



McKenzie County Job Development Authority

January 16, 2024 Board Meeting Minutes

Members present: John Carns, Clint Wold, Joel Brown, Matt Beard, Pete Edis, Shilo Chavez, Aaron Pelton, Calli Thorne, Rex Korslien

Members absent: Gene Veeder, Tyler Fixen

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

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. Calli Thorne and Rex Korslien were welcomed as the newest members of the JDA board. **Brown made a motion to approve the agenda, financial report and meeting minutes as presented, Pelton seconded. Motion passed unanimously.**

Stenberg presented the JDA Conflict of Interest policy document and asked board members if they had any questions regarding the policy. He noted all board members need to sign the document and will need to sign it once a year. ||

Stenberg reviewed open meeting rules and requirements. ||

The board discussed the election of officers for 2024. **Korslien made a motion to reappoint John Carns as board chair, Aaron Pelton as vice chair and Matt Beard as the Secretary/Treasurer, Brown seconded. Motion passed unanimously.**

Stenberg discussed the possibility of board members to attend a group trip to Ponca City, Oklahoma, an area that is oil and gas dominant and going through a boom much like Watford City went through. Along with other visits, the trip will include visiting Ponca City's "Pioneer Tech Center", a tech training center that the Bakken Area Skills Center would like to mimic. Stenberg is requesting members to attend this trip with other McKenzie County leaders. After discussion, the board would like Stenberg to move forward with a solid date (February, March or April), find the right individuals to bring with on the trip and coordinate a time that works for everyone to book a flight. Stenberg will bring this request to the February County Commission and JDA meetings. ||

Stenberg updated the board regarding Doug Bolken's 2024 renewal of tourism contract and requested that the board approve the contract. **Brown made a motion to approve the 2024 renewal of tourism contract, Wold seconded. Motion passed unanimously.**

Stenberg and Jake Walters discussed the Shovel Ready Lot program and noted that developers won't reach the requirements of houses built by the June 2024 deadline due to a number of different variables. Stenberg will ask representatives from Stenehjem Development and Stepping Stone to present at upcoming JDA meetings to better understand the hurdles they are facing getting lots sold and built upon. ||

Stenberg gave an update on the Bakken Area Skills Center (BASC) and its post-secondary class implementation. The board discussed the pros and cons of having a well pad and equipment placed on the grounds of the BASC. ||

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 December 2023 Technology and Communications report and went through items of interest. ||

Suter and Stenberg updated the board on the Main Street Summit and how they are in the beginning stages of planning the event with the Department of Commerce. The summit will most likely be scheduled for August 27-29 in Watford City. Stenberg asked members to think of potential speakers that could be headlined for this event. ||

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. ||

Stenberg shared the December update from the *End of the Rope* movie and its distribution offers. ||

Board members shared items of interest. ||

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

Meeting adjourned at 7:23 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

February 20, 2024 Board Meeting Minutes

Members present: John Carns, Clint Wold, Matt Beard (virtual), Pete Edis, Shilo Chavez, Aaron Pelton, Calli Thorne, Rex Korslien

Members absent: Gene Veeder, Tyler Fixen, Joel Brown

Others present: Daniel Stenberg, John Suter, Keith Olson, Jeff Bieber, Jessie Veeder, Dave Pankow (virtual), Vawnta 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. **Wold made a motion to approve the agenda, financial report and meeting minutes as presented, Chavez seconded. Motion passed unanimously.**

No member reported a conflict of interest. ||

Jeff Bieber, president of Two River Energy Growers Association (TREGA), gave an update on the TREGA. The association has had discussions with Greenwood Renewable Ventures (GRV) and noted that they are moving forward with two locations for beet processing plants; one in Grand Forks and the other near Fairview, MT but on the North Dakota side. The Fairview plant will be a \$300 million project with 30,000 acres for planting beets and then processing the beets into fuel. GRV is targeting Spring 2026 for the Fairview plant to be completed. Bieber requested the JDA to continue funding their association expenses through 2026 as a follow up to their 2023 request. **Korslien made a motion for the JDA to continue to pay association expenses through 2026 up to the remaining funds for TREGA (\$9,138.51), but with at least annual reports to the JDA, Pelton seconded. Motion passed unanimously.**

Jessie Veeder updated the board on the Long X Arts Foundation and the work they did in 2023 and the growth they are going through with more programs and more employees. Veeder requested the JDA to release the funds they budgeted for the Long X Arts Foundation for 2024, which was \$35,000. **Edis made a motion to release the budgeted \$35,000 to the Long X Arts Foundation, Thorne seconded. Motion passed unanimously.** The board will discuss increasing the amount of funding to \$55,000 the Long X Arts receives for the 2025 budget given their increased impact/workload.

Dave Pankow with Stenhjem Development gave a written and oral update on the Shovel Ready Lot Program and noted the struggles with the housing market and hitting the milestones of the project. Stenhjem Development is hesitant to build new homes until they see more sales of their already-finished homes. ||

Stenberg updated the board on the trip to Ponca City, OK and Hobbs, NM to visit the oil communities and study their growth and tech centers. Stenberg noted that the group has decided April 7-11 as the dates to visit and attendees will pay their own travel costs. Stenberg requested the JDA to sponsor meals and a small gift for the hosts of the trip. Stenberg also asked if any board members would like to attend and noted that the JDA could offer to fund the trip. Shilo Chavez volunteered to also attend the trip to study the cities on the JDA's behalf.

- **Pelton made a motion for the JDA to sponsor up to \$2,500 for meals and small gifts to the hosts, Korslien seconded. Motion passed unanimously.**
- **Korslien made a motion for the JDA to fund Chavez's trip to Ponca City, OK and Hobbs, NM, Edis seconded. Motion passed unanimously.**

Suter presented the January Technology and Communications report and the February Economy at a Glance and noted the high use and views of the economic development websites and social medias in 2023. He also noted that there were 247 births in McKenzie County in 2023, which was more than 2022 and 2021. ||

Stenberg updated the board on the Bakken Area Skills Center and the work they are doing in getting more classes integrated in the center. ||

Stenberg presented a Cerilon update, the Safflower Feasibility study update and the *End of the Rope* update. The *End of the Rope* team has closed a deal with Saban Films to be the distributor of the film. He noted that there will be more to come on all of these at a later meeting. ||

Stenberg gave an update on the Alexander Day Care project and noted that there are 30 kids on the waitlist for the daycare, which will have a capacity of 70 when the project is complete. ||

Board members shared items of interest. ||

Meeting adjourned at 7:20 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

March 19, 2024 Board Meeting Minutes

Members present: John Carns, Clint Wold, Gene Veeder, Rex Korslien, Shilo Chavez, Tyler Fixen (virtual), Joel Brown, Calli Thorne, Aaron Pelton, Pete Edis

Members absent: Matt Beard

Others present: Daniel Stenberg, John Suter, Keith Olson, Katie Walters, Jake Walters, Vawnta Best, Tony Mazza (via phone), Sara Fitzpatrick, Greg Richins, Pat Fitzgerald

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. **Korslien made a motion to approve the agenda, financial report and meeting minutes as presented, Chavez seconded. Motion passed unanimously.**

No member reported a conflict of interest. ||

Sara Fitzpatrick (RRC), Greg Richins (RRC) and Pat Fitzgerald (Hockey Club) presented to the board on the need to place bathrooms in the hockey area of the Rough Rider Center. There currently are no bathrooms in that area and hockey fans must use the main level bathrooms or downstairs bathrooms during hockey games. This is a problem when there are tournaments or games happening when the Rough Rider Center main level is closed and the doors to the bathroom area are locked. Fans must then use the basement bathrooms, which could pose a risk to older or handicapped people if an elevator shuts down. The Rough Rider Center and Hockey Club requested the JDA to approve taking this request of a grant of \$220,000+ for the project to the County Commission. **Chavez made a motion to approve sending the request for a grant to build a bathroom in the hockey area of the Rough Rider Center to the County Commission, Korslien seconded. Motion passed unanimously.**

Tony Mazza with Stepping Stone Development gave an update to the board on their progress in the Shovel Ready Lot Program and proposed a new idea to build 45 new homes in Watford City. The proposition included the JDA using the leftover funds from the Shovel Ready Lot Program, about \$3.5 million, and loan \$75,000 for each home (45) which will bring the price of the house down to under \$400,000. ||

Katie Walters continued on with Tony Mazza's presentation and proposition, stating that the JDA should consider the closing costs or down payment assistance program which could encourage more buyers to buy houses and, in turn, encourage more builders to build homes. The Dunn County JDA has a similar program, and board members agreed to learn more about their program and if McKenzie County should create a similar program. ||

Keith Olson presented the SBDC Annual Budget and noted that he usually requests \$35,000 from the JDA, but this year could be between \$35,000 and \$60,000. Olson is waiting on hires and the direction of the program before he will formally request a specific amount, most likely at the May JDA meeting. ||

John Carns updated the board on McKenzie Electric Cooperative's two new projects for safety and intelligence. Carns is requesting the JDA approve signing a Good Neighbor Agreement to support these two projects. **Veeder made a motion to approve signing a Good Neighbor Agreement for McKenzie Electric Cooperation's update project, Pelton seconded. Motion passed unanimously.**

Vawnta Best requested the JDA sign a letter of support for the Watford City EDC's Regional Workforce Impact Program (RWIP) application for marketing funds for the efforts of their Workforce Opportunity Watford City project (WOWC). The extra marketing funds would help expand target marketing from

June 2024 to June 2025 to reach more candidates. **Brown made a motion to approve sending a letter of support for the EDC's RWIP application, Edis seconded. Motion passed unanimously.**

Stenberg gave an update regarding the Vision West ND's Behavioral Health Summit (scheduled for June 19-20) and their needs of sponsorships. Stenberg asked if the board would like to sponsor the summit for \$5,000, which would include the JDA receiving two free tickets to the event. After discussion, the board decided it would be better if the JDA just bought tickets to the event at \$200 per ticket and sent individuals from around the county to attend the important event. **Brown made a motion to sponsor 25 individuals from around the county (no more than 2 people from each organization) and pay for their tickets to attend the Behavioral Health Summit, Thorne seconded. Motion passed unanimously. Edis abstained from voting – stated a Conflict of Interest as he is a part of the Visionwest ND behavioral health committee.**

Suter presented the February Technology and Communications report and the March Economy at a Glance and noted the high use and views of the economic development websites and social medias in February 2024. Suter gave an update on the Community Publication and noted that The Good Kids, a graphic design and editing company out of Bismarck, were hired to help edit and beautify the publication. ||

Stenberg updated the board on the Alexander Day Care project and noted the bid will be opening on March 28. ||

Stenberg updated the board on the Bakken Area Skills Center and noted a ribbon cutting will be held on April 16 at 2:30 p.m. ||

Stenberg gave a Cerilon update stating that they have announced a partnership with Chevron and that he would be attending a Williams County Planning and Zoning meeting to share the positive experience . ||

Stenberg gave an update on the trip to Ponca City, OK and Hobbs, NM where the group will be traveling there April 7-11. ||

Board members shared items of interest. Brown made a note for board members to keep an eye on the push to get the state property tax eliminated and the negatives this would bring to county governing. ||

Pelton made a motion to adjourn the meeting, Edis seconded. Motion passed unanimously.

Meeting adjourned at 8:00 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

April 16, 2024 Board Meeting Minutes

Members present: John Carns, Clint Wold, Gene Veeder, Rex Korslien, Shilo Chavez, Tyler Fixen, Joel Brown, Calli Thorne, Aaron Pelton, Pete Edis, Matt Beard (virtual)

Members absent:

Others present: Daniel Stenberg, John Suter, Keith Olson, Katie Walters, Jake Walters, Vawnita Best, Sara Fitzpatrick, Josh Nollmeyer, Terry Moe, Carie Boster (virtual), Jessica Claiborn

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. **Brown made a motion to approve the agenda, financial report and meeting minutes as presented, Korslien seconded. Motion passed unanimously.**

No member reported a conflict of interest. ||

Sara Fitzpatrick (RRC) and Josh Nollmeyer (RRC) presented the Rough Rider Center and Parks and Rec's annual report and the success they had in 2023 and their plans for 2024. The board was requested to approve the Rough Rider Center and JDA operating budget request of \$500,000 that was included in the 2024 county budget. **Fixen made a motion to approve releasing the \$500,000 in budgeted funds for the Rough Rider Center, Veeder seconded. Motion passed unanimously.**

Terry Moe and Jessica Claiborn updated the board on the KidStop program and its growth and success in 2023. They requested the release of \$120,000 in 2024 budgeted funds for continuing the program. Board members requested financial statements with future funding requests from entities such as KidStop and Rough Rider Center. **Chavez made a motion to approve the \$120,000 funding with KidStop, Wold seconded. Motion passed unanimously.**

Vawnita Best updated the board on the community planning survey to gauge the public's thoughts on the redevelopment vision for Watford City. The survey encourages participation from the community on what to do with redevelopment areas. ||

Dunn County JDA Director Carie Boster presented on Dunn County's down payment assistance housing program titled "The Make it Home Down Payment Incentive Program" which helped build 15 homes in Dunn County and supported the sale of 35 existing homes. The program is designed to support sustainable, long-term homeownership for qualified buyers by providing the down payment assistance needed to make Dunn County their home. ||

Jake Walters on behalf of the Watford City Housing Authority proposed a program where the Watford City Housing Authority would build 9 rent-to-own houses on lots that the city of Watford City would donate to the Watford City Housing Authority who manage the program. They are in talks with builders on the specifics and the willingness of the builders to participate, but it is currently expected to be about a \$3.5 million project. It was noted that there is about that amount in unspent funds in the JDA Home Builder Construction Loan Program that is set to expire at the end of this year. It was questioned what the implications this program would have on the private market. It was agreed that efforts would be made to reach out to area players to get their take on the program's impact. It was also noted that the builders could likely have the houses mostly done by Oct 2024 if this program would be authorized soon. **Chavez made a motion to support a request for funds to the McKenzie County Commission for this Watford City Housing Authority's rent to own proposal. Korslien seconded. Motion passed unanimously.**

Stenberg updated the board on the upcoming milestone for the Shovel Ready Lot Program noting that neither developer is set to meet the milestone set for June 2024. **Pelton made a motion to provide a one-year extension of all remaining milestones for both of the participants in the JDA Shovel Ready Program, Veeder seconded. Motion passed unanimously.**

Calli Thorne gave an update regarding the ND Stockman's Association Spring Roundup event happening in June in McKenzie County and requested \$500 for the JDA's sponsorship. **Wold made a motion to approve the \$500 sponsorship for the ND Stockman's Association Spring Roundup, Pelton seconded. Motion passed unanimously.**

Stenberg presented a Williston Research Extension Center 2024 Field Day sponsorship request letter and noted that the board had approved sponsoring \$200 for the event in the past. **Brown made a motion to approve sponsoring \$200 for the Williston Research Extension Center Field Day, Fixen seconded. Motion passed unanimously.**

Suter gave an update regarding the registrations for the Behavioral Health Summit and noted that 5 individuals have shown interest for this sponsorship. Suter will continue to find interest from the community and get up to 20 more individuals registered for the summit. ||

Suter presented the March Technology and Communications report and the April Economy at a Glance. ||

Stenberg updated the board on the group trip to Ponca City, OK and Hobbs, NM and noted that there will be a more in-depth update of the trip at the next County Commission meeting in May. ||

Stenberg noted that the Alexander Day Care project has now chosen a builder. ||

Stenberg updated the board on the Bakken Area Skills Center ribbon cutting event that happened earlier in the day. ||

Stenberg gave an update regarding the Cerilon project and it was noted the project will not pursue fertilizer production at this time. ||

Board members shared items of interest. ||

Korslien made a motion to adjourn the meeting, Fixen seconded. Motion passed unanimously.

Meeting adjourned at 8:24 p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

May 21, 2024 Board Meeting Minutes

Members present: John Carns, Clint Wold, Shilo Chavez, Joel Brown, Calli Thorne, Aaron Pelton, Pete Edis, Matt Beard

Members absent: Rex Korslien, Gene Veeder, Tyler Fixen

Others present: Daniel Stenberg, John Suter, Keith Olson, Katie Walters, Jake Walters, Vawnita Best, Sara Fitzpatrick, Terry Moe, Nick Ybarra, Aaron Gravos

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. **Chavez made a motion to approve the agenda, financial report and meeting minutes as presented, Wold seconded. Motion passed unanimously.**

No member reported a conflict of interest. ||

Sara Fitzpatrick (RRC) and Terry Moe (KidStop) provided the Rough Rider Center and KidsStop's financial report for 2023 and gave the board more information regarding their total finances. ||

Nick Ybarra and Aaron Gravos with Save the Maah Daah Hey Foundation presented to the group the successes of the Maah Daah Hey Trail and the need for funding from the JDA to continue maintaining the trail that bring visitors from across the country and world to use the trail. The board was requested to approve releasing the 2024 budgeted funds of \$110,000 to Save the Maah Daah Hey Foundation. It was also noted that the Save the Maah Daah Hey Foundation will request \$110,000 in 2025 as well. **Chavez made a motion to approve the \$110,000 funding with Save the Maah Daah Hey Foundation, Pelton seconded. Motion passed unanimously.**

Jake Walters with the Watford City Housing Authority updated the board regarding the Pathway to Purchase housing program and noted that the program should be ready to receive the funds from Lewis and Clark (via the funds in the JDA Home Builder Construction Loan Program - revolving loan fund) and get developers organized by June 18.

Stenberg asked the board if there is a desire to work towards a down payment incentive program, similar to the Dunn County JDA program. The board expressed it would be a good idea to get some kind of incentive program going for 2025 and planning and talking with developers should begin soon. Stenberg will field input from a variety of sources and bring draft ideas for inclusion to the July JDA meeting. ||

Stenberg discussed the possibility of the JDA to participate as the community match for Bank of North Dakota's PACE/FLEX-PACE program with the funds the county will receive from the Cerilon interest payments. Stenberg will continue researching and there will be more to discuss at future meetings regarding this topic. ||

Keith Olson updated the board on the proposed workforce development position at the Bakken Area Skills Center (BASC). Olson is currently serving as this liaison with industry and education for the BASC, until a full-time position can be created and filled. The candidate who would take this position will need to have extensive knowledge, experience and background in industry and will mainly be working with industry as a liaison to connect students with industrial trainers and teachers. There will be more discussion on this topic after the June and July meetings. ||

Stenberg presented highlights from the 2025 McKenzie County budget draft. It was noted that \$2 million should be included for the potential housing down payment assistance program. Matt Beard noted that he

thinks it would be a good idea to pay JDA members which will help get more members to serve on the board in the future and get members to better attend meetings. The proposal would be to pay each member \$75 a meeting (members must attend the meeting to receive payments), which would equal to \$10,000 a year in payments all together. The board agreed and there was consensus on this proposal. Stenberg will add this to the 2025 budget request. The board also had consensus on lowering KidStop's funding from \$120,000 to \$100,000; increasing Long X Arts Foundation support to \$55,000; maintaining Save the Maah Daah Hey Foundation at \$110,000, Bakken Area Skills Center at \$40,000, Small Business Development Center at \$60,000, Rough Rider Center at \$500,000, JDA annual budget allocation at \$20,000, and including a new position for Workforce Development. ||

Suter presented the newly released "Living in McKenzie County" magazine that was printed in early May. Suter noted that they printed 4,500 copies of the magazine and is distributing them around McKenzie County to visitor hotspots and businesses. Suter also presented the April Technology and Communications report. ||

Stenberg updated the board on the group trip to Ponca City, OK and Hobbs, NM and gave a recap of the trip. ||

Board members shared items of interest. ||

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

Meeting adjourned at 8:22 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

June 18, 2024 Board Meeting Minutes

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

Members absent: Rex Korslien, Shilo Chavez

Others present: Daniel Stenberg, John Suter, Katie Walters, Jake Walters, Dr. Jerry Bergman, Vince Neves (virtual), Allan Roden (virtual), Norm Spaeth (virtual), Holly Riggins

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. **Beard made a motion to approve the agenda, financial report and meeting minutes as presented, Fixen seconded. Motion passed unanimously.**

No members reported a conflict of interest. ||

Dr. Jerry Bergman, with Safflower Technologies International updated the board on the completion of the feasibility study and had the study's participants Vince Neves, Allan Roden and Norm Spaeth, share as well. The study shows that there is potential but the costs are high. Dr Bergman to meet with SBDC to continue discussing the project's feasibility in the area. It was also noted that representatives in Minot have expressed interest in seeing the study's results. Dr Bergman will follow up with Keith Olson first and then release the results to those who ask when Bergman is comfortable. **Brown made a motion to approve the release of allocated funds of \$8,000 for the completion of the Safflower Technologies International feasibility study and approve sharing the results of the study with others when Bergman is comfortable, Pelton seconded. Motion passed unanimously.**

Jake Walters and Aaron Pelton, on behalf of the Watford City Housing Authority, presented their request to transfer \$3,600,000 of funds from the JDA Home Builder Construction Loan Program held at Lewis & Clark Development Group to the Watford City Housing Authority for the Pathway to Purchase Housing Program. The Housing Authority has recently selected three contractors to enter contract negotiations with; and offer three homes to each of the contractors selected—Ascend Building LLC, Branch Construction Services and KLT Enterprises. **Fixen made a motion to approve the transfer of \$3,600,000 to the Watford City Housing Authority for the Pathway to Purchase Program, Brown seconded. Motion passed unanimously.**

Following up from last month's meeting, Stenberg presented a draft concept document for a potential Down Payment Assistance Program. He received feedback from Katie Walters and John Carns and used Dunn County JDA's program as a guide. The board was asked to review the draft and contact Stenberg with feedback, and the topic will continue to be discussed at future JDA meetings. If the project moves forward there will be plans to have a public meeting to gather feedback on the program, have it finalized by the JDA and approval for funds from County Commission, a meeting with realtors and lenders after the program has been finalized to make sure they understand the program well, and then the program would launch. ||

Gene Veeder presented a request for \$10,000 for the Badlands Advisory Group to provide for a gap in funding between its current work and future funding which seems that the Bush Foundation will likely provide later this year. Dunn County has also agreed to help fund the transition time for \$10,000. The Badlands Advisory Group seeks to provide a balanced approach to energy development and environmental concerns and it provides McKenzie County a platform at many state level meetings. **Beard made a motion to approve funding \$10,000 to the Badlands Advisory Group, Pelton seconded. Motion passed unanimously.**

Stenberg presented the request to sponsor \$500 for the Women in Business event that will be taking place in Watford City on June 28. **Brown made a motion to approve sponsoring \$500 for the Women in Business event, Wold seconded. Motion passed unanimously.**

Stenberg gave an update regarding plans to start a McKenzie County Orientation program. This workforce retention program would bring together new hires in the county to participate in an orientation to familiarize them with the community and to get them more connected with the area. Stenberg has sent out a survey to larger employers in the county to get their feedback. The board will review the draft summary and give Stenberg feedback regarding this idea. If everything goes according to plan, the orientation program plans to launch in September. ||

Stenberg updated the board on a Workforce Development position he would like to see housed in the Economic Development office. This position would work on improving the county's workforce by promoting and engaging in attraction, retention and training activities around the county and spend a majority of the time at the Bakken Areas Skills Center. Stenberg noted he received approval from the County Commission earlier today to classify the position.

Suter updated the board on the Behavioral Health Summit registrations and noted that he has 8 people who have registered and will be sponsored by the JDA to attend the summit. ||

Suter noted that we met with writers of the Liveability online magazine and gave them insights on our community and why it's a great place to live. Watford City and McKenzie County will be featured in a Livability article in around a year from now. ||

Suter updated the board that he is leading in the county's effort to redesign the county website and has received approval from the County Commission to go with ProudCity (website vendor and host) to begin this redesign process. ||

Suter presented the May Technology and Communications report and the June Economy at a Glance and noted that McKenzie County's K-12 Public School enrollment has risen from 2,590 in Fall 2022 to 2,775 in Fall 2023. ||

Stenberg updated the board on the End of the Rope movie and noted McKenzie County JDA has received its first share from the movie's earnings, which is in the amount of \$975.56 ||

Veeder noted that the Wolf Pup Daycare II project is progressing well and the board is interested in fielding ideas for the best use of the temporary modular units once the students are relocated to the permanent facility—some proposed uses include food pantry, senior citizens center, education, childcare and healthcare.

Board members shared items of interest. ||

Meeting adjourned at 8:11 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

July 16, 2024 Board Meeting Minutes

Members present: John Carns, Shilo Chavez, Tyler Fixen, Clint Wold, Joel Brown, Calli Thorne (virtual), Pete Edis

Members absent: Rex Korslien, Gene Veeder, Aaron Pelton, Matt Beard

Others present: Daniel Stenberg, John Suter, Keith Olson, Vawnta 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. **Brown made a motion to approve the agenda, financial report and meeting minutes as presented, Fixen seconded. Motion passed unanimously.** It was requested that Stenberg reach out to Safflower Technologies International to see if they intent to use the Flex PACE program that JDA pledged funds to last year and currently have set aside.

No members reported a conflict of interest. ||

Keith Olson gave an update on the Small Business Development Center (SBDC) and the ups and downs of the last year. Olson also noted how important funding is from the JDA and how the SBDC has used that funding towards helping more entrepreneurs and their businesses in the area. Olson requested the annual \$60,000 of budgeted funds from the JDA to the SBDC Williston State College (WSC) regional office. **Brown made a motion to approve the release of 2024 allocated funds of \$60,000 to the WSC SBDC regional office, Wold seconded. Motion passed unanimously.**

Olson presented his request for the final payment of \$12,000 from allocated JDA funds for the Bakken Area Skills Center (BASC) and its post-secondary strategy. The board discussed the BASC and possible classes and programs that could be held at the facility in the future. **Chavez made a motion to approve the release of 2024 allocated funds of \$12,000 to the BASC for final payment and for post-secondary training strategy, Fixen seconded. Motion passed unanimously.**

Stenberg gave an update on the Ports to Plains Alliance and their work with the Theodore Roosevelt Expressway and plan to completely expand HWY 85 to 4-lanes in every state the highway runs through. Ports to Plains is a grassroots association of communities, organizations and businesses from Mexico through nine U.S. states and into Canada that advocate for a robust transportation infrastructure along the region's key economic sectors. The organization is requesting a sponsorship from the JDA for their 2024 Ports-To-Plains Conference. **Chavez made a motion to table the Ports-to-Plains Conference sponsorship discussion to gather more information and make a decision at next month's meeting, Wold seconded. Motion passed unanimously.**

Stenberg gave an update regarding housing and the board discussed current and potential programs that will help boost housing in McKenzie County. Stenberg noted that the first house built as part of the JDA Home Builder Construction Loan program sold on July 2. ||

Stenberg gave an update on the Workforce Development position and noted he and the county have added qualifications and daily functions of the position. ||

Stenberg presented the McKenzie County Nonprofit Network proposal and the creation of a network to address philanthropic, volunteer and resource concerns in the county. A nonprofit network in our area will work to provide resources, best practices and networking opportunities to all organizations and individuals who are exploring their altruistic side. If approved, the McKenzie County Nonprofit Network will be a pilot program led by Angie Hartel and will be provided \$1,500 a month to accomplish its

organizational goals. Edis noted that McKenzie Health works largely with donors and philanthropic organizations in the community and said that Stenberg and Hartel should meet with Lynn Welker from McKenzie Health to find a stronger path to accomplish this proposal. **Edis made a motion to postpone approval until Angie Hartel has met with affected parties and gathered more information to bring to the August JDA meeting, Wold seconded. Motion passed unanimously.**

Stenberg presented the McKenzie County Orientation proposal and gave an update on its progress. The board gave an informal approval of the program and its draft. Stenberg noted that it will begin in September and go through a few-month pilot program until December before being evaluated on its effectiveness. ||

Suter updated the board that the county website redesign process is officially starting next week as he is meeting with ProudCity twice a week for onboarding and training. ||

Suter presented the June Technology and Communications report and the July Economy at a Glance and noted the success in visitor turnouts at a few of this summer's annual events. ||

Board members shared items of interest. ||

Meeting adjourned at 7:25 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

August 20, 2024 Board Meeting Minutes

Members present: Aaron Pelton, Shilo Chavez, Clint Wold, Joel Brown, Calli Thorne, Pete Edis, Rex Korslien

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

Others present: Daniel Stenberg, John Suter, Keith Olson, Vawnta Best, Angie Hartel

Vice Chair Aaron Pelton 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. **Korslien made a motion to approve the agenda, financial report and meeting minutes as presented, Wold seconded. Motion passed unanimously.**

No members reported a conflict of interest. ||

Stenberg presented the Ports to Plains Conference request for a sponsorship and noted that, back in 2019 when the conference was in Williston, the JDA approved a \$5,000 sponsorship for that conference. Stenberg said conference organizers have noted there are 20+ sponsorship but their big push now is to get more attendees. John Suter will attend the conference on the JDA's behalf. **Chavez made a motion to sponsor up to \$1000 in registrations for participants from McKenzie County to attend the Ports to Plains Annual Conference Korslien seconded. Motion passed unanimously.**

Stenberg presented a request for a letter of support for Bio Windfall's Department of Energy grant application. Bio Windfall is applying for a DOE grant and is reaching out to McKenzie County to facilitate community engagement for their pilot project of converting the methane from flare gas to fertilizer on wells identified by HESS in McKenzie County. The company has a pilot project on a dairy converting its methane to fertilizer. The grant application packet is due August 26. While agreeing that the concept of converting the methane of flare gas to fertilizer is appealing, the board wanted to understand more the effects on the land owners and the environment around the well site before making a decision. They would also like to have representatives of the company present their request. **Wold made a motion to table the JDA's letter of support for Bio Windfall's DOE grant application, Chavez seconded. Motion passed unanimously.**

Angie Hartel presented her nonprofit coordination contract agreement with the JDA and requested the board to approve the agreement. Hartel will work with local nonprofit organizations, community groups, volunteers and project funders and facilitate regular communication and collaboration among network members, along with other duties. **Chavez made a motion to approve Angie Hartel's nonprofit coordination contract agreement with the McKenzie County JDA, Thorne seconded. Motion passed unanimously.**

Stenberg gave an update on the McKenzie County Community Orientation which aims to familiarize McKenzie County residents, specifically new residents and employees, with the community and share ideas on ways to be involved and plugged into the community. The orientation events will take place on the first Thursday of each month, starting in September and ending on December. Stenberg handed out flyers for members to share around the community. ||

Aaron Pelton gave an update regarding Watford City Housing Authority's Pathway to Purchase Program and noted that they are finalizing contracts for the houses. || Stenberg gave an update on the Workforce Development position and noted the county is waiting until after the outcome of the property tax elimination measure is known in November before moving forward with the position. ||

Suter updated the board on the ongoing county website redesign process with ProudCity. ||

Suter presented the July Technology and Communications report and the August Economy at a Glance and noted that there were 5,000 visits to Ribfest 2024. ||

Stenberg gave an update regarding Scott Hennen's radio show and noted it is moving from Tioga to Watford City and will now be broadcasting from the McKenzie County Farmer building. Hennen is also working on a app where users can buy a subscription for specific levels of access. ||

Board members shared items of interest. ||

Korslien made a motion to adjourn the meeting, Edis seconded. Motion passed unanimously.

Meeting adjourned at 6:42 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

September 23, 2024 Board Meeting Minutes

Members present: John Carns, Aaron Pelton, Shilo Chavez, Joel Brown, Pete Edis, Matt Beard, Calli Thorne, Clint Wold, Rex Korslien

Members absent: Gene Veeder, Tyler Fixen

Others present: Daniel Stenberg, John Suter, Keith Olson, Vawnta Best, Aidan Pelton, Howdy Lawlar, Jason Leiseth, Cory Hepola (virtual), Sandee Kimpel, Dr. Wayne Heckaman

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. **Brown made a motion to approve the agenda, financial report and meeting minutes as presented, Chavez seconded. Motion passed unanimously.**

No members reported a conflict of interest. ||

Aidan Pelton, a Watford City High School senior, introduced himself to the board and thanked members for approving his hiring. Pelton, as part of the CWE program at the high school, was hired by McKenzie County Economic Development and will be working for the department until the end of the school year. Pelton is a member on the VisionWest ND board and a member of ND Superintendent Kirsten Baesler's Student Cabinet, along with playing a key role in Watford City High School's Ambassador Program. ||

Howdy Lawlar and Jason Leiseth presented a funding request to the board regarding the North Dakota Stockmen's Association's new Headquarters building in Bismarck that was finished in January 2024. Lawlar and Leiseth requested \$250,000 to go towards the project. The McKenzie County Commissioners has already identified and approved funds but needs the JDA to approve as the funding mechanism. The board believed this is a great opportunity to support the ND Stockmen's Association and the agricultural industry in McKenzie County and North Dakota. **Pelton made a motion to approve donating \$250,000 towards the North Dakota Stockmen's Association's new HQ building, Korslien seconded. Motion passed unanimously.**

Cory Hepola, Vice President of Communications, Growth & Strategy at The Brookshire Company and an Emmy-Award winning documentarian, presented an opportunity to the board for McKenzie County to be one of his highlighted communities in his "My Town" video series. "My Town" is a documentary video series that showcases rural communities and tells stories of rural towns to clear the misconceptions and negative stereotypes of Rural America. If selected, Hepola would meet with community and business leaders from the community to explore the distinctive attributes, initiatives and relationships that make it a special place. The video would be a 22-27-minute episode for McKenzie County, set for release in Season 2 of "My Town" on YouTube and Facebook in 2025. The budget for this highlighted episode is \$40,000 (due prior to filming) and Hepola and his team would begin the filming process in early Summer 2025. If approved, Stenberg recommends the board to release \$20,000 from the Promotional Items bucket in the JDA budget and then eventually find a partner to match the JDA's offer to equal \$40,000. **Pelton made a motion to approve the release of \$20,000 for the "My Town" video series to feature McKenzie County, Beard seconded. Motion passed unanimously.**

Dr. Wayne Heckaman, the new Bakken Area Skills Center (BASC) director, introduced himself to the board and noted that there are currently 377 students enrolled in classes at the BASC. Dr. Heckaman will start coming to future JDA meetings to give BASC updates. ||

Calli Thorne is looking for sponsors for the Live2Lead event that will be held in Watford City on October 26 and 28. Last year, the JDA sponsored \$2,500 for the event. Calli is requesting the JDA sponsor at the

gold level for \$2,500 that will include 20 tickets and name recognition prior to and during the event. **Brown made a motion to sponsor the Live2Lead conference at the gold level partnership (\$2,500), Chavez seconded. Motion passed unanimously. Thorne abstained from voting on the motion.**

Sandee Kimpel updated the board on the Brownfield site opportunity and noted that McKenzie County received an EPA Brownfields Assessment Grant for an amount of \$500,000 to support the Phase I and II Environmental Site Assessments (ESAs), Hazardous Building Material Surveys, cleanup planning and a variety of property reuse planning activities. Members will share the Brownfields Site Nomination Form around and think of properties that would fit into this assessment. ||

Stenberg gave an update regarding the JDA Home Builder Construction Loan Program and noted that one of the houses as part of the program has sold, and three remain on the market. ||

Suter updated the board on the ongoing county website redesign process with ProudCity and noted they are on track to launch in late October. ||

Suter presented the August Technology and Communications report and the September Economy at a Glance. ||

Stenberg gave an update regarding the McKenzie County Community Orientation event that was held in September and said it was a success. The next Community Orientation event will be held on October 3 and Stenberg's team is working on getting more community members to attend. ||

Board members shared items of interest. ||

Korslien made a motion to adjourn the meeting, Pelton seconded. Motion passed unanimously.

Meeting adjourned at 7:53 p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

October 15, 2024 Board Meeting Minutes

Members present: Aaron Pelton, Clint Wold, Shilo Chavez, Calli Thorne, Pete Edis, Gene Veeder

Members absent: Matt Beard, Tyler Fixen, Joel Brown, John Carns, Rex Korslien

Others present: Daniel Stenberg, John Suter, Keith Olson, Vawnita Best, Marty Doll

Vice Chair Aaron Pelton 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. **Chavez made a motion to approve the agenda, financial report and meeting minutes as presented, Wold seconded. Motion passed unanimously.**

No members reported a conflict of interest. ||

Dr. Wayne Heckaman, director of the Bakken Area Skills Center (BASC), was unable to attend the meeting to give an update on the BASC, but will come to the November meeting. ||

Marty Doll, Communications Director of AE2S, presented the public survey results of the Watford City Future Redevelopment Vision. The Watford City Future Redevelopment Vision summarizes community feedback from residents, stakeholders and property owners, along with a review of existing reports and zoning plans. Its goal was to reflect public input and provide recommendations for supporting future redevelopment in Watford City. ||

Pelton gave an update on the Watford City Housing Authority's Pathway to Purchase Housing Program saying that construction has commenced on the program houses. ||

The board reviewed the 2025 JDA board members list and noted term expirations at the end of 2024. Matt Beard, John Carns and Aaron Pelton all have their terms expiring on December 31, 2024. John Carns and Aaron Pelton would both like to stay on the board for another term, and Stenberg will reach out to Matt Beard to see if he would also like to serve another term. ||

Suter updated the board on the ongoing county website redesign process with ProudCity and noted they are on track to launch in early November. ||

Suter presented the September Technology and Communications report and the October Economy at a Glance. ||

Stenberg gave an update regarding the McKenzie County Community Orientation event that was held on October 3 and said it was another success. The next Community Orientation event will be held on November 7 and Stenberg's team is working on getting more community members to attend. ||

Board members shared items of interest. ||

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

Meeting adjourned at 6:45 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

December 17, 2024 Board Meeting Minutes

Members present: John Carns, Gene Veeder, Rex Korslien, Matt Beard, Clint Wold, Joel Brown, Tyler Fixen, Shilo Chavez, Calli Thorne, Pete Edis

Members absent: Aaron Pelton

Others present: Daniel Stenberg, John Suter, Katie Walters, Jake Walters, Chris Kubal, Dr. Wayne Heckaman, Laura Dillman, Becky Boltz, Nathan Schaper, and others from Grassy Butte

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, Korslien seconded. Motion passed unanimously.**

No members reported a conflict of interest. ||

Dr. Wayne Heckaman, director of the Bakken Area Skills Center (BASC), gave an update on the BASC and noted all of the successes it had in its first year of being operational. Dr. Heckaman also presented a scholarship opportunity titled the Career and Technical Education (CTE) Instructor Pathways Scholarship which was designed to alleviate the financial burden for individuals pursuing careers in CTE teaching. Dr. Heckaman formally requested that the JDA allocate \$43,500 to the Bakken Area Skills Center Foundation to establish this scholarship fund. **Chavez made a motion to approve allocating \$43,500 to the BASC Foundation for their CTE Instructor Pathways Scholarship Fund, Korslien seconded. Motion passed unanimously.**

Laura Dillman, Becky Boltz and other Grassy Butte community members presented a Grassy Butte community project to construct a multi-purpose building for the utilization of all ages in the area. The community has a large need for a gymnasium with meeting rooms to serve as a year-round utilized, multi-purpose building. It would function as a virtual learning academy for children in the community who are currently traveling to school in Killdeer or Watford City. It would also be used by the Grassy Butte Rural Fire Department, the local 4H program, the Grassy Butte Emergency First Responders and other Grassy Butte businesses and community members, along with being an emergency shelter for residents. The board gave some guidance to Grassy Butte on the next steps they should take, including talking to Keene about their community multi-purpose building, McKenzie County's Emergency Management department (Karolin Jappe), and a project specialist who will draw up a basic construction plan of the building. The board also told them to look at acquiring one of the Fox Hill Wolf Pup Daycare's portable trailers to use in the meantime before construction. Stenberg will be in contact with Grassy Butte during these processes. ||

Stenberg gave an update on housing and noted that the revolving loan funds for the JDA Home Builder Construction Loan Program needs to be reevaluated for continuation before the December 31, 2024 deadline of the program. Four houses have completed the construction phase: one house has been sold, one is in the works on being sold and the other two are currently being rented out. **Fixen made a motion to recommend to the BOCC to end the JDA-RLF Home Builder Construction Loan Program and letting it sunset by December 31, 2024, Chavez seconded. Motion passed unanimously.**

Stenberg updated the board on the Down Payment Assistance Program and presented the program draft. The board discussed adding a cap the how many new houses would be built compared to reselling old houses. This cap would be 40% of the funds (\$800,000) used towards reselling already-built homes. **Chavez made a motion to recommend to the BOCC to approve the Down Payment Assistance**

Program with the addition of the 40% cap on reselling already-built homes, Veeder seconded. Motion passed unanimously.

Chris Kubal with the McKenzie County Ag Expo presented the Ag Expo PRCA Pro Rodeo event that's coming to Watford City in May 2025. Powder River Rodeo Co. and the McKenzie County Ag Expo are collaborating for this large event, and will be adding \$90,000 purse money to attract top cowboys in the PRCA. The Ag Expo Foundation is helping fund most of this event and is looking for sponsorships from other organizations to help pay for the expenses. The JDA currently has \$7,800 in uncommitted funds left in their budget for 2024, with an additional \$20,000 that will be added to the budget in January 2025. The board will consider being a sponsor, but will wait to commit funds until Kubal gets other, private sponsorships locked in and can come back with a specific amount to request. ||

Stenberg updated the board on the three JDA board members whose terms are set to expire at the end of 2024. The three board members – John Carns, Matt Beard and Aaron Pelton – expressed that they all would like to serve for another term. **Veeder made a motion to recommend to the BOCC the reappointment of Matt Beard, John Carns and Aaron Pelton to the JDA board for another term, Fixen seconded. Motion passed unanimously.**

Stenberg gave an update on an informative lunch where Geoff Simon and Brent Bogar will be in Watford City on December 19 to give a legislative update before the 2025 ND Legislative Session. Stenberg is looking for a \$300 sponsorship from the JDA to fund this lunch. **Chavez made a motion to approve the \$300 sponsorship of the legislative lunch event, Veeder seconded. Motion passed unanimously.**

Stenberg presented a request for the acceptance and payout of \$1,000 from the McKenzie County Community Fund for the extra work Angie Hartel is doing in building out a volunteer matching website. **Chavez made a motion to approve accepting the \$1,000 from the McKenzie County Community Foundation and then remitting the funds for the extra work Angie Hartel is doing in building out a volunteer matching website, Brown seconded. Motion passed unanimously.**

The board discussed the board salary for 2025 and the exact amount they should receive for being on the JDA board and attending meetings. After much discussion, the board decided members should receive \$75 per month (flat fee) per month for virtual or in-person attendance, but members must attend in person for a large percentage of the monthly meetings to receive this payment. ||

Suter updated the board on the McKenzie County Economic Development office's 2024 year in review publication and noted all the successes and growth they experienced in 2024. Suter also presented the November Technology and Communications report and the December Economy at a Glance. Suter noted that the new McKenzie County website is live and members should check out the new and improved site. ||

Board members shared items of interest. ||

Meeting adjourned at 8:11 p.m.

Signed: _____ Date: _____