



McKenzie County Job Development Authority

December 18, 2018 Meeting Minutes

Members present: Joel Brown, Dale Patten, Doug Nordby, Gene Veeder, Aaron Weber, Aaron Pelton, Matt Beard, John Carns

Members absent: Mark Sovig, Denton Zubke, Brett Wisness

Keith Olson and Daniel Stenberg were also present. Curt Moen (city administrator for Watford City) and Ty Skarda (McKenzie Co States Attorney office) were present for the housing discussion.

President Patten called the meeting to order at 5:30pm.

Curt Moen presented information on our goal of how to increase housing supply. In his conversations with developers and home builders it is difficult for builders to construct a single family house that can be sold for the FHA limit of around \$300,000, which is in part due to the high cost of infrastructure. Discussion was on how limited single family housing has been likely one of the largest inhibitors our local economy's growth, and yet jurisdictions have oftentimes steered away from getting involved in incentivizing housing due to unintended consequences. That noted, the board's consensus was to continue working towards a plan that would allocate \$1M towards infrastructure costs that incentivize home builders to build homes that fit within FHA limits. Olson left at 6:15pm. Patten asked Stenberg to look into operating companies relocation assistance packages and how that relates to housing. Brown, Nordby and Stenberg will be the lead folks to coordinate conversations.

Pelton made a motion to accept the minutes and financial report as presented, Nordby seconded. Stenberg noted that that WDEA transportation roundtable luncheon ended up costing more than the \$1000 that had been approved as there were 71 folks that came instead of the expected 45. **Motion passed.**

John Carns left at 6:30pm. Stenberg reported that Bismarck State is looking to advertise some of their programming in Watford. The job fair in March might be the best timing if they want to play off the traffic of that event. The Skills Initiative petroleum advisory group met again and they are working to integrate petroleum industry feedback into some courses through the Corp of Discovery program. Further Marketplace for Kids/T4 (Trades, Tools, Torque, and Technology) will be coming in March for area 8th graders, and Kent Ellis who is helping with that event is also looking for industry feedback, so there will likely be another petroleum advisory group meeting in early 2019.

Patten noted that he will not be available to be the JDA representative at the Watford City EDC board. **Pelton made a motion to have Beard be the JDA representative on the Watford City EDC board, Weber seconded. Motion passed.**

Board members reported on activity they've seen. Fairgrounds upgrade/potential move is up for discussion. Even though oil price has been dipping recently things are still remaining pretty consistent. City of Watford City has had the opportunity to allocate funds to projects as revenues have come in higher than expected for 2018. The legislative session will be watched—specifically the Prairie Dog bill—as that will have a great impact on city/county funding. Sugar processing in the Yellowstone River valley may be undergoing some significant changes due to American Crystal Sugar's corporate plans. President Patten noted that he will not make himself available to be President in 2019, and endorsed Joel Brown when the offices are voted on in January.

Meeting adjourned by President Patten at 7:40pm.

Signed: Aaron Pelton Date: 1-15-19
Aaron Pelton, Secretary



McKenzie County Job Development Authority

November 20, 2018 Meeting Minutes

Members present: Joel Brown, Brett Wisness, Dale Patten, Doug Nordby, Gene Veeder, Aaron Weber
Members absent: Mark Sovig, Denton Zubke, Aaron Pelton, Matt Beard, John Carns

Keith Olson and Daniel Stenberg were also present. Aaron Gravos, Luke Taylor, Ken Liebel were present for the airport presentation.

President Patten called the meeting to order at 5:30pm. Veeder made a motion to accept the minutes as presented, Brown seconded. Motion passed. Veeder made a motion to accept the financial report as presented, Wisness seconded. Motion passed.


Luke Taylor, Watford City airport manager, presented a request for \$1.4 million in county funding for the airport expansion project. After questions, Taylor will look into if they can get a written commitment from the Federal Government as to their participation in funding, as well as if the money from the state would be coming from the "Prairie Dog bill" or a different source. **Veeder made a motion for the JDA to bring this request of \$1.4 million dollars to the Board of County Commissioners, Weber seconded. Motion passed.** Stenberg will get it on the commissioners' Dec 4 meeting agenda.

Housing was brought up given the context that the Commission has asked us to think of ways to help increase housing supply since it is one of the biggest complaints as to furthering job development in our area. Conversations have been had with city administrator Curt Moen and others towards this end. A suggestion was made to check with the Lewis & Clark Development Group to see if they would be able to administer some sort of incentive program. Keith Olson will follow up with them. Olson left at 6:15pm.

Nordby made a motion to move forward with the tourism contract with Bolken pending States Attorney approval and the addition of a unilateral termination clause. Weber seconded. Motion passed. Nordby made a motion to move forward with the tourism contract with Jessie Veeder Scofield pending States Attorney approval and the addition of a unilateral termination clause. Weber seconded. Motion passed with Gene Veeder abstaining due to conflict of interest.

Veeder and Weber left at 6:30. Stenberg reported on recent events: Skills Initiative healthcare subgroup meeting, EDND Fall Conference where they endorsed a bill to go to the ND legislature supporting scholarships for workforce development, the Western Dakota Energy Association Annual Meeting was in New Town; The Williston Regional Economic Development is looking to change their name to Western Region Economic Development to better reflect their membership of Divide, Mountrail, Williams and McKenzie County; WCHS is certified as a ACT WorkKeys test site, but cannot have non-students take tests there, so Stenberg is looking into options; ArenaCross has been having success at the fairgrounds; Brady Martz has hired a local employee, considering expanding here; Stenberg is serving on the advisory committee for the ND Petroleum Council's oil history documentary project; Rural Leadership ND coming to Watford in March 2019; MarketPlace for Kids coming to Watford in February; R Cool Health Scrubs Camp coming in March 2019. | Board members reported on happenings, a couple major pipelines are in the works, Vantage bought QEP, Heidi Brenna and Brad Sanford were brought up as potential Board replacements if Denton Zubke resigns (he has indicated interest in transitioning off the board). Stenberg will check into their willingness to serve.

Meeting adjourned by President Patten at 7:15pm.

Signed:  Date: 12.18.18
Aaron Pelton, Secretary



McKenzie County

Job Development Authority

October 16, 2018 Meeting Minutes

Members present: Joel Brown, Brett Wisness, Dale Patten, John Carns, Doug Nordby, Gene Veeder, Aaron Pelton

Members absent: Mark Sovig Aaron Weber, Denton Zubke, Matt Beard

Keith Olson and Daniel Stenberg were also present.

President Patten called the meeting to order at 5:45pm.

Nordby made a motion to accept the minutes and financial report as presented, Pelton seconded.

Motion passed. The Promiseland project had a good turnout, generally good feedback, could have had more content, but all in all went pretty well for such a quick turnaround for getting the event scheduled, and the fact that this is the first state the project visited. | Oasis had its ribbon cutting for the Wild Basin II gas plant—needed infrastructure for oil development. | WSC has not been able to hire an ELL/GED teacher. They've extended the job to two applicants, but both turned them down. So if anyone knows of someone who would be good for the job encourage them to apply.

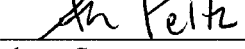
Stenberg presented the idea of creating another Voices of Watford video, this one being focused on the new facilities of McKenzie Co Healthcare. Funds would come from his county economic development 2018 budget and not from the JDA. **Pelton made a motion for Stenberg to proceed with getting the video created, Wisness seconded. Motion passed.**

A potential contract with Scott Hennan's "What's on your mind" radio show was discussed. The financial request would be made to the lodging tax but the contract would be with the JDA. **Brown made a motion to proceed with a \$30,000 request. Veeder seconded. Motion passed.**

For the R-COOL Health Scrubs Camp, the JDA has been requested to provide door prizes if the event comes to fruition (the school needs to confirm availability and date). **Nordby made a motion for the JDA to provide up to \$500 worth of door prizes, Carns seconded. Motion passed.**

At today's commission meeting commission chairman Nordby and fellow commissioners discussed housing issues and would like the JDA to take up the housing issue, with the idea of the county participating financially somewhere in the realm of \$5-10 million and a goal of getting 100-150 single family houses built. The project would be geared towards infill within existing lots, the pricepoint fitting within the FHA maximum (currently just over \$300k). Underwood ND was cited as an example that had utilized home incentives; community land trusts was also cited as a unique approach to trying to solve housing crunch issues. Conversations need to be initiated with developers, builders, banks, state housing finance, Lewis and Clark development council to see what shape this would take. | Dia Northrup was mentioned as a potential JDA member who is willing to serve, when terms are up at the end of 2018.

Updates from Board members included that there is a housing crunch that affects all aspects of sustainability and growth potential, the recent rodeos brought in good hospitality visits. There was discussions on the upcoming initiatives on the November ballot. **Meeting adjourned by President Patten at 7:46pm.**

Signed:  Date: 12/18/18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

September 18, 2018 Meeting Minutes

Members present: Joel Brown, Brett Wisness, Dale Patten, John Carns, Aaron Weber, Doug Nordby, Denton Zubke, Gene Veeder, Matt Beard, Aaron Pelton

Members absent: Mark Sovig

Keith Olson and Daniel Stenberg were also present. Further, Amanda Piesik was present for the ELL/GED proposal.

President Patten called the meeting to order at 5:30pm.

Amanda Piesik, Director of Adult Learning at Williston State College, presented information about her plans to bring an ELL/GED course to the Rough Rider Center as part of the Skills Initiative. She was awarded \$5000 from the Williston Star Fund for this effort and is requesting the same from the JDA. She noted that she has had students coming to her classes in Williston from McKenzie County but it is not convenient for them to drive/find a ride and that having a class here could increase participation. After presenting information, Piesik left the meeting.

The meeting proceeded with **Beard making a motion to accept the minutes and financial report as presented, Pelton seconded. Motion passed.** Attendees debriefed the ND Petroleum Council Legislative Tour & Dinner that most of the JDA members were able to attend in August. We discussed how it was generally well received. Some attendees were candidates that aren't likely to be elected, but it was still good for them to get the information and bring home to their communities. The Welcome to Watford Celebration had nearly 70 booths and over 550 attendees. It went well.

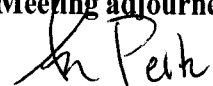
The Skills Initiative is proceeding. There is a new healthcare meeting and repeating petroleum industry meeting coming up in the next couple months.

Conversation came back to the Adult Learning GED/ELL request. **Nordby made a motion to provide \$5000 towards the ELL/GED program through the WSC Adult Learning Center provided that they begin offering classes in Watford City. Pelton seconded. Motion passed.** Nordby and Veeder left the meeting to attend a public hearing on the county budget.

Sam Perry from the McKenzie County Healthcare Systems approached Stenberg/JDA about support for a grant for the R-COOL Health Scrubs Camp. This is a camp to help introduce students to careers in the healthcare industry. The consensus was that we would support it, but if there is a funding request, that would come back to the JDA for a decision. As of now, it seems it is just general support that the grant is asking for.

Stenberg updated that there was miscommunication between himself and the City as to the Buxton Contract being cancelled in June, so that Buxton wasn't properly notified until August. Because of that, Buxton is seeking more money to cancel the contract. They have requested an additional \$25,000, the City is planning to counter with a \$5000 amount—this is in addition to the \$10,000 cancellation fee that was written into the contract.

Updates from Board members included that most all industries in the county are experiencing rapid growth. **Meeting adjourned at 7:11pm.**

Signed:  Date: 12/18/18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

August 21, 2018 Meeting Minutes

Members present: Joel Brown, Brett Wisness, Dale Patten, John Carns, Aaron Weber, Doug Nordby, Denton Zubke, Gene Veeder, Matt Beard

Members absent: Mark Sovig, Aaron Pelton

Keith Olson and Daniel Stenberg were also present. Further, various citizens for the conversation on Fox Hills Golf Course including Josh Nordby, Drew Flaggen, Aaron Gravos, David Johnson and others were present.


President Patten called the meeting to order at 5:30pm. Josh Nordby of Fox Hills Golf Course presented a request for 2018 funding of the golf course expansion project in the amount of \$750,000. He reported on the progress to date and plans for the future. After all questions from the Board were answered, the folks who were here for the golf course conversation left the meeting.

Weber made a motion to accept the minutes and financial report as presented, Brown seconded. Motion passed. The Board welcomed new Board member Brett Wisness who was appointed by the County Commission earlier this month. He is filling the remainder of the unexpired term of Paul Wisness, who tendered his resignation earlier this month. **Zubke made a motion of expression of appreciation to Paul Wisness for his many years of service to the JDA Board. Veeder seconded. Motion passed.**

Discussion came back to the golf course request. Concerns were raised about this not being a line item in the county's budget (it would come out of their special projects line), and other ideas were raised as to making this funding contingent upon finding matching private dollars. It was noted that this would be the largest request ever for this type of activity. Other discussions centered on that this is needed for attracting workforce and quality of life, and that the current 9 holes is not enough for the size of the community we have grown into. **Veeder made the motion for the JDA to bring this request to the County Commission in the amount of \$500,000, Zubke seconded. Roll call vote—NAY: Beard, Weber; AYE: Nordby, Wisness, Brown, Veeder, Patten, Zubke, Carns. Motion passed.**

Stenberg noted that we need an updated Corporate Authorization Resolution for our tourism account with Dakota West Credit Union as Doug Bolken has been removed due to his change from employee to contractor. **Zubke made the motion to update President Patten, Vice President Brown and staff member Stenberg to: Exercise all of the powers listed in this resolution. Open any deposit or share account(s) in the name of the Corporation. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. Any check in excess of \$5000 requires 2 signatures. Brown seconded. Motion passed.**

Some discussion was had on the Skills Initiative, the idea of moving the fairgrounds, the ND Petroleum Council legislative visit for next Monday, and that XTO is looking to find high-use electricity customers to evaluate feasibility for natural gas electricity generation. The flaring limits will likely hamper oil production in the future because of natural gas processing constraints. Stenberg asked about upping the JDA contribution for the Welcome to Watford City Celebration to \$2000. **Veeder moved to up the JDA sponsorship of the Welcome to Watford City Celebration to \$2000, Zubke seconded. Motion passed.** Reports from members included Williston State College's enrollment is looking like a 9% increase for this fall. Mineraltracker.com is being launched. **Veeder made the motion to adjourn the meeting, Weber seconded. Motion passed. Meeting adjourned at 7:37pm.**

Signed:  Date: 12/18/18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

July 24, 2018 Meeting Minutes

Members present: Joel Brown, Paul Wisness, Dale Patten, John Carns, Aaron Weber, Doug Nordby, Denton Zubke Gene Veeder, Aaron Pelton

Members absent: Mark Sovig, Matt Beard

Keith Olson and Daniel Stenberg were also present.

President Patten called the meeting to order at 5:30pm. **Zubke made a motion to accept the minutes and financial report as presented, Wisness seconded. Motion passed.**

Stenberg reported on a good experience at the ESHIP summit in Kansas City. Further the Rough Rider Center did a very commendable job hosting the Bakken Oil Conference & Expo last week. Suggestion was made that the conference organizers BBI should choose a different week that doesn't conflict with the Petroleum Council's events. One alternate could be the week of Ribfest and then the conference could end as Ribfest begins.

Stenberg presented on the idea of a "Welcome to Watford Celebration" that would seek to introduce new members to all that our community offers. EDC has already committed \$1000 to it, and the Chamber will also be approached. **Zubke made a motion to have the JDA sponsor the proposed Welcome to Watford Celebration at \$1000, Veeder seconded. Motion passed.**

Stenberg presented that Public Works Director Suhail Kanwar made a request for a lunch sponsorship of a NDDOT and LTAP annual regional local government Transportation Round Table, with the meeting happening in McKenzie County. **Zubke made a motion for the JDA to sponsor a lunch not to exceed \$1000. Nordby seconded. Motion passed.**


Stenberg reported that an online comprehensive community calendar is in the works. Chamber, City and Tourism have committed to helping pay for it, Rough Rider Center and School District are considering but have not given approval. The question was raised as to if we could guarantee that this could happen. **Pelton made a motion to pay up to \$3700 towards the online community calendar as proposed. Nordby seconded. Motion passed.**

Patten talked about a proposed ND Petroleum Council Legislative Tour that is set to come through Western ND the end of August. **Veeder made a motion that the JDA offer sponsorship of the evening meal for it. Nordby seconded. Motion passed.** Brown, Zubke, Patten and Stenberg to work with the Petroleum Council on agenda development for their time here.

Stenberg noted other upcoming events including the Global Leadership Summit, the Entrepreneurial Ecosystem Summit, Ribfest, RLND alumni reunion, and that a TEDx conference was in the works through the Long X Arts Foundation.

The idea was raised that we should discuss fairgrounds placement in an upcoming meeting.

Meeting adjourned by President Patten at 6:43pm.

Signed:  Date: 12/18/18
Aaron Pelton, Secretary

June 26, 2018 Meeting Minutes

Members present: Joel Brown, Matt Beard, Paul Wisness, Dale Patten, John Carns (via phone), Aaron Weber, Doug Nordby, Denton Zubke

Members absent: Mark Sovig, Gene Veeder, Aaron Pelton

The meeting was held on this date as the regularly scheduled one for June 19 did not have quorum.

Daniel Stenberg was also present.

President Patten called the meeting to order at 12:04pm. **Zubke made a motion to approve the minutes as presented, Weber seconded. Motion passed. Brown made a motion to approve the financial report as presented, Wisness seconded. Motion passed.**

Stenberg presented on the proposed 2019 budget. The commission has asked all department heads to "hold the line" in terms of 2019 budget. The 2019 tourism budget proposed is \$72,792. That is a decrease of \$24,115 from the 2018 tourism budget. The reason for that is the move from one full time employee with full benefits to two part-time contractors with no benefits. The proposed JDA budget is \$10,000 higher than the 2018 budget. That change is due to our JDA Special Projects line item:

JDA Special Projects	
2018 Budget: \$670,000	2019 Budget: \$680,000
\$20,000 Job Development Authority	\$20,000 Job Development Authority
\$150,000 Wolf Pup Daycare	\$150,000 Wolf Pup Daycare
\$500,000 Skills Initiative	\$475,000 Skills Initiative
	\$35,000 Save the Maah Daah Hey Foundation

We are looking to decrease the amount of the Skills Initiative funding as there is funding coming in from meeting space rentals that should meet the \$25,000 decrease. We are looking to add \$35,000 as per a request from the Save the Maah Daah Hey Foundation. They are looking to have that amount matched by another entity such as Billings County or Theodore Roosevelt Medora Foundation. See attachment for more information on that. Therefore the grand total difference (not including JDA salary/benefits per request in letter from Auditor) from 2018 to 2019 is -\$14,115 for Tourism and JDA.

Zubke made a motion to approve the 2019 Economic Development and Tourism Budget as presented, Brown seconded. Motion passed.

Stenberg noted that since Doug Bolken is now a contractor and not an employee, we should have his name removed from the checkbook (Patten and Stenberg are also signers). That said, it is good to have more than two people on the account as any check over \$5000 needs to have two signatures and it might cause a hassle if one of the two are out of town and a check needs to be signed. **Zubke made a motion to remove Doug Bolken's name from the tourism checking account signature card and add Joel Brown (current Vice President), Weber seconded. Motion passed.**

It was decided that the next meeting will be moved to July 24 due to conflicts with the usual July 17 date.

Meeting adjourned by President Patten at 12:35pm.

Signed: Aaron Pelton Date: 7/24/18
Aaron Pelton, Secretary

May 15, 2018 Meeting Minutes

Members present: Joel Brown, Matt Beard, Aaron Pelton, Paul Wisness, Dale Patten, John Carns, Aaron Weber, Doug Nordby, Denton Zubke

Members absent: Mark Sovig, Gene Veeder

Keith Olson (Small Business Development Center) and Daniel Stenberg were also present. Nick Ybarra and Aaron Gravos were also present for the discussion on the Save the Maah Daah Hey Foundation request.

President Patten called the meeting to order at 5:30pm. **Wisness made a motion to approve the minutes as presented, Zubke seconded. Motion passed. Zubke made a motion to approve the financial report as presented, Carns seconded. Motion passed.**

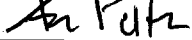
Nick Ybarra and Aaron Gravos presented info on the Save the Maah Daah Hey Foundation. Last year they did eight events, with 500 participants in their most popular MDH100 event. There is a great amount of maintenance that needs to be done that requires funds and hours of work. Discussion was held as to if there would be more that the county could do in addition to the \$5000 request that is made for this year and had made last year as well. Folks thought that especially if another organization like the TR Medora Foundation or Billings County would also commit, the ask could be made to the Board of McKenzie County Commissioners through the JDA for something like a matching amount. **Zubke made a motion to provide a \$5000 contribution to the Save the Maah Daah Hey Foundation, Brown seconded. Motion passed.**

The Job Fair in Watford City attracted about 250 job seekers and 75 employers. The next one may be next Spring. Some employers weren't happy with the amount of job seekers. | It was noted that the Board of County Commissioners did support the Wolf Run Village project along with the City of Watford City and the school district. | The Tourism contractors positions got approved at today's commission meeting, so Doug Bolken and Jessie Veeder will be starting as contractors on June 1 for our tourism efforts. | Oil production company operators met with Superintendent Holen to talk about career training options for high school and beyond, especially as the school district has a new CTE building. There is a possibility for a ND Petroleum Council sponsored "Standardized Contractor Safety Orientation" that would need a venue like the Rough Rider Center. Discussion was had that for the 2019 county budget request we would ask for \$475,000 instead of the \$500,000 for the Skills Initiative as we are getting in approximately \$2000 a month in rental fees from the facility use. Also Toastmasters will be using the space as well for their meetings every other week, and be considered a part of the skills initiative.

Discussions have been moving forward with the expansion of Highway 85, with a public meeting coming to Watford City on May 31. Discussion was had that we should support the expansion with public comment, noting that our preference is for a new four lane bridge and the removal of the existing Long X Bridge. Other groups such as the EDC, Chamber, Fire dept should be also encouraged to submit public comments so that we show a united front in moving this forward. Stenberg to draft and send letter.

Beard brought up discussion as to what we should be doing to make sure the 2020 census gets an accurate count of our population. Further discussion and potential action should be considered. Stenberg said he could bring it up at an upcoming VisionWest ND meeting to see if there are other communities that would be interested/have ideas as well.

Meeting adjourned by President Patten at 7:08pm.

Signed:  Date: 6-19-18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

April 17, 2018 Meeting Minutes

Members present: Joel Brown (via telephone), Matt Beard, Aaron Pelton, Paul Wisness, Dale Patten, John Carns
Members absent: Mark Sovig, Gene Veeder, Aaron Weber, Doug Nordby, Denton Zubke

Keith Olson (Small Business Development Center) and Daniel Stenberg were also present.

President Patten called the meeting to order at 5:33pm. **Beard made a motion to approve the minutes and financials as presented, Pelton seconded. Motion passed.**

Stenberg reported on recent events. Some time was spent on discussing the Summit Counseling public meeting where they had presented proposed plans for a drug rehab facility about 5 miles south of Alexander. | As mentioned at the previous JDA meeting, tourism has been approached with the opportunity to host Travels with Darley, which is a travel show that airs on PBS and other national/international media outlets. The viewer distribution is in the millions. Other funders have been coming forward including Lodging Tax, Tourism and the Pioneer Museum, and the ask is at hospitality businesses as well as large employers who may be interested in promoting the quality of life aspects of our community. **Pelton made a motion to support bringing Travels with Darley to our community in the amount of \$10,000. Beard seconded. Motion passed.**

More developments have come about regarding the tourism position. As Doug Bolken has requested he doesn't want to be full-time anymore, the option has come about to have him be a ½ time contractor and then have Jessie Veeder who has already been doing some work for tourism and the JDA to also have a ½ time contract. Bolken would remain stationed at the Long X Visitors Center and focus generally on attraction promotion, and Veeder would be stationed at the Rough Rider Center and focus more on arts development and event attraction. She would work with organizations like Long X Arts Foundation as part of her contract. Both positions would be \$32/hour at 20 hours a week with no benefits. There would be no additional funding needed for this, just a reallocation of tourism salary/benefits. **Beard made a motion to proceed with the plan as discussed. Brown seconded. Motion passed.** More conversations will now be had with Jessie and Doug and then proceed to the commissioners for approval.

There is a new magazine coming to Watford City called *Watford City Magazine*. They had asked if we wanted to support it by placing a ½ page ad for the next 12 months for \$3000. After discussion, Pelton **motion for us to seek to advertise in *Watford City Magazine* for 6 months at \$1500, Wisness seconded. Motion passed.**

Brown left the meeting at 6:30. Quorum was no longer met. Beard presented an update on the Wolf Run Village, including info that one of the townhomes have been sold. The JDA Board will keep monitoring the situation but no action taken at this time. | Stenberg said that Supt Steve Holen had asked about having more industry advisement in the Skills Initiative, as he wants to make sure the school district/Skills Initiative are apprised of industry's workforce needs. Discussion was made that industry-specific meetings (energy, medical, hospitality) of the company's decision makers regarding trainings would be more appropriate than one big meeting. | Upcoming events include the Theodore Roosevelt National Park input meeting, Watford City Job Service Job Fair, Pick up the Patch, and Watford City Magazine launch.

Meeting adjourned by President Patten at 6:53pm.

Signed: Aaron Pelton Date: 5/15/18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

March 20, 2018 Meeting Minutes

Members present: Aaron Weber, Doug Nordby, Joel Brown, Matt Beard, Aaron Pelton, Denton Zubke, Paul Wisness, Dale Patten

Members absent: Mark Sovig, Gene Veeder, John Carns

Keith Olson (Small Business Development Center) and Daniel Stenberg were also present. Tessa Moberg from Wolf Pup Daycare was present for the background discussion on Wolf Pup Daycare.

President Patten called the meeting to order at 5:30pm. Tessa Moberg from Wolf Pup Daycare presented on Wolf Pup Daycare operations over the past year. She noted how this winter has not slowed down like it has in the past. They have 76 employees and have had a max of 202 kids a day and have 298 kids each week (not every kid comes every day). **Zubke made a motion to release the \$150,000 budgeted to Wolf Pup Daycare, to be sure that the JDA requests the funds for Wolf Pup for next year and that we continue to get a report each year from Wolf Pup, Weber seconded. Motion passed.**

Beard made a motion to approve the minutes as presented, Pelton seconded. Motion passed. Beard made a motion to approve the financials as presented, Wisness seconded. Motion passed.

Stenberg reported on going to the Bowman EDC annual meeting; visiting the Valley City State and University of Jamestown campuses—talking about the quality of life and job opportunities present; and attending the VisionWestND meeting in Beulah. The Skills Initiative request that had been approved at the last JDA meeting was passed at the County Commission meeting last week. That said we still need to make sure we continue to talk about the value the Skills Initiative and Rough Rider Center brings to our community. Ideas brought up include “Did you Know?” ads/info on social media and the newspaper.

Nordby talked about the Wolf Run Village. City of Watford City and McKenzie Co School District #1 have agreed to help cover the cost that isn't being covered through rents. No action taken at this time. Beard to see about circulating the packet to JDA members advertising the property for sale.

Zubke made a motion for the JDA to sponsor the ND Stockman's Association Spring Roundup meeting in Watford City for \$500, Pelton seconded. Motion passed.

Stenberg reported that there is an opportunity to have our community be a part of a “Travels with Darley” episode that runs on national TV. This was just background information for now, more info gathering needed before we know if there is an ask needed. | Patten reported Tourism Director Doug Bolken had asked about having his fulltime position become part time. After discussion, consensus was made to present the option of him being offered a contract for \$35/hour for 20 hours a week (with no benefits) and that we would seek to get partial funding from the city to hire someone else full time who would be stationed at the Rough Rider Center and would be the supervisor of the contracted worker, and both be under the JDA and Economic Development Coordinator. Update will be presented at next meeting. | The EDC/Chamber annual meeting is in April, but no action was taken as to providing tickets for JDA board members. | Stenberg mentioned that there is a bloggers and writers conference as well as an entrepreneurial ecosystem conference in the works for this summer in Watford. | Summit Counseling is looking to raise \$300K for a building that they want to turn into a drug rehab treatment facility.

Wisness made a motion to adjourn the meeting, Pelton seconded. Motion passed. Meeting adjourned at 7:23pm.

Signed:  Date: 4.16.18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

February 20, 2018 Meeting Minutes

Members present: Aaron Weber, Doug Nordby (left at 6:20), Joel Brown, John Carns, Matt Beard, Aaron Pelton

Members absent: Dale Patten, Mark Sovig, Gene Veeder, Denton Zubke, Paul Wisness

Kylee Roff (Rough Rider Center) and Daniel Stenberg were also present.

Vice President Brown called the meeting to order about 5:30pm. **Weber made a motion to approve the financial report and minutes as presented, Pelton seconded. Motion passed.**

Kylee Roff presented info regarding the Skills Initiative and profit and loss statement of the Rough Rider Center. Some questions were raised on the activity fees, and where the building and interest payments show on the report. Roff will get answers before the next commission meeting. **Nordby motioned to bring a request for the \$500,000 to the county commission. Pelton seconded. Motion passed.** Roff will work with Stenberg and will seek to present at the next commission meeting March 6. If that doesn't work, it would be the March 20th meeting.

The Small Business Development Center memorandum of understanding was reviewed along with the 2017 activities written report by our SBDC rep Keith Olson. **Pelton made a motion to provide the requested \$25,000 to the Small Business Development Center. Beard seconded. Motion passed.**

The written report provided by Wolf Pup daycare director Tessa Moberg was reviewed. Questions were raised as to how the daycare reservations work (is there contracts, an hourly rate--how often does the rate increase, a time specification), what have previous years looked like financially, is net income in one year used as a cushion for future years, or is there a more immediate use for it? Tabled until next meeting and will see if Director Tessa Moberg can make it to the meeting for further discussion with the Board.

Stenberg said the Watford City EDC agreed to pay half (\$500) of the \$1000 annual membership for Williston Regional Economic Development, and suggested that we pay the remainder. **Beard made a motion to provide \$500 towards the Williston Regional Economic Development membership for 2018, Nordby seconded. Motion passed.**

Stenberg presented the quote from Ashton Hauff for the creation of an infographic. **Pelton made a motion to approve up to \$2000 for the infographic work by Hauff, Carns seconded. Motion passed.**

The idea of having JDA purchase tickets for JDA board members and a guest for the April 13 Chamber/EDC annual meeting was discussed and tabled until next meeting. Nordby left the meeting to attend another meeting approximately 6:20. Quorum was no longer met. | Not a lot new to report on the Buxton contract. The general feedback we've received from potential franchises is that land prices here are high, unemployment low, and the volatility of the oil economy makes them leery, but they are still keeping an eye on us. The contract is a year to year contract with a two month notice needed before cancelling. It was begun in August 2017. | Stenberg will be having a booth at Valley City State University and University of Jamestown next week talking about our community as a good place to live and work. If that goes well, could also go to other area campuses and do something similar.

Meeting adjourned by Vice President Brown approximately 6:44pm.

Signed:  Date: 4.16.18
Aaron Pelton, Secretary



McKenzie County Job Development Authority

January 16, 2018 Meeting Minutes

Members present: Dale Patten, Aaron Weber, Doug Nordby (arrived at 6:40pm), Joel Brown, John Carns, Matt Beard (arrived at 6:45pm), Paul Wisness

Members absent: Mark Sovig, Gene Veeder, Aaron Pelton, Denton Zubke Keith Olson (ND Small Business Development Center); Doug Bolken (McKenzie Co Tourism); Kylee Roff (Rough Rider Center) and Daniel Stenberg were also present.

President Patten called the meeting to order about 5:30pm.

Doug Bolken presented his plans for tourism for the upcoming quarter. He noted upcoming conferences and sporting tournaments that his office is helping out with. Also he noted that he is shifting some of his print budget to digital marketing that is more trackable.

Kylee Roff presented info regarding the Skills Initiative and usage of the Rough Rider Center's conference capabilities for companies' meeting spaces. Roff, Stenberg and Patten (if available) will be meeting with businesses soon to see what their training and space needs may be. Progress has been made towards CNA classes with hopes to start a class in March online and the in-person training in April. The CDL simulator is looking to be moved to the CTE building in February so that the WCHS tech classes and CDL training can be completed. Conversations are starting regarding GED classes and English Language Learners classes.

Stenberg talked of attending the Williston Regional Economic Development meeting and our participation with them for the Bismarck Williston Basin Petroleum Conference. Stenberg will proceed with testing the viability of doing campus visits where we would seek to set up a booth in a common area and talk of the opportunities of Watford City as a place to live, work and visit. He will start with University of Jamestown and potentially University of Mary. Brown will follow up with UND.

Quorum was met at 6:40pm with the arrival of Doug Nordby. **Nordby made a motion to approve the financial report and minutes as presented, Weber seconded. Motion passed.**

2018 Election of Officers

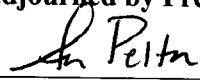
Nordby nominated Patten for President. There being no other nominations Nordby made a motion for nominations to cease and cast a unanimous ballot for Patten, Beard seconded. Motion carried.

Nordby nominated Brown for Vice President. There being no other nominations Nordby made a motion for nominations to cease and cast a unanimous ballot for Brown. Wisness seconded. Motion carried.

Nordby nominated Pelton for secretary. There being no other nominations Wisness made a motion for nominations to cease and cast a unanimous ballot for Pelton. Brown seconded. Motion carried.

Nordby nominated Pelton for Treasurer. There being no other nominations Beard made a motion for nominations to cease and cast a unanimous ballot for Pelton. Brown seconded. Motion carried.

Meeting adjourned by President Patten approximately 6:54pm.

Signed:  Date: 4.16.18
Aaron Pelton, Secretary