seconded by McNeff, motion carried.

**Rugby Job Development Authority – June 26, 2018 – 12:00 PM**  
**Board Minutes - Regular Meeting - JDA Office**

**New Business:**

- a. Stephanie Steinke, Executive Director from the Prairie Village Museum, shared a billboard campaign that 5 different entities from Rugby could help fund to share costs... museum, Chamber, CVB, City of Rugby, & JDA. If split 5 ways, it would be \$280/month for each party. Heilman motioned to go with the \$280/month option contingent on approval by City Attorney Bill Hartl. Schaan seconded, motion carried.
- b. Jill Haakenson from Rural Development checked in to see if we are still wanting to host a housing conference. It was previously in the JDA budget to spend \$1000 to fund this. If we are planning to do it this winter, we should begin organizing 3 months in advance.
- c. Chalmers Addition update – no report as of yet.
- d. Darylanna Durkee, new Rugby Chamber & CVB Executive Director, introduced herself & shared her excitement for her new position. Discussion was made about how Chamber, CVB, & JDA could collaborate in marketing, in share resources, save money, & possibility of sharing a work space. Further research is needed. Board is in favor of discussing options further at JDA Special Meeting on Mon, July 16 at 12:00PM meeting.

**The next meeting special meeting is scheduled for Mon, July 16 at 12:00PM & the next regular meeting is scheduled for Thurs, July 26, 2018 at 12:00PM.** Motion to adjourn by Hoffert at 1:35PM, second by Wolf.

Respectfully submitted,

Jessica Brossart, Executive Director