



McKenzie County Job Development Authority

January 21, 2020 Meeting Minutes

Members present: Joel Brown, Heidi Brenna (arrived 5:40pm), Doug Nordby (arrived at 6:25pm), Aaron Pelton (arrived 5:55pm), Matt Beard, Aaron Weber, Brett Wisness, Dia Northrop (arrived 5:40pm), Dale Patten **Members absent:** Gene Veeder, John Carns **Others present:** Grace Demars, Keith Olson, Daniel Stenberg.

The meeting began without quorum at 5:30pm. Joel Brown reported that the idea of us helping to fund a crisis center in McKenzie County had been referred to him. Questions were raised as to if this type of project meets with the mission of the Job Development Authority. Stenberg to look into the idea more, checking with Jennifer Winter to understand the project better, if there would be any jobs created, and any other impacts that could be considered job creation, workforce development, or tourism. Quorum was achieved at 5:40pm. **President Brown called the meeting to order at 5:45pm. Weber made a motion to approve the minutes and financial report as presented. Beard seconded. Motion passed.**

2020 officer elections were announced. **Patten nominated Brown for President. With no other nominations, the vote was called for and Brown was selected President. Northrop nominated Weber for Vice President, Patten made a motion that nominations cease and cast a unanimous ballot for Weber. Motion passed, Weber was selected Vice President. Beard nominated Pelton for secretary, Brenna made a motion that nominations cease and cast a unanimous ballot for Pelton. Motion passed, Pelton was selected Secretary.**

Stenberg updated the board regarding the Shovel-Ready Lot Project. The housing committee has been meeting nearly weekly since the last JDA meeting to get the draft of the RFP to where it is today. We had a public meeting on Jan 6, where there were 30-35 in attendance. Quite a few written comments were received, and they will be shared with the full board. The biggest changes that were implemented after receiving the public comments is that the “affordable housing” requirement was removed as that would significantly impact assessments. Also the minimum price for a lot was increased on a tiered basis. Stenberg to post the updated RFP draft online <https://econdev.mckenziecounty.net/Opportunities/Shovel-ready-lot-program>. **Patten made a motion for the JDA to bring a request to the County Commission in the amount of \$5 million for funding of housing projects (could be used for either the shovel-ready lot program or the housing development subsidy program), Pelton seconded. Motion passed.**

There have been some suggested changes for the current housing development subsidy. They include expanding the lot size, extending the foundation completion timeline to 60 days, allowing for manufactured housing that meets IBC standards, and allowing for more flexibility in the pricing of the house in the program. It was decided that we should host an in-person public meeting to allow for more comments. The date we are planning for is noon on Feb 11. **Weber made a motion to allow the housing development subsidy committee the authority to modify the housing development subsidy program if it deemed it worthy after solicitation of public comments. Patten seconded. Motion passed.**

The question was raised as to if there is a way for us to have some third-party audit (non-County, non-City of Watford City employee) verification of our housing projects—just to make sure that everything is being done properly. Since we are dealing with large dollar amounts and the public trust, we want to make sure nothing is compromised. No one had anyone in mind that could potentially be used for it, but Stenberg will check with Moen to get his thoughts.

Stenberg reported that the City of Watford City is handling the bills for the Wolf Pup Daycare building project. The city is looking for us to reimburse them as the money is spent instead of us providing the \$3 million in our 2020 budget for it in one lump sum. Stenberg to verify if we need to have a JPA for this. **Northrop made a motion for us to provide the \$3 million budgeted for the Wolf Pup Daycare building project, Patten seconded. Motion passed.**

Olson reported on the work of his SBDC office and presented a handout. He requests for the JDA to continue sponsoring his work in 2020 as we have done for the past several years. This request had been accounted for in the 2020 budget. **Nordby made a motion for us to provide the requested \$25,000, Pelton seconded. Motion passed.**

Stenberg reminded the board that they had heard a request from the Heritage Park board in August 2019, and that there had been a \$500,000 request to help fund their new building project which was included in the 2020 budget. Now that it is 2020, we can present the request to the commissioners for release of the funds. **Beard made a motion to present the request to the commissioners for the Heritage Park building contribution of \$500,000. Northrop seconded. Motion passed.**

Updated proposals for one video and social media promotion strategy were reviewed. **Beard made a motion to proceed with the social media proposal presented by Agency MABU and Bartlett Productions for the promotional video. Brenna seconded. Motion passed.**

It was noted that the County Commission has just entered into a 2 year agreement with iSight RVP Services to provide drone services to monitor road conditions. | Calli Thorne is going to start offering a “Community Connections” open house at the Long X Visitors Center—an opportunity for new folks in the community to ask questions and learn about ways to get connected to the community.

Meeting adjourned by President Brown at 7:30pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

February 18, 2020 Meeting Minutes

Members present: John Carns, Joel Brown, Heidi Brenna, Doug Nordby, Matt Beard, Aaron Weber, Dale Patten **Members absent:** Brett Wisness, Dia Northrop, Gene Veeder, Aaron Pelton, **Others present:** Vawntita Best, Curt Huus, Keith Olson, Daniel Stenberg; Terry Moe, Pat Bertagnolli, Calli Thorne, Sara Fitzpatrick, Jessica Weiskircher and Amanda Jones were present for the KidStop discussion

President Brown called the meeting to order at 5:30pm. Weber made a motion to approve the minutes and financial report as presented. Beard seconded. Motion passed. | A report was presented regarding Kid Stop from Terry Moe, Pat Bertagnolli, Calli Thorne, Sara Fitzpatrick, Jessica Weiskircher and Amanda Jones. They are currently serving 181 kids in various after-school programming. Things are going well, doing outreach in Alexander, Horse Creek, the Rough Rider Center, and are looking to get into Johnson Corners Christian Academy this year.

Doug Bolken presented about the Nodak Northern Lights Gymnastic tournament and a request he got for sponsorship. Doug generally handles requests for tourism sponsorship by himself, but was wondering about making a greater contribution in the \$5000 realm instead of the usual \$250-\$1500 as they got less money this year from lodging tax than for last year's tournament. Board members were concerned about the precedent that could set. **Patten made a motion for Tourism to support it at \$1500, Weber seconded. Motion passed.** | A request for \$10,000 sponsorship for the Summit on Behavioral Health in Energy Country was also reviewed. Board members felt that that was too high of a request for us to grant and that it is a stretch to fit it within our mission. **Weber made a motion to deny the request and refer them to the lodging tax committee, Carns seconded. Motion denied.** A request for sponsorship for the T-4-Tools Trade Torque and Technology event was reviewed. They did a similar event last year. Stenberg to see about getting a budget for it for the board to see. **Beard made a motion to approve a \$2500 sponsorship of the T4 event, Brenna seconded. Motion passed.** |

The housing development subsidy committee reported that they had had a public meeting last week that was attended by maybe 15-20, they received some comments, reviewed them and decided on the following updates:

- Allow for off-site, stick-built homes that are built to IRC codes and meet the JDA building requirements
- Increase max city lot size from 10,000 square feet to one acre
- Mandated completion of foundation increased from 30 days to 60 days
- Clarifies that ingress/egress to basement must be finished to nearest facing bedroom/bathroom wall with all other unfinished space accessible through interior door for any houses that are using bedroom(s)/bathroom(s) in the basement to meet the 3 bedroom/2 bathroom minimum requirements.

No proposals have yet been received for the shovel-ready lot program. They are due this Friday at 10am. After the deadline the JDA committee will meet to review, and then bring back to the JDA for final decision(s) on any applications that are received. | There will be a public/parent meeting on Feb 24 at 5:30 at WCHS to talk about Career and Technical Education as well as ideas for the future including the idea of a career academy—we are hoping to get a turnout of folks. | Census 2020 is coming up and the committee is being very active in getting the word out. | Stenberg has recently visited the Summit Silver Creek residential treatment facility remodeling project. It is still going on, they've had a number of setbacks due to remodeling of a sub-standard building, but hopefully there will be something completed in the next couple of months. | Things are moving forward with a "public employees" promotional video to be shot in likely late May 2020, as well as a digital marketing campaign that will tentatively start in June. | **Beard made a motion for the JDA to send a letter in support of the expansion of US Highway**

85, Weber seconded. Motion passed. | Stenberg noted he will be traveling to University of Mary next week to have a McKenzie County booth at a career fair there. | Patten noted that Jamie Jellestad had indicated interest in serving on the JDA if there were a position available. | **Patten made a motion to adjourn, Weber seconded. Meeting adjourned at 7:40pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

March 17, 2020 Meeting Minutes

Members present: John Carns, Joel Brown, Heidi Brenna, Doug Nordby (arrived at 6:15), Matt Beard, Aaron Weber, Dale Patten, Brett Wisness, Dia Northrop, Gene Veeder (arrived at 6:15) **Members absent:** Aaron Pelton **Others present:** Curt Huus, Keith Olson, Daniel Stenberg; Tessa Moberg was present for the Wolf Pup discussion.

This meeting was held via conference call for social distancing purposes regarding the recent coronavirus pandemic. The media were notified of the call in information.

President Brown called the meeting to order at 5:30pm. Beard made a motion to approve the Feb 2020 JDA minutes and March 12, 2020 housing committee minutes and financial report as presented. Patten seconded. Motion passed. | The Skills Initiative has continued to have conversations regarding how to maintain and grow career and technical training opportunities. There was an open house at the WCHS in late February where they shared what has been done and ideas for the future. Conversations are continuing as to if we focus just on curriculum or also think about a career academy building. | Tessa Moberg from Wolf Pup Daycare shared that their operating expenses have grown (due to health insurance mandate and wage increases) while their income has not grown at the same pace. They have a rate increase scheduled for June 2020, but that likely won't be enough for them to operate in the black. Moberg to meet with Keith Olson and develop a cash flow/gap analysis and come back to us. | The 2020 Census is now live, and everyone is encouraged to participate online. The coronavirus is causing many of the plans of getting the word out about the Census to change due to limiting exposure to people. It was noted we should make sure snowbirds are aware of being counted in the right community.

Weber made a motion to renew our sponsorship with The Crude Life media at the annual rate of \$1500. Brenna seconded. Motion passed. It was noted that they may be looking to do an event in western ND and that we should encourage them to host that in Watford City.

Weber reviewed the work of the Housing Committee since the last JDA meeting. Interviews were held with five entities that submitted proposals. Two proposals rose to the top that include Stenehjem Development and Stepping Stone. The committee provided independent scoring as well as heard feedback from the City of Watford City. It was noted that Brown recused himself from the scoring, interviewing and recommendations due to potential conflict of interest with one of the organizations that submitted a proposal. **Patten made a motion that we award Stepping Stone and Stenehjem Development for their shovel-ready lot proposals with a total amount not to exceed \$5 million. Weber seconded. Motion passed.**

It was noted that we likely will have our full \$1 million from the housing development subsidy program committed within the next couple weeks. **Beard made a motion for the JDA to go the County Commission with a request for an additional \$1 million to be put towards our housing development subsidy program. Brenna seconded. Motion passed.**

Olson noted that SBA disaster funds might be available for coronavirus affected businesses as early as next week. | It was also noted that it was reported in the Bismarck Tribune that MBI is looking to lay off upwards of 200 workers. | **Meeting adjourned at 6:50pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

April 21, 2020 Meeting Minutes

Members present: John Carns, Joel Brown, Heidi Brenna, Doug Nordby (arrived at 6:30), Matt Beard, Aaron Weber, Brett Wisness, Dia Northrop, Aaron Pelton **Members absent:** Dale Patten, Gene Veeder **Others present:** Curt Huus, Keith Olson, Vawnita Best, Daniel Stenberg; Terry Moe, Kylee Roff, Sara Fitzpatrick and Pat Bertagnolli were present for the Skills Initiative/Rough Rider Center discussion.

This meeting was held virtually for social distancing purposes regarding the recent coronavirus pandemic. The media were notified of the call in information.

President Brown called the meeting to order at 5:30pm. Brenna made a motion to approve the March 2020 JDA minutes and financial report as presented. Northrop seconded. Motion passed.

Terry Moe presented information about the activities of the Rough Rider Center over the past year with specific reference to the Skills Initiative. Additionally, he detailed the Rough Rider Center response to COVID19. **Beard made a motion to release the \$475,000 budgeted for the Skills Initiative/Rough Rider Center from the 2020 budget, as well as \$25,000 from the JDA checking account. Wisness seconded. Motion passed.** It will likely be brought to the county commission at one of their May meetings for a presentation and a request to release their funds as well.

It was asked as to if we want to have Nick Ybarra come to present about the Save the Maah Dah Hey Foundation. The consensus was that it wasn't necessary as we have heard multiple presentations in the past and there likely haven't been many changes. **Pelton made a motion for us to release the 2020 budgeted funds of \$35,000 for the Save the Maah Daah Hey Foundation. Weber seconded. Motion passed.**

Both of the developers who were selected to be part of the Shovel-Ready Lot program are moving forward and contracts are being drafted. Brown requested an additional \$1 million from the County Commission for the Housing Development Subsidy project and received it. The subcommittee will be meeting tomorrow to look at adding another house to the program which would bring the total to 20 houses in the program. | It was noted that the Wolf Pup II Daycare project has been put on hold due to uncertainty in the market and if there will be enough demand and if the cash flow can work. They will finish with the planning and have the project "shovel-ready" for when the economic conditions improve. | The Skills Initiative plans to be meeting again in June. | 2020 Census timelines have been extended up to 3 months due to COVID19. Our county is about 25% complete.

Topics of interest include, many oilfield employees with their jobs in jeopardy are sticking around at this time because of the Payroll Protection Program, but if that runs out without more work to do, we risk losing those workers. | It sounds like City of Alexander may be moving forward with purchasing of land for development. | It has been noted that some of the major oil players have been delaying their plans for projects like salt water disposals. | There is a company called Terracoh exploring the possibilities of geothermal energy using carbon dioxide. | **Meeting adjourned at 6:37pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

May 19, 2020 Meeting Minutes

Members present: Aaron Weber, Brett Wisness, Dia Northrop, Dale Patten, Aaron Pelton, Joel Brown, John Carns (left at 7pm), Heidi Brenna (arrived at 5:42), Doug Nordby (arrived at 6:01), Matt Beard (arrived at 5:38), Gene Veeder (arrived at 5:53); **Members absent:** none **Others present:** Curt Huus, Keith Olson, Vawnita Best, Grace Demars, Daniel Stenberg; Jerry Bergman was present through the discussion on the safflower plant feasibility study, and Dan Bielinski and Charlie Griak were present until the end of their End of the Rope presentation.

This meeting was held virtually for social distancing purposes regarding the coronavirus pandemic. The media were notified of the call in information. **President Brown called the meeting to order at 5:30pm. Weber made a motion to approve the minutes and financial report as presented. Wisness seconded. Motion passed.** | Dan Bielinski and Charlie Griak presented information about their plans for producing the movie “The End of the Rope” in McKenzie County in 2021. The movie is based on a true story that took place in McKenzie County during the 1930s, and is using Dennis E Johnson’s book of the same name as source material. \$250,000 needs to be raised to make the project a reality but the goal is to raise \$450,000. This would be an investment that could earn up to 10% depending on the financial success of the project. They held a reception in Watford City earlier this year and generated private investment and have plans to do another one in July. To date, they’ve raised \$160k. **Nordby made a motion to invest \$10,000 in the project, Pelton seconded. Motion passed.**

Dr Jerry Bergman presented information about his request for funding a safflower oil processing facility feasibility study that would be located near Fairview on the North Dakota side of the border. It would likely employ between 4-8 individuals, and might cost \$1,000,000 to build, but the feasibility study would help solidify those figures. The cost of the feasibility study is \$16,000. **Patten made a motion for the JDA to provide \$8,000 towards the funding of the feasibility study, with the option for asking the County Commission for the remaining amount at a later date. Pelton seconded. Motion passed.**

The developers who were awarded the Shovel Ready Lot project funding have requested leniency regarding some of the performance requirements due to the economic upheaval caused by the recent drop in oil prices and the COVID-19 pandemic. The housing committee met with them, and then again immediately before this meeting and came up with the recommendation that we allow for an extension of the performance deadline by one year, ask them to provide a written schedule and ongoing updates regarding the infrastructure project so that we can determine if we feel any delays they might be experiencing are a just cause for a delay, and then defer to our State’s Attorney’s position regarding the performance bond requirements. **Weber made a motion to proceed with the housing committee’s recommendation, Pelton seconded. Motion passed.** Feedback had been received regarding the Housing Development Subsidy pricing requirements. The Housing Development Subsidy committee will look into it some more before determining if any changes should be made. Tourism has refreshed their website: www.visitwatfordcity.com. 2020 Census responses are coming in, but slow, and we are behind state and national averages. We will look to get a McKenzie County Skills Initiative Petroleum Advisory Group meeting together in late June. The main purpose of the meeting will be to hear from petroleum employers as to updates they are seeing, and how their needs have been changing given recent market turbulence. | It was mentioned that about 7,500 out of ND’s 16,000 wells have been shut in. | Local restaurants are reporting difficulty is sourcing food supplies from the vendors. | The City of Alexander has moved forward with purchase of land that can be used for lot development. | **Meeting adjourned at 7:21pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

June 16, 2020 Meeting Minutes

Members present: Dia Northrop, Dale Patten, Joel Brown, John Carns, Heidi Brenna (arrived at 5:50), Doug Nordby (left at 6:40), Gene Veeder; **Members absent:** Aaron Weber, Brett Wisness, Aaron Pelton, Matt Beard; **Others present:** Curt Huus, Vawnita Best, Daniel Stenberg; Jessie Veeder was present virtually through the discussion on the Long X Arts Foundation and Terry Moe was present through the KidStop discussion.

President Brown called the meeting to order at 5:37pm at the Commissioners Room of the McKenzie County Courthouse. Northrop made a motion to approve the financial report and May meeting minutes with the correction of adding Dale Patten to the “present” list as he was inadvertently missed. Patten seconded. Motion passed.

A draft 2021 Economic Development Budget was presented. The commissioners have given direction to have a 10% reduction in the operations budget from what had been approved for 2020. Stenberg added that the County Commissioners had referred the Long X Arts Foundation to the JDA to be included in the 2021 budget. Jessie Veeder with the Long X Arts Foundation presented a handout that talks about their work and requested \$12,000 to be used towards teaching artists and contract work. Terry Moe presented on KidStop talking about activities of the past year. Things have gone well; they ran into unexpected expenses with bussing, and then the coronavirus caused disruptions too, but all in all things have gone well. He also requested release of the 2020 budgeted funds. **Patten made a motion to accept the draft budget for 2021 as drafted with a change in the amount for KidStop from \$300,000 to \$200,000. Veeder seconded. Discussion was had that if activities of KidStop really take off again there’s a chance to ask for more, but given enrollment uncertainty for this fall, it didn’t seem prudent to request the full \$300,000. Motion passed. | Patten made the motion to release the 2020 budgeted funds of \$300,000 to KidStop, Carns seconded. Motion passed.**

States Attorney Skarda is working on the agreement between the JDA and the developers regarding the shovel-ready lot program. The agreement should be ready for approval within the coming weeks. Consensus was for the whole JDA board to be presented with the agreement and for what will likely be a special meeting called for its approval.

Stenberg requested that funds that we had planned to be using this summer for online promotion of videos for workforce recruitment be re-purposed to refreshing the economic development website instead. The reasons behind the shift being the recent decrease in available jobs, and the desire to have an updated web presence as that is the first impression many get for our community. **Nordby made a motion to allow for the funding shift to go towards the website from video promotion, Brenna seconded. Motion passed.**

There may be an opportunity for a grant from the Economic Development Administration (EDA) that could cover up to 80% of the cost of a feasibility study for our skills initiative next steps. There have been discussions that if a facility were needed, this could be part of the new Ag Expo/fairgrounds complex. Consensus was to move forward with soliciting proposals for a feasibility study.

The 2020 Census response rate has seen a modest bump in participation. The deadline for self-response has been extended from end of July to end of October. | **Meeting adjourned at 7:17pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

July 1, 2020 Special Meeting Minutes

Members present: Dia Northrop, Dale Patten, Joel Brown, John Carns, Heidi Brenna, Doug Nordby, Aaron Weber, Brett Wisness, Aaron Pelton, Matt Beard; **Members absent:** Gene Veeder; **Others present:** Ty Skarda (State's Attorney), Grace DeMars, Jake Walters, Paolo Ficara, Daniel Stenberg

President Brown asked if Vice President Weber would be willing to lead the meeting since Brown was attending virtually. **Vice President Weber called the meeting to order at 3:01pm at the Commissioners Room of the McKenzie County Courthouse.** Some attended via conference call/virtual meeting.

The 2020 JDA Shovel Ready Lot Program Agreement between Stepping Stone Inc and McKenzie County Job Development Authority has been drafted and was available for review. States Attorney Skarda has spent considerable time working with Stepping Stone, Inc to get the agreement to where we are at today.

Patten made a motion to add language to section 5c that would give a sliding scale of mandated substantial completion of home construction if the developer hasn't sold 15% of their lots. Pelton seconded. Motion passed.

With recommendation from Skarda for document consistency, **Pelton made a motion to strike this sentence from the second paragraph of Section 8: "Such period for correction or cure of such alleged default shall not be less than thirty (30) days and shall be subject to the terms of this subsection." Patten seconded. Motion passed.**

It was mentioned that McKenzie Gold Properties, LLC is the actual property owner of where the development is set to take place and not Stepping Stone Inc. Weber had asked Ficara before the meeting how to address that, and Ficara was fine with adding McKenzie Gold Properties LLC to be included as "Developer" in addition to Stepping Stone, Inc. **Pelton made a motion to add McKenzie Gold Properties, LLC to the developer. Northrop seconded. Motion passed.**

Nordby made a motion to accept the agreement with the changes as discussed. Patten seconded. Motion passed. Vice President Weber will sign the agreement for the JDA.

As the agreement with Stenehjem Development is still being drafted, it is the consensus that the full JDA board will be involved with the final approval of that agreement.

Pelton made a motion to adjourn the meeting, Carns seconded. Motion passed. Meeting adjourned at 3:35pm.

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

July 21, 2020 Meeting Minutes

Members present: Dale Patten, Joel Brown, John Carns, Brett Wisness, Heidi Brenna, Gene Veeder, Matt Beard; **Members absent:** Doug Nordby, Dia Northrop, Aaron Weber, Aaron Pelton; **Others present:** Curt Huus, Keith Olson, Vawnta Best, Roger Olson (present through the information session portion of the appeal), Daniel Stenberg;

President Brown called the meeting to order at 5:34pm. The meeting was held virtually/conference call due to the coronavirus pandemic. **Patten made a motion to approve the financial report, the June meeting minutes and the special July 1 meeting minutes. Carns seconded. Motion passed.**

Information regarding the Roger Olson housing development subsidy application were reviewed. The Housing Development Subsidy subcommittee had made a decision not to approve his application to the program as it was a self-build and not built with a contractor that includes an arms-length transaction. Because there isn't a buyer and seller, the committee felt it presented many liabilities that were much harder to mitigate. Roger Olson had submitted an appeal to the committee/states attorney per the invitation of the committee. States attorney shared the same concerns as the committee, and recommended the committee meet again, and develop a recommendation, and to bring to the full JDA Board for a final decision. **Beard made a motion to deny the application. Brenna seconded. Motion passed with the following roll call vote: AYE: Patten, Brown, Carns, Brenna, Veeder, Beard; NAY: Wisness.** Conversation continued that the housing development subsidy committee should re-convene and consider if there are ways for our program to accommodate self-build applications and bring their thoughts to the next JDA meeting.

Stenberg reported a request from Ray Morrell from Premiere Homes to loosen the siding requirements for the housing development subsidy program to allow for lower-cost vinyl siding. Stenberg had gotten feedback from Curt Moen on the idea and Moen was not in favor of loosening restrictions. Consensus of the board was that we would not allow for a change like this to our program for a variety of reasons including the quality of the products as well as the idea of not switching program requirements in the middle of the program.

Stenberg reported he had been having conversations with a variety of organizations that are willing to do a feasibility study regarding a Career Academy and he has begun receiving proposals. He is recommending that the first study that we do focuses more on determining potential partners and not focus on what a building would look like. This is estimated to be about \$25,000. The EDA has a grant that covers feasibility studies, but we are thinking we will seek to re-allocate funds from the JDA Special Projects funds to this project, and then if there is a phase II for a career academy we would look to apply for the EDA grant for that one. **Brenna made a motion to appoint Brown, Beard, Carns and Dr Holen to a committee that will review the proposals received regarding a career academy feasibility study and bring a recommendation to the full JDA board. Wisness seconded. Motion passed.**

The "Return to the West" series will have another call next week—this one focusing on the oil industry. Stenberg will send the details in an email to everyone. | **Meeting adjourned at 7:00pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

August 18, 2020 Meeting Minutes

Members present: Doug Nordby, Dia Northrop, Aaron Weber, Aaron Pelton, Joel Brown, John Carns, Gene Veeder (via phone), Matt Beard; **Members absent:** Dale Patten, Brett Wisness, Heidi Brenna; **Others present:** Grace Demars (present through the housing discussion), Keith Olson, Vawnita Best; Daniel Stenberg, Paul Ficara (via phone) and Dave Pankow (present through the housing discussion)

President Brown called the meeting to order at 5:30pm. The meeting was held at the McKenzie County Courthouse. **Weber made a motion to approve the financial report and July meeting minutes as presented. Nordby seconded. Motion passed unanimously.** Vice President Weber brought the board up to speed with conversations he has had with States Attorney Skarda, Daniel Stenberg, and Dave Pankow regarding the Stenehjem Development Shovel-ready lot agreement. The agreement has all the same elements as the one signed with Stepping Stone except Pankow presented a written request for an extension of time in the milestones. **Weber made a motion for the JDA to approve the agreement with the requested milestone time extension, and then offer that same milestone extension to Stepping Stone, and that if there are any concerns with finalization of language in either of the agreements that the Housing Committee would be tasked to make the final determination. Beard seconded. Motion passed unanimously with Brown abstaining for conflict of interest reasons.**

Ficara presented a request to allow Stepping Stone to sell lots that are part of their shovel-ready lot agreement for an additional \$5100. He noted that they didn't get as much money as expected, and that they are running into unexpected costs in more inspection fees and sandstone excavation issues. **Weber made a motion to deny the request, Northrop seconded. Motion passed unanimously.**

The Skills Initiative Committee had met and reviewed four proposals for a Skills Center Feasibility Analysis. Current commissioners noted that money is very tight and that coming to the commission for any request right would be tough. **Weber made a motion for the JDA to move forward with ICON's proposal provided that they can do it at no cost. Pelton seconded. Motion passed unanimously.** Stenberg will visit with auditor Johnsrud to clarify what is in the 2020 Economic Dev budget.

The Housing Development Subsidy Committee had met and per direction of the board at the July JDA meeting were tasked with discussing if there would be a way to include self builds in the housing development subsidy program. The committee advised against it given the unknown number of issues it might cause not having an arms-length transaction as a part of the program. **Weber made a motion to solidify that our Housing Development Subsidy program is not applicable for self builds. Carns seconded. Motion passed unanimously.** Stenberg will add language to the JDA Housing Development Subsidy webpage conveying this clarification.

Stenberg noted that there have been 9 houses that have closed and that there are 11 others that are still in the construction phase regarding the Housing Development Subsidy. Brown brought up the question as to how long the program should last. It was the consensus to have the housing development subsidy committee discuss that more and come to the next JDA meeting with a recommendation or options. | Stenberg reported that Tourism has created a new Oil Industry in McKenzie County brochure, and that the public work employees Voices of Watford video has now been completed and released. | **Meeting adjourned at 7:10pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

October 20, 2020 Meeting Minutes

Members present: Dale Patten, Joel Brown, John Carns, Gene Veeder (left at 6:21), Matt Beard (arrived at 6:30); Doug Nordby, Dia Northrop, Aaron Weber, Aaron Pelton (arrived at 5:39); **Members absent:** Brett Wisness, Heidi Brenna **Others present:** Curt Huus, Keith Olson, Vawnita Best, Daniel Stenberg; Grace Demars, Brady Bertram, Paulo Ficara, Dave Pankow were present for the shovel ready lot agreement discussion.

President Brown called the meeting to order at 5:30pm. Due to the continuing pandemic, meeting attendees were encouraged to attend via zoom and the McKenzie County Courthouse Pioneer Room was also used. In reviewing the financial report Brown asked when our second payment for the Safflower Refinery study will be due. Stenberg to check and report back. Stenberg also noted that since we aren't getting as much rental from the Rough Rider Center, we will have to decide sometime next year how we will cover that gap. **Weber made a motion to approve the financial report and the August meeting minutes. Carns seconded. Motion passed.**

Weber informed the board about the issue that has been run into regarding the Shovel-Ready Lot program. The issue is that bonding companies don't/can't give out bonds for the multiple years our agreement was asking for. After doing research and meetings with the developers it was decided that a letter of credit would be the best alternative. **Weber made a motion to allow for the shovel-ready lot agreements with Stepping Stone and Stenhjem Development to be changed from requiring a bond to requiring a letter of credit. Pelton seconded. Motion passed unanimously with Brown abstaining.** The second, very recent issue that the shovel ready projects have run into is the cold weather. City Engineer Grace Demars noted that she does not recommend the paving to proceed. It was suggested that the next feasible/realistic deadline to extend the substantial completion to would be June 15, 2021. It was noted that Lot 18 for Stenhjem Development has been done and will likely have their infrastructure signified as "substantially complete" within the next week or so, but we will only have one deadline for all of the projects. **Pelton made a motion to allow for a change in the agreements with Stepping Stone and Stenhjem Development to have the substantial completion of infrastructure date updated from October 31, 2020 to June 15, 2021 and all other corresponding dates updated accordingly. Carns seconded. Motion passed unanimously with Brown abstaining.**

Stenberg noted that the commission had once again received a request for support of the Behavioral Health Summit put on by VisionWest ND. Originally it had been scheduled to be at the Rough Rider Center, but due to the pandemic it has been changed to a virtual format. Weber brought up that it might be a stretch of the JDA's mission being job creation and tourism. Veeder noted that a lot of our workforce has behavioral health challenges and therefore sees it as an issue the JDA can support. **Veeder made a motion to bring a \$10,000 request to the commission for support of the Behavioral Health Summit. Nordby seconded. Motion passed. YEAS: Patten, Brown, Carns, Veeder, Nordby, Northrop NAYS: Weber, Pelton.**

Stenberg noted the Housing Development Subsidy had been going well with quite a few closings happening or being scheduled for October. | Stenberg reviewed interviews to date regarding the skills center feasibility study. Brown asked if Kathy Neset should be interviewed again given her role with the ND University System and the ND Petroleum Council. | Stenberg noted that due to decreased lodging this year and the fact that the lodging tax committee has decided to use \$40,000 towards the salary of Pat Bertagnolli's position at the Rough Rider Center, that there will be a lot less advertising funding available for Doug Bolken's contract position to work with in 2021—our current contract with Bolken ends in Dec 2020. No decision needed now, but wanted to put this on the Board's radar. | Stenberg shared an email

from Matthew Dalessandro regarding the Summit Silver Creek Residential Treatment Facility. Dalessandro shared he is hoping for it to be operational by end of November. Curt Huus noted that the company hasn't provided anything to planning and zoning since July, and that the code inspector had recently visited and reported not much work being done. | Census 2020 has ended. Vawnita Best shared some updates regarding the addressing and noting that part of our low response rate was due to the fact that the Census was working with quite a few addresses that had never had housing placed on them. | Best and Brown talked about a recent meeting with the Northern Plains UAS Test Site who are locating some beyond visual line of sight towers in our community. They are planning for a Nov 16 flight demonstration out here. | **Meeting adjourned at 7:00pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

November 17, 2020 Meeting Minutes

Members present: Dale Patten, Joel Brown, John Carns, Gene Veeder (left at 6:50), Aaron Weber, Heidi Brenna **Members absent:** Brett Wisness, Matt Beard, Aaron Pelton, Doug Nordby, Dia Northrop **Others present:** Curt Huus, Keith Olson, Vawnta Best, Daniel Stenberg

President Brown called the meeting to order at 5:31pm. Due to the continuing pandemic, meeting attendees were encouraged to attend via zoom and the McKenzie County Courthouse Pioneer Room was also used. **Weber made a motion to approve the financial report and meeting minutes as presented. Brenna seconded. Motion passed.** Brown brought the JDA Board up to date with prior discussions with Wolf Run Village board members and county commissioners about reallocating the 2020 funding that had been budgeted for Wolf Pup Two daycare construction since that project has been stalled indefinitely. The idea was to reallocate the funds to the Wolf Run Village condos. About \$1.4 million is needed just to pay off the state for HIFF and LEEP, the rest would be used for buying down the mortgage/making repairs so that it is sellable. The County, School District and City of Watford City have said that they do not have the essential housing needs now like when the project was built, so this could help lessen the amount of housing in Wolf Run Village nonprofit (and the associated JPAs with City of Watford City, McKenzie County and the school district). The Wolf Run Village apartment would remain a part of the Wolf Run Village portfolio for the foreseeable future as that facility nearly cashflows and especially the school district sees value in having some housing available for its staff. **Patten made a motion for the JDA to move forward with allocating up to \$2 million towards the Wolf Run Village I housing project. Veeder seconded. Motion passed.** Stenberg to help with follow up. || The Skills Center Feasibility report was presented. The biggest takeaway is that there seems to be most interest in furthering healthcare, automation and the trades. Veeder will be having talks with Steve Stenehjem about his interest in potentially being a part of a building project. Stenberg and Best will move forward with convening committees to further discuss exactly what shape those programs could take. Patten reported that there is talks for the 2021 legislature to consider a bonding component specifically for career and tech centers—the total amount could be in the \$60 million range. || Stenberg noted that our tourism contracts end the end of December. He was wondering if there should be changes, especially due to the fact that the lodging tax amount has been greatly reduced. He noted that there may be more need for administrative-type work, and less “big picture” thinking and mentioned the idea of seeing if we could have more administrative help. Brenna noted that there will be a presentation of the new fairgrounds complex feasibility study in the coming weeks and that that may re-ignite a conversation regarding the potential for our community to form a Convention and Visitors Bureau—which if done might have implications for our tourism work. The idea was that we would look to extend both Jessie and Doug’s contracts for 3 months, and then see at that time if there is any new information for us to act on. || Brenna and Brown noted they would be willing to seek re-appointment on the JDA board as their terms will expire in December 2020. Stenberg to check with Wisness who is the other member whose term expires in Dec 2020. Lawlar was floated as a potential new member to replace one of the two outgoing county commission representatives. Century Code mandates that there are two representatives from the Commission on the JDA Board. || Stenberg reported \$1.4 million of the \$2 million has been allocated for the Housing Development Subsidy. He approached the county commissioners about rolling forward the unused Shovel Ready Lot project funds and the remaining housing development subsidy funds to the 2021 budget. The County Commission agreed to allow it. || Patten shared feedback he has received regarding the recent mask mandate and shut down of youth sports, he has some material he will share with others. | Best reported that a WCHS student will be competing at an upcoming innovation day competition. Further info will be shared via email. || **Meeting adjourned at 7:15pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary



McKenzie County Job Development Authority

December 15, 2020 Meeting Minutes

Members present: Dale Patten, Joel Brown, Clint Wold, John Carns, Aaron Weber, Brett Wisness, Dia Northrop **Members absent:** Heidi Brenna, Matt Beard, Aaron Pelton **Others present:** Curt Huus, Keith Olson, Patrick Bertagnolli, Matthew D'Alessandro, Daniel Stenberg

President Brown called the meeting to order at 5:30pm in the Yellowstone Room of McKenzie County Courthouse. The meeting was also available via the Zoom virtual meeting platform. Brown welcomed Clint Wold to the group, noting that the County Commissioners had appointed Brown and Wold at their commission meeting today to be the two required commission members. **Northrop made a motion to approve the minutes and financial report as presented, Wisness seconded. Motion passed.**

Matthew D'Alessandro from Summit Silver Creek presented an update on the construction of their residential treatment facility south of Watford City. The JDA had provided a \$135,000 grant towards its startup expenses in November 2019. They cited the COVID19 pandemic and delays with permitting as to why they haven't been able to open yet, and meet all the requirements within 12 months as stipulated in the grant agreement. D'Alessandro requested a 12-month extension to the grant. Curt Huus said the planning department should have a better idea about the likelihood of granting certificate of occupancy by next month. It was also requested that Stenberg check with States Attorney Skarda to see if he has any comments or concerns about granting an extension request. **Weber made a motion to table the request until the January meeting, Carns seconded. Motion passed.**

Stenberg presented 3-month tourism contract position agreements as directed from the November 2020 meeting. **Northrop made a motion to approve the 2021Q1 tourism contract positions for Jessie Scofield and Doug Bolken, Wisness seconded. Motion passed.** || Bertagnolli and Stenberg talked about a tour from McKenzie County to the Bismarck Career Academy last week. About 16 people from County, City of Watford City, McKenzie County Public School District, industry and TrainND NW were able to participate. The tour opportunity came up quickly and ICON offered to pay the bus fee initially, until we could have this meeting to see if it can be reimbursed by the JDA. Stenberg suggested the reimbursement to guard against any potential conflict of interest. **Wisness made a motion to reimburse ICON for the cost of the bus trip to the Bismarck Career Academy. Carns seconded, motion passed.**

Stenberg reported that there have been more houses approved into the Housing Development Subsidy program. There has now been \$1,550,000 allocated or spent out of the \$2,000,000 that has been earmarked for this program. It was noted that the FHA maximum amount for McKenzie County for 2021 has been announced at \$356,362. It was the consensus to continue the Housing Development Subsidy program into 2021 using the new 2021 FHA amount as the floor. It was noted that we likely won't pursue additional funding for the program after the \$2,000,000 runs out, as we feel that the program has been helping push the housing market in the right direction, because there has been an uptick in single family building permits, more construction workers in the area, and anticipated new construction due to the JDA shovel-ready lot program. || Stenberg noted that he had received indication that Wisness, Brenna and Veeder were interested in being reappointed to the JDA board. **Northrop made a motion to recommend to the Board of County Commissioners Wisness, Brenna and Veeder for new JDA terms. Carns seconded. Motion passed.** || **Meeting adjourned at 7:30pm.**

Signed: _____ Date: _____
Aaron Pelton, Secretary