



# McKenzie County Job Development Authority

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## January 17, 2023 Board Meeting Minutes

**Members present:** Clint Wold, Joel Brown, Brett Wisness, John Carns (virtual), Heidi Brenna, Matt Beard (virtual), Tyler Fixen, Shilo Chavez **Members absent:** Aaron Pelton, Gene Veeder, Pete Edis **Others present:** Josh Tiegen, Ron Opperman (Virtual); Nico Duursema, Jake Walters, Vawnita Best, Chris Kubal, Daniel Stenberg

**Vice Chair Carns asked Stenberg to lead the meeting since Carns was attending virtually. Stenberg called the meeting to order at 5:30pm at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom. Brown made a motion to approve the agenda as presented, the minutes from prior meeting and the financial report. Brenna seconded. Motion passed unanimously.**

Pete Edis, Shilo Chavez, Tyler Fixen and Clint Wold were recognized as the newly appointed/reappointed board members as of the January 3, 2023 county commission meeting. It was announced that reorganization of the JDA board happens each January. Brown nominated Carns to be Chair, Wisness seconded. **Brown made a motion for nominations to cease and to cast a unanimous ballot for Carns as Chair, Wisness seconded. Motion passed unanimously.** Wold nominated Pelton as Vice Chair, Brown seconded. **Brown made a motion for nominations to cease and to cast a unanimous ballot for Pelton as Vice Chair, Brenna seconded. Motion passed unanimously.** Brown nominated Beard as Secretary/Treasurer, Fixen seconded. **Wisness made a motion for nominations to cease and to cast a unanimous ballot for Beard as Secretary/Treasurer, Carns seconded. Motion passed unanimously. ||** To serve as an annual reminder it was noted that all JDA communications and paperwork is subject to open records. That means any board-related documents, emails, voicemails, etc can be requested. It is also important to note that there should not be an email chain that includes more than a quorum of board members discussing board business—so no “reply all” emails.

Josh Tiegen, North Dakota Commerce Commissioner introduced the Cerilon project, which has announced plans to build a natural gas to liquids plant in Williams County, just across the McKenzie County border near Trenton. He noted that he and Governor Burgum have been working on this project for multiple years and have gone through a significant vetting process with it. Phase 1 of the project is estimated at \$2.6 billion. All three phases would total over \$6 billion. Duursema and Opperman both with Cerilon discussed the details of the project further. It was noted that the project would utilize 500 million cubic feet of gas per day, which can help ease the gas takeaway capacity issues faced by the oil industry. Phase 2 or 3 of the project would include the manufacturing of fertilizer which could help the region's farmers have a local source. The ND Development Fund has committed \$3 million; Williams County \$16 million; ND Clean Sustainable Energy grant and loan for \$47 million, among others. Though the project is slated for Williams County, the spillover economic effect would impact McKenzie County. It is estimated to contribute \$575 million to the state GDP per year; and \$135 million in wages and salaries per year. They are looking for a \$5-\$10 million loan from McKenzie County JDA. Consensus from the board was to move forward with more discussions at the February JDA meeting after additional specifications of what the loan could entail are developed as well as any further follow up questions.

Stenberg noted that there is checking account for tourism that is not being used very much anymore as payments are being processed directly by the city/county and he asked if that account can be closed and consolidated with the JDA checking account. **Wold made a motion to close the McKenzie County Tourism checking account at Dakota West Credit Union. Brenna seconded. Motion passed unanimously.** || Stenberg noted that former JDA Board member Patten is listed on the signature card for the JDA account at Cornerstone Bank. **Brenna made a motion to remove Patten from the JDA Checking Account signature card, to add John Carns and to leave Daniel Stenberg on it. Wisness seconded. Motion passed unanimously.**

Regarding strategic planning, it was noted that the city of Watford City and McKenzie Co Commission have made progress towards an agreement for the county to rent space in the Long X Visitors Center where tourism and economic development positions will be stationed. It was noted that John William Suter has been hired as the McKenzie Co Economic Development Communications and Technology Specialist. His first day will be February 13, 2023. With his hiring the Arts and Events Tourism Representative contract held by Veeder Ranch Creations (Jessie Veeder) will end on February 28, 2023. || The City of Watford City has posted a position for Marketing and Communications Coordinator. Also, the City of Watford City lodging tax funds that the county had requested for county tourism marketing dollars was not authorized as they seek to understand the marketing dollars needed for their new position. Stenberg will seek to understand if the current 2023 economic development McKenzie County budget will be able to absorb those marketing dollars and the cost of rent.

It was noted that Dan Bielinski is having another investor event in Watford City on Jan 27 as he is looking to produce two more movies. His *End of the Rope* movie that was filmed in McKenzie County is scheduled to be released this Spring. || The Chamber/EDC is having their annual meeting on Wed, Jan 18, 2023 and everyone is encouraged to attend.

**Brown made a motion to adjourn the meeting, Chavez seconded. Motion passed unanimously.**  
Meeting adjourned 7:15pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### February 21, 2023 Board Meeting Minutes

**Members present:** Clint Wold, Joel Brown, Brett Wisness, John Carns, Tyler Fixen (virtual), Shilo Chavez, Gene Veeder (virtual), Aaron Pelton, Pete Edis

**Members absent:** Heidi Brenna, Matt Beard

**Others present:** Keith Olson, Nico Duursema, Jake Walters, Vawnita Best, Chris Kubal, Kylie Roff, Daniel Stenberg, John Suter

**Chair Carns called the meeting to order** at 5:30 p.m. at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom. **Brown made a motion to approve the agenda as presented, the minutes from prior meeting and the financial report. Wisness seconded. Motion passed unanimously.** ||

John Suter was introduced as the newly hired Communications and Technology Specialist for McKenzie County Economic Development. Chris Kubal, director of the McKenzie County Ag Expo, was also introduced and gave an update on the progress of the Ag Expo and the events that are already planned when it officially opens in the middle of June. ||

Nico Duursema gave an update on the Cerilon project and sat for any questions from the board. Regarding a question on the permitting process, Duursema noted they are progressing well and are utilizing Barr Engineering for the technical aspects of the process and are in the process of getting the Conditional Use Permit. There is much interest from local farmers and ranchers on the agricultural impacts that Cerilon will have with their fertilizer/ammonia plant. Duursema said that the technology used in the production of ammonia and fertilizer is easier to build and run, so he projects this phase of the plant to be complete before the GTL phase is complete, roughly 4 years after construction starts (before 2028). Cerilon will also qualify for the 45Q tax credit for carbon storage to incentivize carbon capture. Funding and sales tax exemptions from the state legislature is also possible through a bill that would help incentivize building more fertilizer plants. It was asked how many workers the facility would have, and Duursema said that it would start with about 88 people. It was noted that since the facility will not be physically located in McKenzie County, we must be able to show the impact that Cerilon will bring to our County in order to provide justification for why we would financially support this project. One of these ways would be to show the Gross Production Tax benefit that the county will receive when this project is accomplished because of the increased amount of locally-produced natural gas it will be processing. It was also noted that McKenzie County support of this project would show solidarity with Williams County on this as they are providing \$16 million in loans to the project. **Pelton made a motion to approve bringing a recommendation to the McKenzie County Commission for supporting a \$5 million loan to Cerilon at 2.5% interest with a 5-year payback. Wisness seconded. Motion passed unanimously.** ||

Stenberg updated the board on the housing shortage and developments of McKenzie County. He presented written updates from shovel-ready lot program developers and noted that \$50,000 was being received from the housing development subsidy program with the sale of a house before its 5-year clawback period. Vawnita Best noted that she and Jake Walters have talked to realtors, lenders, contractors, developers, etc. to get their ideas on how to get more houses built in Watford City and the

surrounding cities of the county. Some ideas include adding more incentives for developers to build houses and for buyers to buy them. Best has had conversations with DeLore Zimmerman from Red River Corridor Fund, who is a revolving fund loan expert. Veeder mentioned that Zimmerman is a great resource. It was noted that the Red River Corridor is similar to the North Dakota Opportunity Fund that works in our region. Also, both Arnegard and Alexander are very interested in finding a solution to the housing crisis so the board should reach out to their city leaders as well. The board plans on holding a public meeting on housing program ideas to get their opinion on the matter. **Chavez made a motion to hold a public meeting for housing on March 8 at 10 a.m. Fixen seconded. Motion passed unanimously.** ||

Stenberg gave an update on the creation of an Events and Attractions Specialist position. Human Resources is working on the classification of the position and then it will be presented to the Commission for them to make a decision on if/when to post. Jake Walters gave an update on the progress of the Visitors Center and how remodeling is going. ||

Stenberg reminded the board that Sidney Sugars is shutting down and the possible ripple effect this could have to farmers in McKenzie County. Members will keep an eye on this. ||

The first meeting for the Planning and Zoning Department's Zoning Ordinance Review Project is March 13. It was noted that Zoning and Planning Coordinators are in short stock in smaller cities. ||

Stenberg updated the board that a request is being made to the Economic Development Association of North Dakota to hold their 2023 fall conference in Watford City. ||

Pelton reminded members that there will be boys and girls state hockey tournaments in Watford City on March 2-5 where 20 teams are competing in. Hotels are sold out and the city will be very busy that weekend. Edis noted that the new healthcare website is up and running at McKenzieHealth.com. ||

**Pelton made a motion to adjourn the meeting. Edis seconded. Motion passed unanimously.** Meeting adjourned 7:13 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### March 21, 2023 Board Meeting Minutes

**Members present:** Clint Wold, Joel Brown, Brett Wisness, John Carns, Heidi Brenna (virtual), Matt Beard, Tyler Fixen, Shilo Chavez, Aaron Pelton, Gene Veeder, Pete Edis

**Others present:** Keith Olson, Jake Walters, Vawnita Best, Chris Kubal, Daniel Stenberg, John Suter

**Chair Carns called the meeting to order** at 5:30pm at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom. **Veeder made a motion to approve the agenda as presented, the minutes from prior meeting and the financial report. Chavez seconded. Motion passed unanimously.**

Keith Olson reported on the Small Business Development Center's 2022 end of year report and noted that they didn't have all the numbers for 2022 yet, so that's why members will only see data up to 2021. Olson asked the JDA to allocate \$35,000 of their 2023 budget to the North Dakota Small Business Development Centers (NDSBDC) – Williston Regional Center. **Veeder made a motion to allocate \$35,000 from the JDA's 2023 budget for the NDSBDC – Williston Regional Center. Chavez seconded. Motion passed unanimously. ||**

Joel Brown updated the board on the potential plan to establish the Ag Expo Foundation, a non-profit organization that will act as a third-party user agreement entity for the Ag Expo and McKenzie County. Brown requested the approval of allocating \$7,000 for the creation of the foundation. **Beard made a motion to approve allocating up to \$7,000 towards the establishment of the Ag Expo Foundation. Pelton seconded. Motion passed unanimously. ||**

Stenberg gave an update on ND Lieutenant Governor Tammy Miller visiting McKenzie County on May 1-2, 2023. Stenberg asked the JDA to grant up to \$750 for the social and lunch sponsorship for this special visit. **Wold made a motion to approve up to \$750 for sponsoring a lunch and social for Lt. Governor Tammy Miller's visit, Fixen seconded. Motion passed unanimously. ||**

Stenberg also updated the board on the UND Energy Hawks, where UND students visit McKenzie County and its energy sector on June 7, 2023. Stenberg asked the JDA for up to \$500 for this tour, which could help recruit the students to move to McKenzie County after they graduate. **Veeder made a motion to approve up to \$500 for the UND Energy Hawks tour, Pelton seconded. Motion passed unanimously. ||**

Vawnita Best reported on the letter of support for Watford City Economic Development Corporation's (WC EDC) application to the North Dakota Department of Commerce Workforce Innovation Grant (NDWIG). Best asked the JDA to support the WC EDC's application. **Beard made a motion to approve supporting the WC EDC's application to the NDWIG, Brown seconded. Motion passed unanimously. ||**

Stenberg gave an update on the March 8 public input meeting on housing and noted that the meeting was well attended and the public comments were very helpful. The meeting also showed that the public is interested in a housing program. The board discussed the JDA Home Builder Revolving Loan Program

and the JDA Builder Buyback Program and what the next step is. The board agreed that there should be a JDA housing subcommittee that will work together (with Vawnita Best and Jake Walters) to find a solution and get a proposal to the full JDA board by the next meeting in April. This subcommittee will consist of John Carns, Aaron Pelton, Gene Veeder, and Tyler Fixen. Vawnita Best, Jake Walters, Keith Olson and Daniel Stenberg will also work with the subcommittee. **Brown moved to approve the creation of this housing subcommittee and its members, Wisness seconded. Motion passed unanimously.** The housing subcommittee will meet on March 27 at 10 a.m. at the Courthouse. ||

Suter and Stenberg gave an update on the data they found using Placer.ai. Suter will continue to work on finding data on Placer and will report back to the JDA with more findings at a future meeting. || Stenberg updated the board on the Events and Attractions Specialist job posting and noted that the County Commission wants him and city officials to work together on the job description before they post it. || Stenberg noted that Cerilon is to present a loan request to the County Commission on April 18. || Stenberg updated that there are conversations going on regarding the closure of the Yellowstone River Valley sugar beet facility and said he will be keeping up with this issue. ||

**Wisness made a motion to adjourn the meeting, Fixen seconded. Motion passed unanimously.**  
Meeting adjourned 8:00 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County Job Development Authority

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## April 18, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Aaron Pelton, Tyler Fixen, Shilo Chavez, Joel Brown, Heidi Brenna (virtual), Pete Edis (virtual), Matt Beard (virtual)

**Members absent:** Gene Veeder, Brett Wisness

**Others present:** Keith Olson, Jake Walters, Vawnita Best, Sara Fitzpatrick, Joshua Nollmeyer, Terry Moe, Pat Bertagnolli, Daniel Stenberg, John Suter

**Chair Carns called the meeting to order** at 5:30pm at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom. **Brown made a motion to approve the agenda as presented, the minutes from prior meeting and the financial report. Pelton seconded. Motion passed unanimously. ||**

Sara Fitzpatrick and Josh Nollmeyer with the Rough Rider Center gave a presentation on the 2022 Rough Rider Center numbers and success stories. They also discussed the 2023 outlook for the RRC and what events and activities have been planned. The board was requested to approve the Rough Rider Center and JDA annual agreement. **Pelton made a motion to approve the \$500,000 annual agreement with the Rough Rider Center. Chavez seconded. Motion passed unanimously. ||**

Terry Moe updated the group on the KidStop program and requested funds for continuing the program. He also said he would like to request \$120,000 for the 2024 budget. **Brown moved to approve the \$100,000 funding and annual agreement for KidStop. Fixen seconded. Motion passed unanimously. ||**

Stenberg updated the group on Home Builder Construction Loan Participation Program RFP that was approved at the County Commission meeting earlier in the day. Stenberg asked the board to approve releasing the RFP to the public. **Fixen made a motion to approve the release of the housing program RFP to the public. Chavez seconded. Motion passed unanimously. ||**

Stenberg discussed the Rural Leadership ND program and noted that the JDA has funded candidates in the past to go through the two-year program. Once a McKenzie County resident has applied for this NDSU Ag Extension program, they can come to the JDA and ask for a sponsorship.

Stenberg gave an update on the NDSU Williston Research Extension Center Field Day sponsorship and requested the JDA to fund \$200 for sponsorship. **Brown moved to approve funding for a \$200 sponsorship for the NDSU Williston Research Extension Center Field Day. Fixen seconded. Motion passed unanimously. ||**

Stenberg discussed and updated the board on the Shovel Ready Lot Program and noted that June 15, 2023 is the second milestone deadline and neither developer is on track to meet it. The agreement says the JDA has the ability to extend the deadline for one year at its discretion. **Brown made a motion to extend the deadline for the second milestone for a year. Beard seconded. Motion passed unanimously. ||**

Suter updated the board on the draft Technology Report from March 2023. Suter noted that this is a new report that he will be compiling from the different websites and social media accounts of McKenzie County, along with Placer data findings. || Stenberg gave an update on the event and invite for when Lt. Governor Tammy Miller will be visiting Watford City. The board expressed to Stenberg that we should wait until Thursday to send out the invites. || Stenberg discussed the strategic planning for the potential hiring of a county marketing position. The board agreed with Stenberg that we should wait to hire for the position until we know what we need or what we're lacking. || Stenberg gave an update regarding the Cerilon project and their loan request to the County Commission from earlier today. The Commissioners voted to approve their funding request of \$5 million, and Cerilon will work with the ND Development Fund on an agreement to administer the loan. || Fixen updated the board that the city of Alexander needs advertising funds for Old Settler's Day. Alexander could potentially get this funding through the Rough Rider Fund. Fixen also noted that Alexander is thinking about building a community center, and is planning on doing a feasibility study for the project. ||

**Chavez made a motion to adjourn the meeting, Brown seconded. Motion passed unanimously.**  
Meeting adjourned 7:35 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





# McKenzie County Job Development Authority

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## May 16, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Aaron Pelton, Tyler Fixen (virtual), Joel Brown, Matt Beard, Pete Edis, Gene Veeder (virtual), Brett Wisness

**Members absent:** Shilo Chavez, Heidi Brenna

**Others present:** Keith Olson, Jake Walters, Vawrita Best, Jessie Veeder Scofield, Jeff Bieber, Aaron Weber, Nikki Holen, Sandee Kimpel, Daniel Stenberg

**Chair Carns called the meeting to order** at 5:30pm at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom. **Beard made a motion to approve the agenda as presented, Brown seconded. Motion passed unanimously.** The minutes and financials will be presented at the June meeting as the financials were inadvertently not included in the printed meeting packet.

Jessie Veeder Scofield provided an update on activities of the Long X Arts Foundation over the past year. Their participation numbers and event offerings continue to grow. One of their big wins was a six-year cultural connections grant to provide opportunities for creating connections among cultures through the arts. They also will be signing a lease to be located in the lower level of the Long X Visitors Center which will start in June. She requested support of the organization through the budgeted funds of \$35,000.

**Beard made a motion to approve the \$35,000 contribution to the Long X Arts Foundation. Wisness seconded. Motion passed unanimously.**

Jeff Bieber is a farmer from East Fairview who has grown sugar beets for decades. He reported that now with the Sidney Sugars plant closure, he and other growers are looking for new opportunities. He presented information about plans to form the Two River Energy Growers Association to negotiate a term sheet and sugar beet purchase agreement with Greenwood Renewable Ventures. GRV looks to process sugar beets into renewable natural gas. Bieber requested \$10,000 in funds towards legal fees and other startup costs associated with forming and administering the association. Discussion among board members resulted in the plan that this would come from the JDA's checking account, and not from the Economic Development county budget. **Beard made a motion to provide up to \$10,000 on a reimbursable basis to the Two River Energy Growers Association. Pelton seconded. Motion passed unanimously.**

Aaron Weber, city attorney for City of Alexander, presented information on a proposed childcare facility pre-design and site analysis proposal from JLG architects to the City of Alexander. In this stage of development, the plan would be for the facility to be owned by the City of Alexander and then rented out to a childcare business such as the one currently owned and operated in Alexander by Nikki Holen. Holen answered questions about her current operations. It was noted from a board member that there is also need for childcare during night shift hours such as healthcare and emergency service providers. **Brown made a motion to bring a request to the county commission for \$12,500 towards the JLG study proposal. Wold seconded. Motion passed unanimously.** Weber and Fixen also presented a design study proposal from EAPC for a community facility in Alexander. This study would include components such as meetings with members from Alexander Community Builders and representatives of the City of Alexander to determine potential uses; floor plan and interior/exterior renderings, and a cost estimate.

**Beard made a motion to bring a request to the county commission for \$5000 towards the EAPC study, Wisness seconded. Motion passed unanimously.**

**Brown made a motion to select Lewis and Clark Rural Development Council as the JDA Home Builder Construction Loan Participation program administrator, Pelton seconded. Motion passed unanimously.** Brown suggested to clarify the motion that was made at the county commission meeting this morning with the auditor to avoid confusion on what the commission expects to see going forward in terms of documents.

Stenberg shared plans for the 2024 budget. Among other items it includes \$60,000 to go towards Keith Olson entrepreneurial services through Williston State College. He is hoping to get enough local support to forgo federal funds and therefore their onerous reporting requirements to allow for more time to meet with local clients. There was board consensus for the budget to move forward as presented. Stenberg will continue to work to refine the budget numbers and turn them into the auditors office by the June 2 deadline. Stenberg will update the board at the June meeting regarding any updates made to what was presented. A request was made to look at placer data for the Maah Daah Hey Trail and make sure the question is raised when representatives come to see if they were able to secure support from Billings County.

The Uniting 4 Ukraine program is looking to bring 35 workers to the Bakken in July 2023; more workers are expected to follow but they want to get the first batch some time to work out any kinks that are identified. | It was noted that another housing development subsidy house was sold before the 5 year clawback period ended which therefore returned \$50,000 back to the county. | UND Energy Hawk students and University of Mary students will be visiting |

The next JDA meeting will remain on the third Tuesday of the month—so June 20, 2023 at 5:30pm.

**Pelton made a motion to adjourn the meeting, Wisness seconded. Motion passed unanimously.** Meeting adjourned 8:05 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### June 7, 2023 Board Special Meeting Minutes

**Members present:** John Carns, Heidi Brenna, Aaron Pelton, Shilo Chavez, Joel Brown, Matt Beard (virtual), Pete Edis, Gene Veeder, Brett Wisness (virtual)

**Members absent:** Clint Wold, Tyler Fixen

**Others present:** Keith Olson, Jake Walters, Daniel Stenberg, John Suter

**Chair Carns called the meeting to order** at 3:00 p.m. at the Missouri Room of the McKenzie County Courthouse; the meeting was also available remotely via zoom.

The JDA met for a special board meeting to review and approve the documents of the JDA Home Builder Construction Loan Participation Program (HBCLPP) and to appoint three board members to be on the JDA-RLF committee. This committee will review all program applications received and make recommendations to the full JDA Board for final decision. Stenberg noted that all program documents are ready to be reviewed and approved except for the Conflict-of-Interest policy document, which is still in the process of being approved by the States Attorney. This document will be discussed and reviewed at the June 20 JDA Board meeting.

**Brown made a motion to accept all JDA HBCLPP documents as presented with Chair Carns signing the Administrative contract on behalf of the JDA, Pelton seconded. Motion passed unanimously.**

**Brenna made a motion for Joel Brown, John Carns and Aaron Pelton to be on the JDA-RLF committee. Chavez seconded, motion passed unanimously.**

The board reviewed the housing program's public materials and let Stenberg know they were ready to be posted on the JDA website. | Brown noted that the board should record the June 15 JDA-RLF zoom meeting with the lenders and Lewis & Clark so we can easily refer back to it. Stenberg agreed that they will record the meeting.

The next JDA meeting will remain on the third Tuesday of the month—June 20, 2023 at 5:30pm.

**Edis made a motion to adjourn the meeting, Pelton seconded. Motion passed unanimously. Meeting adjourned 3:31 p.m.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County Job Development Authority

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## June 20, 2023 Board Meeting Minutes

**Members present:** Clint Wold, Aaron Pelton, Joel Brown, Pete Edis, Brett Wisness (virtual), Shilo Chavez

**Members absent:** Heidi Brenna, John Carns, Tyler Fixen, Gene Veeder, Matt Beard

**Others present:** Jake Walters, Sandee Kimpel, Aaron Gravos, Nick Ybarra, Doug Bolken, Daniel Stenberg

The meeting began without quorum at 5:30pm. Doug Bolken presented about the hospitality training he has developed which is located at [www.visitwatfordcity.com/training](http://www.visitwatfordcity.com/training). The idea behind the training is that it for those in our community who interact with the public to learn about the attractions of our area as well as how to find information on our tourism website and app, so they can pass it along to those who might be asking what there is to do around here. The Roughrider Fund awarded funds to be utilized for incentives for those who complete all the trainings. || Sandee Kimpel shared how McKenzie Co has been awarded a \$500,000 grant from the EPA for brownfield assessment. She will be learning more about the specifics of the program in the coming months. It was noted that we should all be thinking if there are sites in McKenzie County that would be good to use this program with.

**Vice Chair Pelton called the meeting to order** at 5:49pm with quorum having been achieved.

The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. Regarding the financial report, Stenberg noted the UND Energy Hawks tour ended up a little more than the \$500 authorized. **Brown made a motion to approve the agenda, financial report, and the 4-18-2023 regular JDA meeting minutes, the 5-16-2023 regular meeting minutes, and the 6-7-2023 special meeting minutes as presented, Edis seconded. Motion passed unanimously.**

Nick Ybarra and Aaron Gravos presented on the work of the Save the Maah Daah Hey over the past year. They have expanded their miles of maintenance from 130 to 180. They requested the \$110,000 that had been budgeted for 2023. They noted that they have not had any financial commitments in this endeavor from Billings County. **Brown made a motion to provide the \$110,000 to Save the Maah Daah Hey, Edis seconded. Motion passed unanimously.**

Stenberg shared the lender training meeting last week for the Home Builder Construction Loan Program was well attended. He said a couple questions had come up after that meeting that should be clarified. It was the consensus of the board to clarify that for the application procedure, the intent was not to have the building permits in hand prior to applying for the program, but rather to have a "permit-ready project." This means they should have visited with the jurisdiction about the proper zoning, etc and have the permit applications filled out but it is not necessary for the permit to be issued at the time of application. Also, consensus of the board agreed that after a builder has had three houses in the program they can apply for another one—they don't need to have plans for another three to qualify to apply. The conflict of interest statement is still being developed and will be presented at the July JDA meeting. || The question was raised as to if McKenzie County JDA might be interested in participating with Williams County in a cost share to guarantee airlines to provide flights into XWA airport. The City of Williston has traditionally held the guarantee with the airlines. It was recommended that we continue to pursue this idea, research placer data to see McKenzie County traffic there, and request representatives from Williams County and City of Williston to come to a JDA meeting to discuss what the details could look like. || Edis noted that McKenzie Health has delivered approximately 26 babies to date; they have a new surgeon who will be coming from Minot, and a new family practice doctor who will be starting Sep 5. || **Wold made a motion to adjourn the meeting, Brown seconded. Motion passed unanimously.** Meeting adjourned at 6:58pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### July 18, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Aaron Pelton, Joel Brown, Pete Edis, Brett Wisness (virtual), Shilo Chavez, Heidi Brenna, Gene Veeder

**Members absent:** Tyler Fixen, Matt Beard

**Others present:** Keith Olson, Chris Kubal, Brandi Gillespie, Nick Lippert, Helen Askim, Shawn Wenko, Anthony Dudas, Hercules Cummings, Vawnita Best, Jake Walters, Daniel Stenberg, John Suter

**Chair John Carns called the meeting to order** at 5:31 p.m. with quorum having been achieved. The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. **Brown made a motion to approve the agenda, financial report and meeting minutes as presented, Chavez seconded. Motion passed unanimously.**

Helen Askim, Shawn Wenko, Anthony Dudas, and Hercules Cummings presented on the Williston Airport (XWA) and the cost share partnership that McKenzie County could participate in to continue guaranteeing airlines to provide flights into XWA through a minimum revenue guarantee agreement. Williams County is in discussions of putting \$600,000 towards this in their 2024 budget. If McKenzie Co JDA were to participate, we would be invoiced on a quarterly basis 10% of the actual shortfall which would not exceed the estimated shortfall contract agreement. The board expressed interest in the possibility noting flight availability does affect our region's workforce but wanted to see what Williams County will finalize before making a decision. ||

Nick Lippert and Brandi Gillespie presented on the City of Alexander child care facility project. They noted that it will cost about \$5.1 million dollars to construct. They are requesting the approval from the JDA board for recommendation before they get final fiscal approval from the McKenzie County Commissioners. **Veeder made a motion to approve the recommendation of funding the Alexander Child Care facility, Brenna seconded. Motion passed unanimously.**

Chris Kubal requested the board approve an Ag Expo \$2500 down payment for event funds that is reimbursable by the County Commission. **Brown moved to approve the Ag Expo down payment for event funds, Pelton seconded. Motion passed unanimously.**

Stenberg updated the group on the Main Street Summit that's coming to Watford City October 24-25. He wants to provide a promotional item (like a cup with our logo) to all attendees through department budgeted funds and then provide the difference between that cost and the \$10,000 sponsorship level which he estimates to not exceed \$4000. **Pelton made a motion to approve up to \$4,000 in sponsorships for the Main Street Summit, Wisness seconded. Motion passed unanimously.**

Stenberg gave an update on the VisionWest ND meeting that's scheduled for November 16 in Watford City and requested that the board approve \$1,600 in sponsorship for meeting space and food for that event. **Veeder made a motion to approve \$1,600 in sponsorships for the Vision West ND meeting, Chavez seconded. Motion passed. Pelton abstained from voting due to a conflict of interest as his son is a member of the organization.**

The board reviewed the JDA Conflict of Interest policy draft. Board members decided to take more time to read through the policy and look to adopt at next month's meeting. They also noted that Ty Skarda or a representative from the ND Association of Counties should come to the next meeting to explain the document to the board and answer any questions. ||

Suter reviewed his monthly Communications and Technology Report and updated the board on the Placer data for the McKenzie County Fair, the Maah Daah Hey Races and XWA's visitor trends. The board would like Suter to do a more in-depth study of the Maah Daah Hey races and find out if we can find more data on the XWA. ||

Stenberg updated the board on Cerilon and its loan administration agreement document. He noted that this document isn't final yet but will bring it to next month's meeting to get final approval. || Stenberg gave a sugar beet update regarding the Two River Energy Growers and noted that he will continue to be in touch with them. || The Home Builder Construction Loan Program is live and Stenberg noted that it hasn't had any applicants yet and they are working on the reasoning behind that. ||

**Edis made a motion to adjourn the meeting, Wold seconded. Motion passed unanimously.** Meeting adjourned at 7:58 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### August 14, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Joel Brown, Pete Edis, Brett Wisness (virtual), Shilo Chavez, Heidi Brenna (virtual), Gene Veeder, Tyler Fixen

**Members absent:** Aaron Pelton, Matt Beard

**Others present:** Daniel Stenberg, John Suter

**Chair John Carns called the meeting to order** at 4:02 p.m. with quorum having been achieved. The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. **Veeder made a motion to approve the agenda, financial report and meeting minutes as presented, Wold seconded. Motion passed unanimously.**

The Cerilon loan documents were presented and after a short discussion, approval of the documents was requested.

- **Veeder made a motion to approve the administration agreement between the ND Development Fund and the JDA, Fixen seconded. Motion passed unanimously.**
- **Brown made a motion to approve the promissory note and loan agreement between Cerilon and the JDA, Chavez seconded. Motion passed unanimously.**
- **Fixen made a motion to approve the \$5 million transfer in loan funds to Cerilon, Wold seconded. Motion passed unanimously.**

Stenberg updated the board on the letter that the JDA sent to the U.S. Department of Transportation regarding the JDA's support for the NDDOT application for the Theodore Roosevelt Expressway Freight Expansion Project. Stenberg asked the board to approve the ratification of this support letter. **Veeder made a motion to ratify the HWY 85 expansion support letter, Wisness seconded. Motion passed unanimously.**

Suter reviewed the July Communications and Technology monthly report and noted the large increase in Facebook views and engagement over the last year due to the marketing campaign that was executed in January 2023. Suter also updated the board that Placer is unable to attain the data for visitors who come to McKenzie County from the Williston Airport (XWA). ||

Stenberg presented a written update on the Bakken Oil Rush Ministry and its efforts to provide a Spanish/English session through the Skills Initiative this fall at the Rough Rider Center. ||

Stenberg updated the board on the Bakken GROW program and noted that Select Energy, Elkan Energy Services, and KT Enterprises are all set to receive Ukrainian refugee workers soon. ||

Stenberg gave an update on the Two River Energy Growers potential project. || The board discussed the home builder construction loan program and gave updates on the progress of the program. ||

Board members shared items of interest. ||

Meeting adjourned at 5:41 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





# McKenzie County

## Job Development Authority

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### September 18, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Pete Edis, Shilo Chavez, Heidi Brenna, Gene Veeder, Tyler Fixen (virtual), Matt Beard (virtual)

**Members absent:** Aaron Pelton, Brett Wisness, Joel Brown

**Others present:** Daniel Stenberg, John Suter, Kylee Roff, Jake Walters, Vawnita Best, Dr. Jerry Bergman

**Chair John Carns called the meeting to order** at 5:30 p.m. with quorum having been achieved. The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. **Veeder made a motion to approve the agenda, financial report and meeting minutes as presented, Chavez seconded. Motion passed unanimously.**

Until a new system is set up for the purchase of goods and services, the McKenzie County Ag Expo is requesting the JDA to fund purchases authorized and funded by the County Commission for Ag Expo events. Currently they are seeking to purchase pumpkins and Christmas trees for events they will be hosting. **Edis made a motion for the JDA to make purchases for McKenzie County Ag Expo events when there will be reimbursement of those expenses by the County Commission, Brenna seconded. Motion passed unanimously.**

Calli Thorne is looking for sponsors for the Live2Lead (L2L) event that will be held in Watford City. Last year, the JDA sponsored \$2,500 for the 3-day event and received 15 tickets for members to attend. After discussion, the JDA expressed that if they sponsor at the same level again, they would want sponsorship to help offset the cost so that more community members can attend. **Chavez made a motion to sponsor L2L at the gold level partnership (\$2,500), Wold seconded. Motion passed unanimously.**

Stenberg reviewed the updated JDA Conflict of Interest policy and asked the board for input. After discussion, the board would like the State's Attorney's Office (Ty Skarda) to join a JDA meeting and review and explain this policy before final approval. ||

Stenberg and Jake Walters gave an update on the McKenzie County housing programs and noted that the Shovel Ready Lot program's next milestone is set for June 2024, but the two developers are not on pace to reach that deadline. Stenberg also gave an update on the Home Builder Construction Loan program and said that they still haven't received any applications yet. ||

Dr. Jerry Bergman presented on Safflower Technologies International's feasibility study which was started in 2020 and the JDA had approved funding. \$8000 had been provided to start the study. The study had been delayed but is now looking to finish. Bergman is requesting the second half of that funding, \$8,000, to finish the feasibility study, which will help in figuring out the costs of building and running a safflower plant around western McKenzie County. **Veeder made a motion to approve the funding of \$8,000 for a feasibility study for Safflower Technologies International payable upon completion of the study, Beard seconded. Motion passed unanimously.** Safflower Technologies International is also seeking assistance for the purchase of a new scale through the Flex PACE program of Bank of North Dakota which requires a local community match to buy down the interest rate. Their scale which is used by many in the community has fallen out of compliance and is quite old. The plan is to request half from Williston's Star fund and half from the McKenzie County JDA which is estimated at approximately \$7500/each. **Veeder made a motion to approve McKenzie County JDA's participation in half of the funds needed for the Flex PACE interest buydown for a new scale purchase for Safflower Technologies International, Brenna seconded. Motion passed unanimously.**



Suter reviewed the August Communications and Technology monthly report and the September Economy at a Glance. Suter and Stenberg also presented an updated report of what Economic Development has accomplished and what they have been working on. This document will be worked on and perfected and shared with the County Commissioners once a month. ||

Board members shared items of interest. ||

**Wold made a motion to adjourn the meeting, Chavez seconded. Motion passed unanimously.**

Meeting adjourned at 7:50 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County

## Job Development Authority

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### November 21, 2023 Board Meeting Minutes

**Members present:** John Carns, Clint Wold, Pete Edis, Shilo Chavez, Heidi Brenna (virtual), Gene Veeder, Tyler Fixen, Aaron Pelton, Joel Brown

**Members absent:** Matt Beard, Brett Wisness

**Others present:** Keith Olson, Daniel Stenberg, John Suter, Chris Kubal, Craig Hystad, Jake Walters, Vawnita Best

**Chair John Carns called the meeting to order** at 5:30 p.m. with quorum having been achieved. The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. **Veeder made a motion to approve the agenda, financial report and meeting minutes as presented, Fixen seconded. Motion passed unanimously.**

Chris Kubal presented on the newly formed McKenzie County Ag Expo Foundation and noted that the County Commissioners approved adding \$200,000 to the JDA's fund for the Ag Expo Foundation to use for miscellaneous expenses for events. Kubal requested the JDA to approve the use of \$200,000 for McKenzie County Ag Expo event expenses. **Veeder made a motion to approve the funding of \$200,000 for the McKenzie County Ag Expo Foundation, Chavez seconded. Motion passed unanimously.**

Stenberg presented a draft Bison Xpress letter of support. The Bison Xpress is a pipeline that will send natural gas from North Dakota to Colorado which will have a meaningful impact on businesses in McKenzie County and support the energy industry as a whole. **Brown made a motion to support the Bison Xpress letter of support, Pelton seconded. Motion passed unanimously.**

Stenberg introduced the Theodore Roosevelt Presidential Library letter of support and noted that the library is asking counties in ND to sign their letter of support to Congress to support the federal funding of \$50 million for the project. **Veeder made a motion to support signing the Theodore Roosevelt Presidential Library letter of support, Wold seconded. Motion passed unanimously.**

Stenberg presented the ND Dept. of Commerce's Regional Workforce Impact Program (RWIP) grant and noted he and Suter are working on two grant applications for projects. One is from the City of Alexander for a daycare facility and the other is from the JDA for a community integration publication/magazine. The magazine will highlight the region's appealing aspects like our restaurants, hotels, state-of-the-art facilities, recreational opportunities, clubs, organizations, entrepreneurial opportunities, and more. Showcasing these amenities of the community will demonstrate that McKenzie County offers a high quality of life and can both attract and retain workers. **Chavez made a motion to support applying for the RWIP grant to create this magazine, Fixen seconded. Motion passed unanimously.**

Pelton requested to change the order of agenda items to hear an update on the Bakken Area Skills Center. The board agreed. ||

Stenberg updated the board on the Bakken Area Skills Center and noted that he and other stakeholders are looking for an individual who would serve as a liaison between local industry and training providers. It was identified that Keith Olson through Williston State College might be the best option. Stenberg, Veeder, Olson and others will continue to discuss and come up with more information to share at the December JDA meeting. ||

Stenberg requested the board to review and approve the JDA conflict of interest policy. **Wold made a motion to approve the JDA Conflict of Interest policy, Edis seconded. Motion passed unanimously.**

Stenberg shared the concerns from a local behavioral health provider for funding needs, and noted that Williams County had done various behavioral health grants these past few years. Olson will continue discussions with the provider to see what might be the most helpful avenue for the JDA to be involved. ||

Suter reviewed the October Economy at a Glance and the Quarterly Visitors Report (Jan. – Oct. 2023). ||

Stenberg and Jake Walters gave an update on the Home Builder Construction Loan Program and noted that a local banker has a developer who is interested in the program. This potential developer had a few questions that Justin wanted feedback on. Walters will continue conversations and it was noted by consensus that any application that is received will go to the housing committee for their review and then bring it to the JDA board with a recommendation. ||

Stenberg discussed the need for a volunteer coordinator in the community to coordinate and organize volunteer opportunities for events that needs volunteers. Angie Hartel is a candidate to be this coordinator and has met with Stenberg and other stakeholders to discuss a plan on how this would work. ||

The board discussed the 2024 JDA Board vacancies and who can replace Brett Wisness and Heidi Brenna, whose terms will expire in December 2023 and are not looking to be re-appointed. Gene Veeder noted willingness to return to the board for another term. Calli Thorne and Rex Korslien were two people mentioned as potential candidates. **Fixen made a motion to recommend to the County Commission Calli Thorne and Rex Korslien as new members to the board and re-nominate Gene Veeder to the board, Wold seconded. Motion passed unanimously.**

Board members shared items of interest. ||

**Brown made a motion to adjourn the meeting, Wold seconded. Motion passed unanimously.**

Meeting adjourned at 7:40 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# McKenzie County Job Development Authority

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## December 19, 2023 Board Meeting Minutes

**Members present:** John Carns, Gene Veeder, Tyler Fixen, Clint Wold, Joel Brown, Matt Beard, Pete Edis, Shilo Chavez (virtual)

**Members absent:** Heidi Brenna, Aaron Pelton, Brett Wisness

**Others present:** Daniel Stenberg (virtual), John Suter, Jake Walters, Vawnta Best, Rex Korslien (virtual)

**Chair John Carns called the meeting to order** at 5:30 p.m. with quorum having been achieved. The meeting was at the Yellowstone Room of the McKenzie County Courthouse and available remotely via zoom. **Veeder made a motion to approve the agenda, financial report and meeting minutes as presented, Beard seconded. Motion passed unanimously.**

Stenberg gave an update on the Bakken Area Skills Center and noted they're getting close to finishing construction and ready to open for high school classes in January. They will officially hold a ribbon cutting grand opening ceremony in March 2024. Stenberg gave an update on the BASC liaison position for workforce alignment and the board discussed funding for this position. The JDA has \$40,000 budgeted for the BASC in discretionary funding. The board discussed allocating \$35,000 of those dollars toward a 6-month contract for the BASC liaison, leaving \$5,000 for other items that the JDA may use for BASC work in 2024. **Veeder made a motion to approve allocating \$35,000 of the \$40,000 BASC budget toward a 6-month contract for the BASC workforce liaison position, Fixen seconded. Motion passed unanimously.**

Stenberg and the housing subcommittee members in attendance updated the board on the two JDA home builder construction loan program applications identified as application 001 and application 002 that were recommended for JDA approval by the JDA housing subcommittee earlier this week. Both applications are for two houses. Ashley Hruby with Lewis & Clark Development Council reviewed the underwriting and met with lenders and the applicants. The board recommended having the lead lenders present in future JDA housing subcommittee meetings. **Beard made a motion to approve the two JDA home builder construction loan program applications, Brown seconded. Motion passed unanimously.** It was recommended to note that this is a different scenario where the board is approving 2-house applications instead of the set minimum of 3-houses. The board discussed changing the program's minimum housing number for builders from three to two. **Veeder made a motion to reduce the minimum housing number in the JDA home builder construction loan program application from three houses to two, Edis seconded. Motion passed unanimously.** The board discussed how to handle future applications for this program and if the housing subcommittee should have more authority to fully-approve applications instead of having to wait for a monthly JDA meeting to get full approval. It was also noted that after each housing subcommittee meeting and approval on applications, they will bring an update and any concerns to the full board. **Brown made a motion to give full authority to the JDA Housing Committee to fully approve housing program applications provided there are no program exceptions and with full disclosure and subcommittee minutes to the full board, Fixen seconded. Motion passed unanimously.** Stenberg will talk with McKenzie County State's Attorney Ty Skarda on if the JDA can add proxy-voting members to the housing subcommittee from the JDA board if three members of the subcommittee aren't available to meet.

The board discussed home builder property tax exemptions and new construction buyer property tax exemptions and if we should expend efforts in considering the county participating in property tax exemption programs to follow suit with the cities of Alexander and Arnegard, who are currently exploring the incentives. After sharing of the local history with renaissance and TIIF zones, the pros and cons of the

property tax exemption incentive and overall discussion, there was consensus to not move forward with exploring the topic more currently and see how newly constructed homes sell in 2024-25. ||

Stenberg updated the board on the Wild Rides TV opportunity and getting on the BEK network with a \$5,500 sponsorship. The McKenzie County Ag Expo already has a sponsorship with Wild Rides TV, and the board consensus was to leave the sole county sponsorship with the Ag Expo.

Suter updated the board on the JDA's RWIP project, the Community Marketing Publication, and shared its progress and outline of the project. || Suter also shared the November 2023 Technology and Communications report and went through items of interest. ||

Stenberg shared the Economic Development Year in Review for 2023 and plans for 2024, which included everything he and his office accomplished this year along with goals and plans for 2024. ||

Board members shared items of interest. ||

**Brown made a motion to officially thank Heidi Brenna and Brett Wisness for their service on the JDA board, Wold seconded. Motion passed unanimously.**

**Brown made a motion to adjourn the meeting, Wold seconded. Motion passed unanimously.**

Meeting adjourned at 7:45 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_