

AGENDA
RUGBY JOB DEVELOPMENT AUTHORITY
REGULAR MEETING
Thursday May 24, 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 April 26, 2018 JDA regular meeting.
4. Treasurer's Report – Consider Approval of Bills/Financials
5. Director's Report -
 - a. Website info to consider
 - b. Technology memberships
 - c. Office assistant applicants
6. Old Business:
 - a. Big Pauly's pizza oven
 - b. Student loan update for Jenna Thompson – Tanner
 - c. Discussion on direction of board and efficiencies – Tanner
 - d. Minot MAGIC Fund Rural Marketing Match Solicitation - Jessica
7. New Business:
 - a. Chalmers Addition – real estate renewals – possible addition of new agent Jamie Wald
 - b. ND Moves – NDDOT – City Council Approval 30 day demonstration & Public Safety Approval - Daunne Heilman
 - c. Natural Gas Meeting info – Tanner
 - d. Bonnie Kuehnemund resignation from board
8. Correspondence Received, Special Meetings and Reminders
 - a. ND Dept of Commerce, New Professionals Day & Economic Development Roundtable, Wed, May 30 @ Dept of Commerce in Bismarck
 - b. EDND conference in Jamestown, June 19-21, 2018 @ Gladstone Inn & Suites, rooms reserved under EDND, 701-252-0700, JDA will pay for Board Members to attend.
9. Thursday, June 28, 2018 JDA Board Regular Meeting – JDA office 12:00PM
10. Adjournment

Rugby Job Development Authority

May 24, 2018 – 12:00 PM

Board Minutes

Regular Meeting

JDA Office

Members present: Tanner Johnson-President, Amber Feickert, Terry Hoffert, Karin Fursather, Blair Brattvet, Jodi Schaan, Peter Burgard and Sandra Wolf

Members by telephone: Jennifer Stewart

Members absent: Susan Selensky, Michael McNeff, Gary Kraft, Daunne Heilman, Rob St. Michel and Arland Geiszler

Guests present: Bonnie Remmick (Pierce County Tribune)

Tanner Johnson called the meeting to order at 12:07PM

Motioned by Burgard to approve the agenda as presented, seconded by Fursather, motion carried.

Motioned by Fursather to approve the April 26th minutes, seconded by Brattvet, motion carried.

Bills and financials were reviewed. The Flex Pace Community Interest Buy Down expense is for a year for the Dairy Queen. Jessica is having Kris Thiel reconcile the financials to make sure everything is being handled correctly. Recommendation was made that this be done on a quarterly basis from now on. A motion to approve the bills and financials as reported was made by Burgard, seconded by Schaan, motion carried.

Directors Report:

Jessica reported that the offer to re-purchase the **RugbyJDA.com** domain from the current owner for \$500 was turned down. They were originally asking \$2,195 and previously she had gotten them down to \$1,895. She has applied for the Minot MAGIC Fund grant which may help cover costs of buying it back OR we could readdress this in six (6) months, however, it could be purchased by someone else during that time. She has also become aware of another website, **RugbyJDA.org** that is out there too. Brenda Foster is the owner but does not remember access codes and the email attached to the website is not a familiar one. Brenda had previously worked with Hometown Attitudes out of Hillsboro so Jessica will reach out to them.

There are several technology memberships that Jessica currently uses and feels would be beneficial to the JDA (LinkedIn Premium (\$50/mo); LinkedIn Consulting (\$100/mo); an online scheduling system (\$25/mo); and Zoom (\$10/mo) for video calls). She proposed that we change them over to JDA (since she has built up over 7000 LinkedIn contacts) and try it for three months and then review. Her goal is to have Rugby JDA visible on Facebook, Linked In, Instagram and Twitter. Motioned by Hoffert to change these technology memberships over to JDA, pay monthly fees for three (3) months and then assess whether it's a benefit to us or not. Seconded by Schaan, motion carried.

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There were three qualified applications received for the Office Assistant position of which Jessica is highly interested in two. One candidate would be more long term & the other candidate will be going to college in the fall. Both would be very qualified to set up and manage our technology goals. Discussion occurred on whether it would be prudent to hire both as the technology set up is more of a project and there are still day-to-day tasks that need to be handled, plus it would allow us continuity in the office when the one goes to college. Stewart confirmed that we have budgeted \$15,000 for an Office Assistant that is so far untouched. It was decided that Jessica will offer the job to both candidates at \$9.50/hr for 15 hrs/wk with one covering morning and one covering afternoon hours.

Jessica will be attending the Department of Commerce New Professionals Day & Economic Development Roundtable in Bismarck (May 30th) and the EDND Conference in Jamestown (June 19th-21st). Any JDA members interested in attending the EDND Conference as well please contact Jessica.

Old Business:

Tanner reported that Big Pauly owes us \$5,000 for the ovens. Paul would like to give us the ovens in lieu of what he owes us and the building owners have indicated they want to buy the ovens. If we are going to sell the ovens though, Stewart reminded us that we would need to put the sale out to bid. Jessica will check if the building owners can just payoff the loan instead. Tanner will have Galen Mack draft paperwork for Paul to sign before he leaves town conveying the ovens to Rugby JDA.

Tanner also reported that Jenna Thompson was denied her student loan through the ND Dept of Health so a match from Rugby JDA is no longer needed.

Regarding the Board, its direction and efficiencies, both Tanner & Jessica feel members are engaged and no change is needed at this time.

Jessica has filled out paperwork for a grant of \$3,500 (maximum allowed) from Minot MAGIC Fund to be used for marketing match. However, since the Rugby Chamber of Commerce has also applied for this grant, each entity will receive half. The Rugby Chamber & the Rugby JDA will be both be awarded \$1,750.

New Business:

Jamie Wald, new Century 21 real estate agent, has requested to be added to the agents involved with Chalmers Addition. In addition, real estate renewals for the other agents are due in June. Since it is an open listing, there should be no problem with adding Jamie. Motioned by Hoffert to add Century 21 and renew Brokers 12 and Real Estate 7, seconded by Burgard. Motion carried.

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Jessica reported on the ND Moves/Main Street Initiative project. The 30 day trial run has been approved by the city council & public safety. There will be a stakeholder meeting held on June 4th that downtown businesses & building owners, etc will be invited to attend. Information will be presented and questions will be answered.

Tanner & Jessica attended the natural gas meeting with MDU. They would like to tap into the Alliance pipeline south of Towner and bring it to Rugby using high-density plastic pipeline at a cost of \$17 million. It's a good project, but it has to be feasible financially, so further discussion & research will be needed. In contrast, KLJ was looking to tap into the pipeline north of Minot and use steel pipeline. They never came up with a cost projection though, just said it wasn't feasible.

Bonnie Kuehnemund has resigned from the Rugby JDA Board. Motioned by Wolf to accept her resignation, seconded by Hoffert. Motion carried.

The **next meeting is scheduled for June 28th at 12:00PM**. Motion to adjourn by Hoffert at 1:25PM, second by Burgard.

Respectfully submitted,

Jodi Schaan, Acting Secretary