



McKenzie County Job Development Authority

January 15, 2019 Meeting Minutes

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

Members absent: Gene Veeder and Heidi Brenna

Keith Olson, Doug Rolfson and Daniel Stenberg were also present.

Vice President Brown called the meeting to order at 5:30pm. Beard made a motion to accept the minutes and financial report as presented, Pelton seconded. Motion passed.

The housing supply discussion was resumed from last meeting. Curt Moen is still working on language for us, but the idea is that the incentive will be on the back end of the sale. It was also noted that the FHA limit was increased to \$313K. Aaron Weber might be procured by the state's attorney office to help because of his expertise and the lack of staff in the county state's attorney office. Moen expects to have something for the JDA to review by Jan 25. We might need to have a special meeting before our next one depending on how the draft looks to us.

Stenberg reported on 2018 work and ideas for 2019. Ideas from the board included having a handout for commonly hired jobs in our county with average wages might be of benefit to attracting workforce, as well as trying to hop on tours with production companies to tell prospective workers about our area.

About 5:50 Patten joined the meeting via conference call. He reported on happens with the ND Legislature. He will be introducing a bill regarding the four-laning of Hwy 85. The "Operation Prairie Dog" bill was heard today, and all testified in support of it.

Keith Olson reported that SBDC funding in the governors budget is about 50% of what it was. Olson may be asking us to help contact our legislators to get the word out about their budget shortfall. The JDA will plan to take on the SBDC funding request in the February meeting.

Nordby nominated Brown for President, Pelton seconded. Motion passed. Pelton nominated Weber for Vice President, Nordby seconded. Motion passed. Brown nominated Pelton for Secretary/Treasurer, Weber seconded. Motion passed. Keith Olson left at 6:15pm.

English Language and GED classes have started at the Rough Rider Center. There will be a T4 event in March for 6th-8th grades. Our community will need to be a Census 2020 Complete Count Committee together. Stenberg will send out more info as it is available. Beard interested in serving on committee. If there is a handout, banks could help get the word out to new residents who are opening bank accounts. Board members reported on activity they've seen. Looks to be a busy year in the oilfield. REC is doing long range planning and expecting increases in demand. The Demicks Lake plant needs electricity by June; hospitality has been busy hiring staff, café in Alexander will be under new management with steady hours; some housing coming to Alexander and paved streets are being considered.

Meeting adjourned by President Brown at 7:21pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

February 19, 2019 Meeting Minutes

Members present: Joel Brown, Gene Veeder, Heidi Brenna, Doug Nordby, Aaron Weber, Matt Beard (via phone), Dia Northrop (via phone)

Members absent: Aaron Pelton, John Carns, Dale Patten, Brett Wisness

Keith Olson, Tessa Moberg, Terry Moe, Ty Skarda and Daniel Stenberg were also present.

President Brown called the meeting to order at 5:30. Nordby made a motion to accept the minutes (both the regular January and the special meeting of Feb 11) and financial report as presented, Brenna seconded. Motion passed.

Tessa Moberg, director of Wolf Pup Daycare presented info about the past year's operations. It has operated at full capacity with a very large waitlist. It has been successful financially this year. Plans are in the works to turn the old post office building into a Wolf Pup preschool to add more capacity. **Veeder made a motion to award the \$150,000 budgeted for Wolf Pup, Weber seconded. Motion passed.**

Terry Moe, who recently began as Director of Public Relations and Marketing for the Rough Rider Center, presented information on all the activities that has been happening out there. A suggestion was made for him/RRC to provide a monthly or bi-monthly update of activities out there.

The Watford City EDC recently agreed to provide half of the annual membership fee in the WRED with the idea that JDA would sponsor the other half. The WRED is sponsoring the EDC/Chamber annual meeting for \$2000, so a \$500 match is a good investment. **Weber made a motion to provide \$500 towards the renewal of our WRED membership, Nordby seconded. Motion passed.**

The University of Mary is looking to bring a busload of students to tour the job opportunities of McKenzie County in likely March. Given our need of workforce and our findings that those who visit here in person generally increase their interest in the area, we are looking to help support that trip. **Weber made a motion for the JDA to spend up to \$1000 for the UMary bus trip to McKenzie County, Nordby seconded. Motion passed.**

The Theodore Roosevelt Expressway is once again looking for letters of support for Highway 85 INFRA grant. **Veeder made a motion for us to provide a letter of support for the Highway 85 INFRA grant, Weber seconded. Motion passed.**

President Brown reported briefly on the presentation he made to the county commission meeting this afternoon regarding the housing infrastructure grant we have been discussing. They received it well generally. One comment from a commissioner was made as to why not include platted subdivisions outside cities. Our next step is for solidifying the terms of the program as we want to present to the public. Then have a public meeting before the March 19 commission meeting so we can present for their approval/disapproval at that meeting. We will want to include people such as Brad Sanford and Aaron Pelton as potential speakers at the public meeting so that they can talk about the housing concern as it relates to their employees and potential employees.

Meeting adjourned by President Brown at 7:02pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

February 11, 2019 Special Meeting Minutes

Members present: Joel Brown, Doug Nordby (via phone), Gene Veeder (via phone), Aaron Weber, Matt Beard, Brett Wisness, Dia Olson, Heidi Brenna

Members absent: John Carns, Aaron Pelton, Dale Patten

ALSO PRESENT: Keith Olson (SBDC), Vawnta Best (City of Watford City), Ty Skarda (McKenzie Co States Attorney office), Wyatt Voll (via phone--city attorney for City of Watford City) and Daniel Stenberg (McKenzie Co Economic Development)

President Brown called the meeting to order at 12:00pm.

The only issue for this meeting is discussions on the Housing Infrastructure Grant idea. Meeting participants received a draft agreement to aid in discussion. Question was raised as to the wording of that included housing needs to have curb, gutter and sidewalk noting that that would be a detriment to the cities of Alexander and Arnegard that do not have the requirements. The decision was to change the language to that the house is built in accordance with city lot requirements. It was reported that FHA does feel that this will work with their program. Question was raised as to if the grant should be forgivable or unforgivable. We will proceed with both options on the table for now. This process will likely need to have a public meeting component to get feedback from the public, but first we should check in with the County Commission to get their thoughts as to where we are at thus far.

Aaron Weber made a motion for President Brown to bring this proposition to the next County Commission meeting not asking for approval but rather seeing if there is appetite for us to continue working on this housing incentive project, noting that we could proceed with a forgivable or unforgiveable grant. Dia Olson seconded. Motion passed.

Brown will present at the Feb 19 County Commission meeting, and report back to the JDA regular meeting at 5:30pm on the same day.

Meeting adjourned by President Brown at 12:55pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

March 15, 2019 Special Meeting Minutes

Members present: Joel Brown (via phone), Gene Veeder (via phone), Heidi Brenna, Doug Nordby (via phone at 2:14pm), Aaron Weber (via phone), Matt Beard (via phone), Dia Northrop (via phone) Aaron Pelton (via phone), John Carns (via phone), Dale Patten (via phone), and Brett Wisness (via phone)

Members absent: none
Keith Olson (via phone) and Daniel Stenberg were also present.

Location: conference call or Pioneer Meeting Room, McKenzie County Courthouse

President Brown called the meeting to order at 2:00pm . Stenberg updated the board on the recent public forum. Generally favorable comments. Had included the comments he received in the meeting materials. He had talked with Jim Talbert who came to a figure that an average rural subdivision's infrastructure expenses are around \$26,000, and noted that the "first come, first served" and the inclusion of rural subdivisions seem to be the biggest sticking points that surfaced through the public comments.

Brenna pointed out she agreed with Weber's written comment that having a lawyer that has more real estate experience than State's Attorney Skarda does would be prudent for the county to look into. || Nordby noted that he feels that our intent with this should be to award to multiple builders in hopefully multiple locations so that not all the money goes to one builder/area. Veeder asked if this has been vetted with FHA, Dia Olson said that she had sent a previous version of our agreement to them and they were okay with it. Also Dia Olson asked about the graduated forgiveness of the loans that had been brought up at the public forum. Brown noted that if people lose money on a sale of their home within 5 years they don't owe the county anything, but if they do sell their affected home before 5 years at a profit, they have to pay back the JDA the difference. **Pelton made a motion to change the limited infrastructure definition to include rural subdivision residential lots and to increase the maximum grant to \$25,000 and bring the proposal to the County Commission. Nordby seconded.**

Dale Patten asked to abstain from the vote given that there is a chance that his own children could benefit from the program.

Roll call vote:

YES-Brett Wisness
YES-Heidi Brenna
YES-Matt Beard
NO-Aaron Weber
YES-Dia Northrop
YES-Gene Veeder
ABSTAIN-Dale Patten
YES-Aaron Pelton
YES-John Carns
YES-Doug Nordby

Motion Passed 8 YES, 1 ABSTAIN, 1 NO

Meeting adjourned by President Brown at 2:32pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

March 19, 2019 Meeting Minutes

Members present: Joel Brown (via phone starting at 5:45), Gene Veeder, Heidi Brenna, Doug Nordby (arrived at 6:02), Aaron Weber, Matt Beard (via phone), Dia Northrop, Aaron Pelton, John Carns, Brett Wisness **Members absent:** Dale Patten

Keith Olson and Daniel Stenberg were also present. Nick Ybarra and Aaron Gravos were present for the Maah Daah Hey funding discussion.

Vice President Weber called the meeting to order at 5:31. Brenna made a motion to accept the minutes (both the regular February and the special meeting of March 15) with the update of “and bring to County Commission meeting” to the motion of the March 15 special meeting. Pelton seconded. Motion passed. Northrup made a motion to accept the financial report as presented, Wisness seconded. Motion passed.

Keith Olson presented info on his work with the SBDC over the past year and requested that we make the annual contribution to their budget, which has been budgeted for at \$25,000. **Pelton made a motion for the JDA to provide the \$25,000. Carns seconded. Motion passed.** Daniel Stenberg showed the sponsorship request for the T4 event (Tools, Torque, Tech, Trades), which will be happening at the Rough Rider Center on March 21 for grades 6-8. **Veeder made a motion to provide \$500 sponsorship of the event, Pelton seconded. Motion passed.**

Sarah Otte Coleman, Director of North Dakota Tourism, joined the meeting by conference call. She presented information about the proposed Theodore Roosevelt Presidential Library for Medora and asked for a letter of support for the project from the JDA. Governor Burgum has proposed the state contribute \$50 Million towards the project as a part of his budget. **Pelton made a motion for the JDA to send a letter of support (though not including a dollar amount for the state to contribution), Veeder seconded. Motion passed.** President Brown will sign the letter.

Nick Ybarra and Aaron Gravos presented information on the work of the Save the Maah Daah Hey Foundation, and all of the trail visitors it has brought to our area over the past year. They approached both Billings County and Theodore Roosevelt Medora Foundation but weren't able to secure financial support. \$35,000 had been budgeted for Save the Maah Daah Hey in the economic development budget this year. **Northrup made a motion for the JDA to provide \$35,000 to the Save the Maah Daah Hey Foundation. Wisness seconded. Motion passed.**

Stenberg reported that the Commission voted for the JDA's housing proposal—allocating \$1 Million towards the project. They are leaving us to figure out the details. Some details that remain include figuring out how FHA will accept this program while still including some sort of clawback that prevents potential “flipping.” Dia Northrop will take this project on. Brown, Stenberg, Veeder, Curt Moen will meet to draft how the RFP process is going to go with the State's Attorney or his designee to provide legal input. **Northrop made a motion for the JDA to provide up to \$10,000 for legal counsel with specific real estate experience to help our States Attorney approve the agreement. Pelton seconded. Motion passed.**

Nordby talked about Watford City Builders Foundation is looking to do a comprehensive capital needs assessment of the area. They will look to the Rough Rider Fund for funding of it. No action needed by the board at this time. **Meeting adjourned by Vice President Weber at 7:53 pm.**

Signed: _____ Date: _____

Aaron Pelton, Secretary



McKenzie County Job Development Authority

April 16, 2019 Meeting Minutes

Members present: Joel Brown, Gene Veeder, Heidi Brenna, Doug Nordby, Aaron Weber, Matt Beard, Dia Northrop, John Carns, Brett Wisness **Members absent:** Dale Patten, Aaron Pelton **Others:** Keith Olson, Daniel Stenberg, Cole McGorman (student who was fulfilling school assignment for attending a governing body's meeting) were also present. Brenda Owen was present for the Summit Silver Creek residential treatment facility discussion; Josh Norby and other golf course board members were present until after the golf course discussion; Terry Moe was present until after the Skills Initiative discussion.

President Brown called the meeting to order at 5:30pm. Nordby made a motion to accept the minutes and financial report as presented. Carns seconded. Motion passed. Brenda Owen with Summit Silver Creek Residential Treatment Center presented information about their plans for a residential treatment center. They have identified property south of Watford City at 2046 125th T Ave that they are in negotiations with for their work. They have not yet finalized a lease. Upon startup it would likely employ 13. If the facility were to reach its capacity of 72 residents, the employment need would increase to around 40. Board expressed concern about the condition of the road, as well as the general upkeep of the building as some have seen the doors left open. Owen noted that a certain amount of remodeling will need to take place and will seek to address during their lease negotiations. As progress gets made she will likely come back to the JDA Board for a request for start-up funds as they have a 3-4 month lag between startup and when the insurance payments start coming in. They are working with a firm called Housing & Health Services to help provide administrative support and Summit Counseling Services for staffing support.

Josh Norby, president of Fox Hills Golf Course, presented a request for \$1,000,000 for the completion of their expansion project. It had been previously planned for them to request \$500,000 from us this year and \$250,000 from us next year. Norby explained if this funding were received now, they could realize savings due to mobilization costs, and that they wouldn't come back with any future requests. The board noted they would like to see more data and a handout explaining the project in greater detail from the golf course before acting on their request as none were provided for this meeting. To that end, **Beard moved to table the request, Brenna seconded. Motion passed.**

Terry Moe, Director of Public Relations and Marketing for the Rough Rider Center, presented a request for us to provide our \$500,000 Skills Initiative payment to the Rough Rider Center. He provided information on activities that have been happening at the facility and provided a 2018 profit and loss statement. **Weber made a motion to bring a \$475,000 request to the county commission, and provide \$25,000 from our account toward the project. Northrop seconded. Motion passed.** The request to the commissioners will get made at their May 7 meeting.

Brown updated the board on the work that has been completed with the housing infrastructure grant pilot program. In the meeting materials was an application that has been developed for the program. Dia Northrop has been gathering info that will make this workable with the FHA assistance. Our program still needs to be brought to the state's attorney for his review and the legal review of a third party per the motion of the March 2019 JDA meeting. The board noted that they feel they don't want to be too hands on in the application process and that a subcommittee would be better able to handle approving the applications. **Veeder made a motion to appoint Carns, Weber, Brown, and Curt Moen to a**

subcommittee that will review applications for the grant program. Wisness seconded. Motion passed.

Stenberg presented a request for The Crude Life Radio sponsorship for \$1,500. Sponsorship would include us getting 12 interviews out of the deal over the course of the year, and Stenberg would find a variety of community members to have interviewed for it. **Beard made a motion to move forward with the Crude Life Radio sponsorship at \$1,500, Brenna seconded. Motion passed.**

Stenberg said that he and Jessie Veeder have been in talks with Agency MABU about doing three more Voices of Watford videos. **Northrop made a motion for Stenberg to move forward with the videos at an approximate cost of \$15,000, Weber seconded. Motion passed.**

Stenberg presented a request for sponsorship of the first ever Senior Day-- a project being done through the McKenzie County Healthcare Systems. **Beard made a motion to sponsor the Senior Day event at \$500, Wisness seconded. Motion passed.**

Stenberg presented a request for the JDA to have a booth at the Bakken Conference in Bismarck. **Veeder made a motion for the JDA to secure a booth sponsorship at a cost of approximately \$3,000, Weber seconded. Motion passed.**

Information was included in meeting materials regarding the great amount of work Jessie Veeder has been doing through the Long X Arts Foundation. | Stenberg noted that there were about 300 job seekers that attended the Job Fair in March. | Due to the length of the meeting, we forwent the updates from board members. **Meeting adjourned by President Brown at 8:06 pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

May 21, 2019 Meeting Minutes

Members present: Joel Brown, Gene Veeder (arrived at 5:55), Heidi Brenna (arrived at 6:00), Doug Nordby (arrived at 5:50), Matt Beard, Dale Patten, Brett Wisness **Members absent:** John Carns, Dia Northrop, Aaron Weber, Aaron Pelton **Others present:** Keith Olson; Daniel Stenberg; Brenda Owen and Matthew Dalessandro was present for the Summit Silver Creek residential treatment facility discussion; Josh Norby and other golf course board members were present until after the golf course discussion.

Presentations began without quorum at 5:35 from Summit Silver Creek. They provided an updated handout that includes plans for landscaping and building improvement. Since the April meeting they have signed a lease for the building they are planning to use. They have had some construction delays, but have been licensed by the state of ND. They would like assistance with start-up costs. Start-up costs will be around \$1.5M as it takes up to three to six months for insurance payments to get processed. About \$300k-\$400k has been secured so far. They aren't looking to use bank financing, rather private, so it is more important to them to have guarantee of funding than specific timing. They would be fine with funding being contingent upon them reaching certain milestones.

Josh Norby presented an update from the April meeting regarding the Fox Hills Golf Course expansion. He provided handouts with operating budgets, contributions to date, and other short and longer term planning in support of their \$1,000,000 ask. The golf course members noted that if this contribution were given they wouldn't ask for the \$250k that had been planned to be asked for from the county in 2020. Discussion was raised as to if the golf course should ever expect to be a money making operation, more revenue neutral, or if it will likely always need some sort of subsidy in the name of quality of life. The pro forma projections showed a net cash flow coming starting in 2022; it was noted that that is just a projection and that doesn't always come to pass.

President Brown called the meeting to order at 6:24pm. Nordby made a motion to accept the minutes and financial report. Wisness seconded. Motion passed.

Veeder made a motion to accept the \$500k ask for the gun range for the McKenzie County Sportsmen's Club that has already garnered approval from the McKenzie County Commissioners. Wisness seconded. Motion passed.

States Attorney Ty Skarda noted that he hasn't had any success in finding a third party attorney that could help us with our housing program. The biggest concern is with FHA. FHA has also put out more requirements that make us guaranteeing that this will work with FHA loans very hard, and nearly impossible. **Patten made a motion that we continue to proceed with the program recognizing that it might not fit all of FHA specifications, Beard seconded. Motion passed.**

Conversation returned to Summit Silver Creek startup funds. It was agreed that this fits within JDA's purview because of the job creation component and the workforce development aspect that will help those employed in our county that have treatment needs. **Patten made a motion that we bring forward a request to the County Commissioners to provide \$130k in the form of a grant and \$135k in the form of a loan provided certain milestones are reached. Nordby seconded. Motion passed.** Brown,

Veeder, Stenberg will follow up with Brenda and Matthew to agree upon milestones and the terms of the loan.

Nordby made a motion for the JDA to provide for coffee, lunch and room rental for Governor Burgum's Main Street Initiative visit, which is estimated at around \$1,000. Patten seconded. Motion passed.

Stenberg presented a proposed contract with Authentic Industries for Chad Ziemendorf photography of our local area. Chad has provided very stellar work of our community already, and tourism and economic development would like to get new images created to keep our image fresh. **Beard made a motion to provide \$8,420 towards the contract with Authentic Industries for updated photography of our local area from Chad Ziemendorf, Brenna seconded, motion passed.**

Calli Thorne has indicated her intent to apply for the next class of Rural Leadership North Dakota. It was noted that JDA and Watford City EDC has historically helped provide funding for those in our community that might not have an employer able to pay their way to pay their way provided that they in turn provide service to the community in the form of running for public office/local board or other community oriented project. **Beard made a motion to provide \$4k over the course of two years for Calli Thorne to participate in Rural Leadership North Dakota, Wisness seconded, motion passed.**

Veeder brought up daycare and the potential for childcare through Wolf Pup at the old clinic site. Vawnita Best has been a part of the discussions too. Keith Olson is willing to help with getting that going too. Patten provided a legislative wrap up covering the Prairie Dog bill, school funding, trespass, pore space and more.

Meeting adjourned by President Brown at 8:55pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

June 18, 2019 Meeting Minutes

Members present: Gene Veeder, Heidi Brenna, Doug Nordby, Matt Beard, Dia Northrop, Dale Patten, Aaron Pelton (joined by phone at 5:38pm) **Members absent:** Joel Brown, John Carns, Aaron Weber, Brett Wisness **Others present:** Keith Olson; Daniel Stenberg; Terry Moe

Immediate Past President Patten called the meeting to order at 5:30pm. Northrop made a motion to approve the minutes as presented, Brenna seconded. Motion passed. Northrop made a motion to approve the financial report as presented. Beard seconded. Motion passed.

Terry Moe was present to talk about the presentation he had made at the County Commission meeting earlier in the day. They had referred him to the JDA. The WolfPup Daycare has agreed to have the KidStop Program be under their non-profit, and he provided an ask for \$300,000 to get that program started. Further he (in consultation with others) is requesting that the Wolf Pup mortgage get paid off completely to free up capital for future expansion plans. He noted another daycare center would cost maybe \$9 million. That said, there are no current plans to build a new facility. **Northrop made a motion to bring to the county commission the request to pay off the mortgage of Wolf Pup Daycare which is approximately \$2.155 million and provide \$300,000 for the startup of KidStop, Veeder seconded. Motion passed.**

Stenberg presented the proposed economic development and tourism budgets for 2020. In today's county commission meeting, Commission Chair Tom McCabe directed the JDA to include \$3,000,000 for seed money to Wolf Pup to create another daycare center. We will keep the other special project items at the same amount: \$20k for JDA budget allocation; \$475k for Skills Initiative/RRC; \$35k for Save the Maah Daah Hey Foundation for a \$3.83 Million total for JDA Special Projects for 2020. It was noted that Save the Maah Daah Hey should approach Billings County again for funding because a bridge project in that county is moving forward and that was the reason they cited for not supporting when representatives asked them earlier in the year. Keith Olson noted that SBDC has yet to get their budget assignments from ND Commerce Department, but he expects there to be a cut. Regarding Tourism, a 3% increase was applied to both of the contracts as well as an increase to the Arts & Entertainment Contractor due to scope increase. Even with the increases the total 2020 budget is still below the 2018 budget. **Veeder made a motion to approve the 2020 Economic Development and Tourism Budget as presented, Beard seconded. Motion passed.** This budget will be presented to the County Commission at 8am on July 16. | **Veeder made a motion for the JDA to provide a letter of support for the 4 laning Highway 85 project as drafted. Nordby seconded. Motion passed.** | Stenberg noted that the JDA Housing Development Subsidy application is live as of last Thursday. There have not been any applications submitted yet, but there has been interest from Stepping Stone and Watford Landing in applying. **Beard made a motion to affirm that the subcommittee identified in our April meeting of Carns, Weber, Brown and Curt Moen is tasked with approving the applications in a timely manner with the expectation that the board will be updated monthly as to the progress of the program. Brenna seconded. Motion passed.** | Our request to the County Commission for the Summit Silver Creek Residential Treatment Facility was approved today. We will work with them and the states attorney to draft an agreement. | The Skills Initiative petroleum advisory group will be meeting next week. | The July meeting will be moved to July 9. **Northrop made a motion to adjourn the meeting, Pelton seconded. Meeting adjourned 6:47pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

July 9, 2019 Meeting Minutes

Members present: Joel Brown, John Carns, Aaron Weber, Brett Wisness, Heidi Brenna, Matt Beard, Dia Northrop, Dale Patten, Aaron Pelton **Members absent:** Gene Veeder, Doug Nordby **Others present:** Jerry Bergman, Tom Wheeler, Cameron Wahlstrom, Kyle and Julie Dragseth were present for the discussion on the seed conditioning facility; Keith Olson; Daniel Stenberg;

President Brown called the meeting to order at 5:31pm. Patten made a motion to approve the minutes and financial report as presented. Northrop seconded. Motion passed. Dr Bergman and Tom Wheeler presented on the plans of a seed conditioning facility at the NDSU Williston Research Extension Center. Their current facility was built in 1956 and is outdated. The new facility would be about to do 200 bushels/hour. It affects about 1100 acres in McKenzie County and employs McKenzie Co residents. Once completed it could increase the number of employees needed. It is a \$2.25 million project and have received good support from entities including the state of North Dakota. **Patten made a motion to bring a request to the county commission in the amount of \$100,000 to go towards the projects efforts. Carns seconded.** Discussion was had that projects like this help keep our economy diversified. **Motion passed.** | Stenberg made a request for up to \$2500 for the Welcome to Watford event to be held on September 20. The event will be similar to last year with hopefully some enhanced tweaks based on feedback from last year's event. **Beard made a motion for the JDA to provide up to \$2500 for the Welcome to Watford event, Pelton seconded. Motion passed.**

Weber presented on project that would seek to increase housing in Alexander that he has been working with the City of Alexander on in his role as their attorney. The City is considering purchasing land and selling lots and/or building housing to be sold. He notes that there is virtually no housing available in the city even though there is demand. No action taken, more discussion will come after the City of Alexander meets and decides what its next steps are. | The JDA Housing Development subsidy has received one application and it seems to meet the criteria. There was one portion that the developer will be asked to update if they want the application to be completed. The subcommittee will meet as needed to review and approve/deny the applications. They might try to meet at 5pm in advance of regularly scheduled JDA meetings, and as necessary to help provide timely answers to applicants. | Stenberg noted that Summit Silver Creek has indicated they've had some setbacks in the construction/remodeling of their residential treatment facility, but hopefully things are still moving forward. | The Skills Initiative met with Petroleum Industry representatives and positive progress has been made regarding high school energy skills curriculum, and discussions are continuing about the idea of a career academy. University of Mary will be offering some one day courses on topics of interest to the workforce. | Brown noted that the golf course may be asking for a \$1 million loan from the JDA as the city has \$1 million budgeted for it for 2020, but if they could get a loan now they could save on mobilization costs from getting it all done this year as opposed to splitting the work between this year and the next. Many on the board expressed hesitancy about moving forward with the idea given that the recent request we granted to them was an increase in what they had originally planned to ask and they said at that time it would be their final request of us. | Reports from members talked about the stability in rig counts; housing needs; more electricity needs due to expanding and new projects like gas plants; SBDC received their funding guidance from ND Commerce—they got more than expected so the entity will only take a 10% cut; Mandaree is seeing increase in development including a new school and pipelines; restaurants will likely be needing to increase prices due to high labor costs influenced by high housing costs. **Meeting adjourned by President Brown at 8:00pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

August 20, 2019 Meeting Minutes

Members present: Joel Brown, John Carns, Aaron Weber, Brett Wisness, Heidi Brenna, Gene Veeder, Doug Nordby, Dale Patten **Members absent:** Matt Beard, Dia Northrop, Aaron Pelton **Others present:** LeRoy Lillibridge and Sandy Rieker were present for the discussion on the Heritage Park building project and Doug Bolken was present for the discussion on county lodging tax and tourism discussion; Keith Olson; Daniel Stenberg.

President Brown called the meeting to order at 5:30pm. Nordby made a motion to approve the minutes and financial report as presented. Veeder seconded. Motion passed.

LeRoy Lillibridge and Sandy Rieker from the McKenzie County Heritage Park presented a request for \$500,000 for their building project. They are projecting their costs at over \$2,000,000. The building would provide a climate-controlled environment for items they wish to display to the public as well as meeting space. It was discussed that this is an appropriate JDA project because it fits with our mission of promoting area tourism. **Patten made a motion for the JDA to approve the \$500,000 request for inclusion the 2020 JDA budget. Wisness seconded. Motion passed.**

A draft letter of support for the Williston Airport Small Community Air Service Development (SCASD) grant application was presented. This would show our support of their application for a grant that would help to attract lower fare airlines to service the new Williston airport. **Veeder made a motion for the JDA to send the letter, Patten seconded. Motion passed.**

Stenberg presented a request to sponsor the Main Street Summit happening in October. He said last year about 10 folks from McKenzie County attended and it was a good turnout. He says there is strong interest in many of them attending again. **Patten made a motion for us to sponsor at the \$500 level which includes 6 registrations, and that JDA would pay for the individual registrations for up to 4 more McKenzie County attendees provided that they help staff the McKenzie County booth there. Carns seconded. Motion passed.**

The Ports to Plains Conference is being held in Williston in October. A portion of the conference will be held in Watford. **Nordby made a motion for us to sponsor at the \$5000 level which includes 4 conference registrations, and if additional JDA members wish to attend, we will also cover the cost of their registration. Brenna seconded. Motion passed.**

A drafted Joint Powers Agreement between the JDA and the North Dakota Housing Finance Agency (NDHFA) was presented. This provides for how the NDHFA will help with our Housing Development Subsidy program. **Patten made a motion to accept the JPA, Weber seconded. Motion passed.** It was discussed that we haven't received as many applications as expected, one of the main reasons likely due to the quality requirements as well as the need to build the house's foundation within 30 days. It was also noted that there have been a couple tweaks made to the application based off of feedback from the city of Watford City building department. There was consensus that it is fine to make minor tweaks to the application without bringing it to the full board.

Weber noted that the City of Alexander has made an offer to purchase 47 acres of land that they would like to see converted to housing and potentially some industrial. They received a counter offer and they will be deciding on a second counter offer at their meeting tonight. If things progress they may be coming with a request for \$500,000.

Tourism contractor Doug Bolken presented an update on items he has been working on as well as a financial summary of transactions. This summary is a lot less as the City of Watford City has been directly paying for tourism-related bills, instead of Tourism paying them and then being reimbursed by the City. He noted that the state legislature has now authorized counties to collect lodging tax; this would affect any lodging throughout the county that isn't within a jurisdiction that already has a lodging tax (currently only City of Watford City limits for McKenzie County). Bolken stated that any funds collected through it would have to be used for tourism-specific activities. Board members noted that they'd like to see more research before making any decision whether to move forward with this or not.

Community reports indicated that there seems to be a noticeable tightening of area oil companies' purse strings, but increases in need for natural gas processing will still increase the needs for electricity going into the future that will likely require more electrical transmission lines. Arnegard's newly paved Main Street and added sidewalks have provided a very nice face-lift. | The request for contribution for the Williston Research Extension Center's seed cleaning facility went to the July board meeting and they supported the request for \$300,000 total. | Vawnita Best is seeking participants to complete a community survey that will help advise a forthcoming strategic community plan. It can be taken between now and September 21 on the www.cityofwatfordcity.com website.

Meeting adjourned by President Brown at 7:26pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

September 24, 2019 Meeting Minutes

Members present: Joel Brown, Heidi Brenna, Gene Veeder, Doug Nordby, Dia Northrop, Aaron Pelton
Members absent: Matt Beard, John Carns, Aaron Weber, Brett Wisness, Dale Patten; **Others present:** Anita Quale, Jake Walters, Matt Beard, Doug Bolken, Dan Kelly, Justin Voll, Shilo Chavez, Megan Laudenschlager, Gary Highley, and Gregg Scheutze were present for the discussion on community strategic planning; Vawnita Best; Daniel Stenberg.

The meeting began at 5:15. Megan Laudenschlager with StrengthenND presented questions to the group about our perception of community strengths, weaknesses, opportunities and challenges. They will be combined with the results of the community survey and be presented to our community in November.

Pelton made a motion to approve the minutes and financial report as presented. Nordby seconded. Motion passed. Stenberg reported that 5 applications have been approved for our housing development subsidy program; there is 1 one waiting for the subcommittee to meet; and it sounds like we should be seeing more applications received shortly. Discussion turned to if there are additional ways in which we can stimulate more housing. There has been talks of a property owner who would consider selling land to the JDA at a reduced cost that could be developed into single family home lots, and that the Highlands subdivision may also be up for sale. Points were raised that housing remains one of our community's top concerns and the complexity that arises when government starts interfering with market forces. A point was raised that the only time government should get involved is when there is no one else doing anything. Some feel having additional lots isn't the issue, rather it is the lack of builders and their required labor force is what is holding things back. Yet our market forces haven't yielded the supply of housing to meet current demand. A point was raised that we could bring our discussion to a builders' forum—Brenna will follow up with that. Also a question that would be good to get answered is what it would take for a builder to come out to our area and build 30 homes in one construction season. **Veeder made a motion that we should direct the City of Watford City to look into the pros/cons of having a Renaissance Zone established in areas that may help spur development. Pelton seconded. Motion passed.**

Summit Silver Creek is progressing and hoping for a soft launch in October. | The idea of a focus group has been raised to conduct a feasibility study through the Skills Initiative on the idea of a Career Academy. | Veeder noted that another board member is needed to be on the Theodore Roosevelt Expressway, Pelton expressed interest. | The Petroleum Council's annual meeting held last week in Watford City was a huge success thanks to efforts from tourism and the Rough Rider Center.

Meeting adjourned by President Brown at 8:35pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

October 15, 2019 Meeting Minutes

Members present: Joel Brown, Heidi Brenna, Doug Nordby, Dia Northrop, Aaron Pelton, Matt Beard, John Carns, Aaron Weber, Brett Wisness **Members absent:**, Dale Patten Gene Veeder; **Others present:** Curt Moen, Terry Moe, Curt Huus, were present through the housing discussion; Vawnita Best; Daniel Stenberg.

President Brown called the meeting to order at 5:35pm. **Nordby made a motion to approve the minutes and financial report as presented. Pelton seconded. Motion passed.** Terry Moe presented information on the KidStop programming. It is going well. He also provided information on the current staffing.

A variance request from Bobby Kaloustian was presented. In it he is asking for the housing development subsidy requirement of completion of a foundation within 30 days of application acceptance to be waived as we are coming into the winter season. Consensus was that we didn't want to deviate from our program requirements. **Weber made a motion to deny the variance request, Carns seconded. Motion passed.** Vawnita Best presented research on the current state of our county's single family housing situation and presented three options for moving forward. Firstly to continue the existing housing development subsidy program and consider making some changes that we've been receiving feedback on; secondly, to consider establishing a public employee housing program; thirdly, consider establishing a shovel ready lot program. Consensus was to move forward with looking at all the options, fleshing them out with more specifics, and bringing it back to our November meeting. | The concept of a Career Academy in our area was discussed and that there could be a need for a feasibility study, but no action was taken at this time.

Stenberg requested up to \$750 to provide for scholarships for a "Lead Local" program run through NDSU Extension that is geared towards helping folks become more comfortable with serving on boards, councils and committees. **Beard made a motion to provide up to \$750 for scholarships for this program, Northrop seconded. Motion passed.** | Stenberg requested \$400 in sponsorship for UMary's "Leadership North Dakota" meeting that will be coming to Watford City Nov 21-22. **Beard made a motion to provide \$400 in sponsorship, Brenna seconded. Motion passed.**

Summit Silver Creek has provided paperwork for their building project that we have agreed to support in the form of a grant and zero interest loan that is now ready for President Brown's signature. | McKenzie County Complete Count Committee is doing good work and readying for public awareness campaigns early in 2020. | Upcoming events include events like Ports to Plains Conference, Economic Development Association of North Dakota Conference, Main Street Summit, Western Dakota Energy Association meeting, WGA Reimagining the Rural West conference, Lead Local meeting, and Visionwest ND meeting. | Nordby stated that he will not be running for county commission again and encouraged us to seek out others who will seek to serve the county. Brown stated his intentions of running.

Meeting adjourned by President Brown at 7:46pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

November 19, 2019 Meeting Minutes

Members present: Joel Brown, Heidi Brenna, Doug Nordby, Dia Northrop (arrived at 5:45pm), Aaron Pelton, Matt Beard, John Carns, Aaron Weber, Brett Wisness, Dale Patten, Gene Veeder; **Members absent:** none **Others present:** Curt Moen, present through the housing and childcare discussion; Dave Pankow through the housing discussion; Keith Olson, Daniel Stenberg.

President Brown called the meeting to order at 5:30pm. Patten made a motion to approve the minutes and financial report as presented. Weber seconded. Motion passed. In the packet for today's meeting was a one-pager regarding a "shovel-ready project" idea. It was noted that this program could apply to vacant lots that already have the infrastructure built to them. But the idea is that a new home would not be able to be a part of both the housing development subsidy and the shovel-ready project. Dave Pankow provided perspective from Stenehjem Development. He was supportive of the concept of the shovel ready project. It seems there is value in stimulating a variety of housing price points and not just the \$50k+ the FHA maximum. **Pelton made a motion to appoint Carns, Brown, Weber, Northrop and Brenna to a committee to focus on fleshing out options for programs that would stimulate home building. Beard seconded. Motion passed.** This group is expected to meet somewhat frequently so that we can get to a point of decision so that if something is to be enacted, it can happen in Jan/Feb.

Wolf Pup Daycare is now at the staffing level where they need to offer healthcare benefits to meet federal employment requirements. That cost as well as an increase in wages was recently addressed through funding from the Rough Rider Fund. That said, if a new building were to be built, the business model is not set up to be sustainable even if the new building were paid for. Conversation was had as to the importance of childcare, and that we do have \$3 million in our 2020 budget to go towards the building of a new facility. We could potentially put an additional \$3 million in the 2021 budget, and get the new building paid for (if the project cost the estimated \$6 million) realizing that there would still likely be a shortfall in the funding of the operations going forward that would need to be addressed, likely by city/county.

Regarding the Career Academy concept, Superintendent Holen has been in touch with a school superintendent in Hobbs, NM. Their school district in is the #2 oil producing county in the US, and has about 10,000 students. They have just recently passed a bond to build a new career academy and so they are a few steps ahead of us in their process and may prove valuable in the conversations we are having here discussing the feasibility. Brenna, Patten, Brown and Stenberg to have meeting with Dr Holen this week to discuss further.

Beard made a motion to approve the 2020 tourism contracts for Bolken and Scofield as presented, Pelton seconded. Motion passed with Veeder abstaining. | Beard made a motion to sponsor the Childcare Needs Assessment meeting on Dec 10 at the Rough Rider Center. Weber seconded. Motion passed. | Patten made a motion to sponsor the lunch of the WDEA/ND Local Technical Assistance Program Roundtable on December 18, Brenna seconded. Motion passed.

Nordby brought up the idea that it might be good to have an updated video done that could be used in recruitment of law enforcement and other public employees. Stenberg to look into it. | **Meeting adjourned by President Brown at 7:10pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

December 17, 2019 Meeting Minutes

Members present: Joel Brown (left at 6:05pm), Heidi Brenna, Doug Nordby, Aaron Pelton (arrived 5:55pm), Matt Beard, Aaron Weber **Members absent:** Brett Wisness, Dale Patten, Gene Veeder, John Carns, Dia Northrop **Others present:** Curt Huus, Vawnta Best, Keith Olson, Daniel Stenberg.

The meeting began without quorum at 5:30pm. Focus was directed to the draft RFP regarding the proposed shovel-ready lot program. The claw back has transitioned from it being a special improvement district to a performance bond. A suggested edit was that a definition of “efficiency” should be included as it is included in the weight as to how proposals will be evaluated, and that the “proposals due” should be changed since the 22nd is a Saturday. If we were to move forward with vetting of this proposal, we’d shoot to have our public meeting on January 6 at noon.

Quorum was achieved at 5:55pm; **President Brown called the meeting to order at 5:55pm. Pelton made a motion to approve the minutes and financial report as presented. Brenna seconded. Motion passed. | Weber made a motion for us to move forward with a public meeting on the proposed shovel-ready lot program. Brenna seconded. Motion passed.**

It was noted that the new FHA mortgage limit for 2020 will be increased to \$331,760. The Board came to consensus for us to clarify that applications for our current Housing Development Subsidy program approved in 2019 and house closing happening in 2020, applicants can use either the 2019 or 2020 FHA mortgage limit as the floor. For applications approved in 2020 and house closing happens in the same year, the 2020 FHA limit will be the floor. **Weber made a motion for the JDA to reserve a booth at the Williston Basin Petroleum Conference in May 2020 at a cost of \$3300, Pelton seconded. Motion passed. | Beard made a motion to recommend to the County Commissioners that the following board members be recommended for re-appointment to the JDA Board: Aaron Weber, Dale Patten, Gene Veeder, Doug Nordby; Brenna seconded. Motion passed.** Quorum was lost at 6:05. Vice President Weber took over leading the meeting. Stenberg reported that he and Jessie Veeder had talked about a plan for Voices of Watford. In addition to a public employees video idea that would showcase the new public works and law enforcement center, the idea was raised of also doing two more videos to keep the www.voicesofwatford.com website fresh. Quotes for three videos came in at \$17.5k and \$18.5k. We also might want to target market more specifically using newer means of communication like youtube, Spotify, Pandora, etc. Further, it was noted that the Watford City Lodging Tax decided to table the request for contract renewal with Scott Hennen’s Whats on your mind radio show—mostly because they are shifting more of the attractions money to the Rough Rider Center. Direction was given to price out doing just one video, explore the various advertising modes—focusing our attention on the advertising that best reaches the 20-30 age range since they are our prospective workforce and come back to the January meeting with some options. | Wolf Pup Daycare is proceeding with working towards a second building. The land transfer has happened-- looking for there to be a cost estimate available by the end of January. | Stenberg reported that Dale Patten had gotten a meeting together of Ron Ness, Lynn Helms, Michele Kommer to discuss the Skills Initiative career academy concept with Superintendent Holen, Heidi Brenna, Joel Brown and Daniel Stenberg. They like the idea--Ron Ness wants to have a panel set up at the Williston Basin Petroleum Conference in May that would focus on this idea and help generate buy-in/discussion. So we will seek to get some more work done between now and then on that concept. | It was noted that Curt Huus was willing to serve on the Housing Committee providing the county planning and zoning perspective. | Meeting finished at 6:57pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary