



McKenzie County Job Development Authority

January 21, 2025 Board Meeting Minutes

Members present: Aaron Pelton, Gene Veeder, Rex Korslien, Clint Wold, Joel Brown, Calli Thorne, Shilo Chavez (online), Matt Beard (online)

Members absent: John Carns, Pete Edis, Tyler Fixen

Others present: Keith Olson, Daniel Stenberg, John Suter, Aidan Pelton, Jake Walters, Chris Kubal

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. **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. ||

The board held its annual election of officers. John Carns has served two years as Chair and was willing to step down from that position and serve as the new Vice Chair. Aaron Pelton, the Vice Chair, was willing to serve as the new Chair of the Board. Matt Beard, the Secretary/Treasurer, was willing to serve again as Secretary/Treasurer.

- **Wold made a motion to elect Aaron Pelton as Chair of the JDA Board, Korslien seconded. Motion passed unanimously.**
- **Korslien made a motion to elect John Carns as Vice Chair of the JDA Board, Wold seconded. Motion passed unanimously.**
- **Veeder made a motion to elect Matt Beard as Secretary/Treasurer of the JDA Board, Korslien seconded. Motion passed unanimously.**

Stenberg and Olson provided a draft of a potential McKenzie County JDA Business PACE/FLEX PACE matching funds program to diversify and grow the local economy and local tax base for community benefit. Stenberg is looking for direction from the board if they should go with it as a grant program or a loan program. After discussion, the board agreed that it would be more feasible to go with the loan program so that funds would be repaid and put into a revolving loan fund that could in time become self-sufficient. Tri-County Regional Development Council can be the administrators of this loan program. Stenberg will work with Olson to write up a proposal and will meet with Erica Johnsrud to make sure it follows the county auditing standards. After the proposal is finalized by Stenberg and the Board, Stenberg will bring it to the first March Commission meeting. The County Commission does not need to approve this program as it's in the 2025 JDA budget but it will be good for them to be aware of it and good with how it is set up. ||

Chris Kubal updated the board on the McKenzie County Ag Expo Foundation and the success of the Ag Expo events in 2024. They had roughly \$200,000 in sponsorships for events in 2024 and are looking at receiving roughly \$300,000-\$450,000 in 2025. The Ag Expo Foundation has been approved by the County Commission contingent on JDA approval to purchase a large TV screen that will broadcast events, ads, advertisement of future events, and other videos at Ag Expo events. The TV screen will also be mobile, so it can be brought to other events around the community. Organizations can rent this screen for their events and would only pay for production costs. The lifespan of the screen is 15-20 years. Kubal is requesting \$100,000 for part of the purchase of the large screen. The board discussed if this would be relevant to tourism-related and were in consensus that it would be. **Brown made a motion to approve allocating \$100,000 to the McKenzie County Ag Expo Foundation for the purchase of a large video screen, Wold seconded. Motion passed unanimously.**

Stenberg opened up discussion on what level of involvement does the JDA want for tourism-related events and sponsoring them. The board discussed questions including if the JDA should hear from every organization that comes to them for sponsoring events, and if so, should they create a fillable form/application for these organizations to fill out and be decided in a simpler way. Or, should the JDA point organizations to the Watford City Roughrider Fund and apply to its Vibrancy Grants, which gives out \$100,000 to organizations yearly (\$3,000 cap for each organization)? If the JDA goes this route, would they need to allocate money to the Roughrider Fund? After discussion, the board was in consensus on sending tourism-related organizational events to the Roughrider Fund. ||

Aidan Pelton presented the Integration Plan Grant application to the ND Office of Legal Immigration and its grant program to support eligible employers and community-based organizations in their efforts to recruit, retain and integrate new Americans in North Dakota. Pelton is looking for the JDA to approve the application to Track D of the ND Office of Legal Immigration's Grant to develop a comprehensive Community Integration Plan, aimed at providing basic information and resources for new members of our community. The plan is to assemble a committee of diverse community members to help lead the development and implementation of the Community Integration Plan. **Thorne made a motion to approve the application to the ND Office of Legal Immigration grant program for the Community Integration Plan and, if awarded, to allocate staff time and \$250 in cash to meet the grant match requirements, Korslien seconded. Motion passed unanimously.**

Stenberg gave an update on the Housing Down Payment Assistance Program and its upcoming public input meeting on January 29, 2025. Stenberg is looking for guidance on if the JDA should hold a special meeting before the February 18th Board of County Commissioners (BOCC) meeting to finalize plans, or wait until the March 4th BOCC meeting. After discussion, the board agreed that they want to get this done as soon as possible and will hold a special meeting on Monday, February 10th, 2025, at 12 p.m. to potentially finalize the Housing Down Payment Assistance Program. ||

Stenberg presented a request to the board regarding the approval for acceptance of funds if awarded the Roughrider Fund grant for the Theodore Roosevelt Presidential Library familiarization trip in McKenzie County. This request is on behalf of McKenzie County Tourism which will be responsible in securing 20-30 hotel stays for 2 nights; 2 dinners in Watford City; lunch in Fairview, MT; and a box lunch for tour guests. This is a \$3,000 request from the 2025 Community Enhancement Grant. **Brown made a motion to approve the acceptance of funds from the Roughrider Fund – Community Enhancement Grant for the Theodore Roosevelt Presidential Library familiarization trip and tour in McKenzie County, Wold seconded. Motion passed unanimously.**

Suter updated the board on the December 2024 Technology and Communications report and the January 2025 Economy at a Glance. ||

Stenberg gave an update on the Bakken Area Skills Center and included their January newsletter in the meeting packet. He also updated the board on the current progress of the Two Rivers Growers Association. He gave an update on Cerilon's project progress. Then, he shared a positive social media post where community members discussed the great resources McKenzie County has and why it's a great place to live. ||

Board members shared items of interest. ||

Meeting adjourned at 7:37 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

February 10, 2025 Board Special Meeting Minutes

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

Members absent: Gene Veeder, Rex Korslien, Joel Brown

Others present: Daniel Stenberg, John Suter, Katie Walters, Jake Walters, Dia Northrop, Patrice Bumstead (virtual)

Vice Chair Carns called the meeting to order at 12:00 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 Down Payment Assistance Program and to appoint three board members to serve on a committee for this program. **Chavez made a motion to approve the meeting agenda, Beard seconded. Motion passed unanimously.**

The board reviewed the feedback and public comments from the housing public input meeting, held on January 29. Feedback included comments from the Cities of Watford City, Arnegard and Alexander, Cornerstone Bank, Shilo Chavez and Walter Hadley. ||

The board reviewed the draft program parameters for the Down Payment Assistance Program. They added more clarity by defining permanent foundation, that the property must have its own parcel identification number, and that it cannot have more than five dwelling units in the building. Further clarification was added that the funding is for permanent financing and not a construction loan. The board also wanted to clarify that it is the “financing aspect” of the Watford City Housing Authority’s purchase program that this program cannot be combined with. They also had a bullet added “The McKenzie Co Job Development Authority reserves the right to decline applications if they feel that the intent of the program is not being met” to allow for more discretion regarding application approval if some loopholes are discovered. The board also approved of the application process and other program documents. The program, if approved by the Board of County Commissioners (BOCC), will launch shortly after the BOCC approval and be reviewed in August 2025. **Beard made a motion to approve the program parameters related to the JDA Down Payment Assistance Program, Chavez seconded. Motion passed unanimously.**

The board discussed the new Housing Committee and who would serve on it, along with what the authority of it will be. John Carns, Matt Beard and Tyler Fixen will be the three JDA members who serve on this committee. They will have the authority to approve applications for the program. If the committee denies an application, it will be brought to the full board for further review by the whole board. **Chavez made a motion to approve the creation and authority of the housing committee and having John Carns, Matt Beard and Tyler Fixen serve on it, Wold seconded. Motion passed unanimously.**

The next JDA meeting will remain on the third Tuesday of the month—February 18, 2025 at 5:30 p.m. Meeting adjourned 1:40 p.m.

Signed: _____ Date: _____



McKenzie County Job Development Authority

March 18, 2025 Board Meeting Minutes

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

Members absent: Gene Veeder

Others present: Keith Olson, Daniel Stenberg (online), John Suter, Vawnitia Best

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. **Carns 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. ||

Stenberg gave an update on the authorization of the Joint Powers Agreement (JPA) between the McKenzie County JDA and the Tri-County Regional Development Council for administering a revolving loan fund. The purpose of this agreement is to allow the JDA to contribute matching loan funds to PACE/Flex PACE recipients in amounts and at times approved by the JDA board for the purpose of increasing funding opportunities for development throughout McKenzie County. The JDA will make available \$250,000 for this revolving fund, which was approved by the County Commissioners. **Brown made a motion to approve the JPA between the McKenzie County JDA and the Tri-County Regional Development for a \$250,000 revolving loan fund for 2025, Carns seconded. Motion passed unanimously.**

The JDA housing committee reported on the status of the Down Payment Assistance Program and noted that after 4 weeks there has been 15 approved applications, 11 for existing homes and 4 for new homes. Out of the \$2 million allocated towards this program, there is \$1,685,250 available in total funding, with \$645,250 of that available for existing home applications. ||

Stenberg presented Katie Walter's question regarding the combination of the Shovel Ready Lot Program with other subsidy programs, specifically if a buyer could purchase a second lot in the subsidy developments for their own use as additional land. After discussion, Shilo Chavez will meet with Katie Walters to find more information on this question and bring answers back to the next JDA meeting. ||

Stenberg reminded the board that applications will be opened soon for the Rural Leadership North Dakota program (RLND) and asked if the JDA would sponsor a RLND Class XI participant from McKenzie County. The cost is \$4,000 over two years per participant. The JDA has sponsored participants for this program in prior years. **Brown made a motion to approve funding RLND Class XI participants at \$4,000 over two years per participant, contingent upon the applicants being from McKenzie County, Wold seconded. Motion passed unanimously.**

Stenberg requested a sponsorship for the *My Town* Celebration. This celebration will take place on May 15 from 5-7 p.m. and is an invite-only social for the *My Town* production team and participants. It will include drinks and food that needs funding that won't exceed \$500. **Chavez made a motion to approve sponsoring \$500 to the My Town Celebration, Fixen seconded. Motion passed unanimously.**

Stenberg updated the board that all board members need to sign the annual Conflict of Interest policy. All members will sign this document and give to Suter by the end of the meeting. ||

Stenberg updated the board on the JDA board salary and noted that board members need to fill out a w9 form and return it to the McKenzie County Auditor's office in order to receive their board salary payments. ||

The board discussed potential candidates to fill the seat of Gene Veeder, who has stated an intention of resigning from the board once his replacement is found. Stenberg and other board members will speak with potential Grassy Butte candidates to gauge their interest in serving on the board. Other potential candidates include industry workers, county residents from the eastern side of the county (Keene area), Scott Wisness, Amy Prolivka, school board members and other members of the community. ||

Suter updated the board on the February 2025 Technology and Communications report and the March 2025 Economy at a Glance. ||

Board members shared items of interest. ||

Meeting adjourned at 6:49 p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

April 15, 2025 Board Meeting Minutes

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

Members absent: Gene Veeder, Tyler Fixen, Joel Brown, Matt Beard

Others present: Keith Olson, Daniel Stenberg, John Suter, Vawnita Best, Jessie Veeder, Josh Nollmeyer, Sara Fitzpatrick, Yolanda Rojas

Vice 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. **Thorne 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. ||

Yolanda Rojas presented her request for the JDA board to sponsor a 5-week Founders Program of the North Dakota Women's Business Center, which will be conducted in Spanish for Spanish-speaking people of McKenzie County who will attend this training. The 5-week program is dedicated to supporting small business owners and entrepreneurs through education, resources and support to drive ND's economic growth. The cost to bring the opportunity here is approximately \$10,000 which includes the program fees, marketing, the language-transition to Spanish, and other meeting fees. It was noted the Watford City EDC is considering allocating \$500 to this program. **Wold made a motion to approve allocating \$2,500 to the 5-week Founders Program of the ND Women's Business Center, Edis seconded. Motion passed unanimously.**

Jessie Veeder updated the board on the progress and growth the Long X Arts Foundation had experienced in 2024. Veeder requested the JDA to release the funds they budgeted for the Long X Arts Foundation for 2025 because of their vibrancy efforts that help to create jobs, and attract and retain workforce. **Pelton made a motion to release the budgeted \$55,000 to the Long X Arts Foundation, Wold seconded. Motion passed unanimously.**

Sara Fitzpatrick (RRC) and Josh Nollmeyer (RRC) presented the Rough Rider Center's annual report and the successes they had in 2024, along with their plans for 2025. The board was requested to approve \$500,000 that was included in the 2025 county budget. **Pelton made a motion to release the budgeted \$500,000 for the Rough Rider Center, Wold seconded. Motion passed unanimously.**

Sara and Josh also presented the KidStop annual report. They noted that, due to the growing number of kids in the program, the large waitlist and not having enough space for all the kids, Sara wasn't sure if they'd need to request the already-budgeted funds for 2025 or be included in the 2026 budget. Sara will provide an update at a future JDA meeting once more specifics are known such as if the portable classroom units previously used by Wolf Pup Daycare will be available for KidStop to expand into. ||

Stenberg presented the first application for the JDA Flex Pace/PACE Interest Buydown Loan Program and asked the committee to consider it for approval. The application was for Hydrus Energy Solutions (USA), Inc., and the amount of JDA Buy Down requested is \$57,500. Keith Olson gave his expertise on the subject, especially regarding other revolving loan funds around the state. The board discussed what interest rate they would include and was in consensus on a 4% interest rate. **Wold made a motion to approve loaning \$57,500 at a 4% interest rate to Hydrus Energy Solutions (USA), Inc. through the JDA Interest Buy Down program, Chavez seconded. Motion passed unanimously.**

Stenberg updated the board regarding the Vision West ND's Behavioral Health Summit (scheduled for June 18-19) and their request for sponsorships for the event. Last year, instead of being a sponsor, the JDA Board agreed to purchase tickets for up to 25 McKenzie County residents to attend. About 10 people utilized this. The board decided they would once again purchase tickets instead of a sponsorship.

Korslien made a motion to sponsor up to 10 individuals from McKenzie County to attend the Behavioral Health Summit (10 tickets at \$200 apiece = \$2,000 total), Thorne seconded. Motion passed unanimously.

The housing committee gave an update on the JDA Down Payment Assistance Program and noted that there have been 34 total applications approved, with 4 of those withdrawn. So, 30 applications have funds allocated, totaling \$730,334.76. Current total funding available is \$1,269,665.24. ||

The board discussed the filling of Gene Veeder's board seat, who has stated an intention of resigning from the board once a replacement is found. Wold noted that Becky Boltz, a Grassy Butte resident and a McKenzie County Public School District employee, has indicated interest in serving on the board. The board was in consensus on recommending Becky Boltz to the County Commission who will make the appointment. ||

Stenberg updated the board on the JDA board salary and noted that board members need to fill out documentation and return it to the McKenzie County Auditor's office in order to receive their board salary payments. ||

Suter updated the board on the March 2025 Technology and Communications report and the April 2025 Economy at a Glance. ||

Stenberg updated the board on the current progress of the Cerilon project. ||

Board members shared items of interest. ||

Meeting adjourned at 7:35 p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

May 20, 2025 Board Meeting Minutes

Members present: Aaron Pelton, John Carns, Tyler Fixen, Clint Wold, Joel Brown, Calli Thorne, Matt Beard, Rebecca Boltz

Members absent: Pete Edis, Shilo Chavez, Rex Korslien

Others present: Keith Olson, Daniel Stenberg, John Suter, Aidan Pelton, Jake Walters, Scott Wisness, Dr. Wayne Heckaman, Dr. Steve Holen, Dr. Zahi Atallah (online), Kelsie Burgman, Joseph Weber

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

The board welcomed Rebecca Boltz as their newest board member, replacing Gene Veeder's seat. || No members reported a conflict of interest. || There were no comments from the public. || Aidan Pelton presented his Year-in-Review for his Economic Development Cooperative Work Experience (CWE) position. He noted the work he did for the Economic Development office and thanked the board and Stenberg for the opportunity to work for them as a CWE student.

Dr. Zahi Atallah, president of Williston State College (WSC), presented on the WSC Adult Learning Center's English Language Learning programs and GED classes. They have had students successfully complete their programs this year and could expand the opportunity for daytime at a place such as the county library. For the basic classes to be held the next school year \$22,500, or an expanded opportunity where they add in daytime class options it would be \$37,500. Dr. Atallah requested consideration to be placed in the 2026 JDA county budget to cover and expand these class offerings in McKenzie County.

Dr. Wayne Heckaman gave an update on the Bakken Area Skills Center and its successes since opening in January 2024 and noted that the BASC programs enrolled a total of 679 students from 36 different schools in the 2024-2025 school year. Dr. Heckaman is working with local and regional partners to raise the funds needed to sustain operations. The exact financial need is unknown as they are working with multiple variables, but at a minimum he feels his request for the 2026 budget would be about \$500,000.

A written request was considered from Bergman/Weber to waive the five-year claw-back period of the Housing Development Subsidy program due to a medical hardship. They are seeking to relocate yet have about 4 months left until the end of the five-year clawback period of living in their house. The board discussed the pros and cons of releasing the lien interest early, especially considering the potential precedent it would set. The board also noted the possibility of not releasing the lien early, but rather to waive the "primary residence" requirement to allow for them to market their house now and sell their house in a way that allows for a delayed transaction and may involve the new purchaser renting the home until the clawback period ends. **Brown made a motion to provide a letter to waive the primary residence clause for the Burgman/Weber application, Wold seconded. Motion passed unanimously.**

A written request for an extension of milestones for the Shovel Ready Lot Program was received from Stepping Stone and Stenehjem Development, to continue to accommodate builders with the reduced lot prices and push them to build more homes for the community. **Fixen made a motion to approve the extension of the unmet milestones for one year for the Shovel Ready Lot program, Beard seconded. Motion passed unanimously.**

Jake Walters and Aaron Pelton gave an update on the Housing Authority of Watford City's Pathway to Purchase program and their resolution to abandon the installment sale to qualifying individuals given the

features of the Housing Down Payment Assistance program, and will proceed with divesting itself of the 9 homes at the earliest and most prudent opportunity available. || Suter gave an update regarding the JDA Housing Down Payment Assistance Program and noted that since its rollout, there have been 47 total applications approved and checks written for 42 of those 47 applications. Currently, there is \$964,715.24 total available funding remaining.

Stenberg opened up discussion on potentially requesting more funds from the County Commission to the Housing Down Payment Assistance Program given about half of the original funds have already been allocated since it was started in February 2025. He said that would allow potential builders more certainty that funds will be available as their projects come online. **Brown made a motion to recommend a request to the County Commission to add another \$2 million towards the JDA Housing Down Payment Assistance Program, specifically \$1.5 million for new homes and \$500,000 for existing homes, Carns seconded. Motion passed unanimously.**

Stenberg noted that currently the JDA Interest Buy Down Program excluded from program participation those that were in the ETJ of the city of Watford City. After discussion and feeling that there is no compelling reason to exclude the ETJ of Watford City, **Beard made a motion to change the JDA Interest Buy Down Program policy to include applications that have projects located in ETJ areas, Wold seconded. Motion passed unanimously.**

- The board reviewed JDA Interest Buy Down Program application for VacuJet Wastewater Treatment Plant South Unit. **Fixen made a motion to approve loaning \$37,500 at a 4% interest rate to VacuJet Wastewater Treatment Plant South Unit through the JDA Interest Buy Down Program, contingent upon them receiving any necessary permits, Boltz seconded. Motion passed unanimously.**
- The board reviewed JDA Interest Buy Down Program application for Meuth's HD Diesel LLC. **Beard made a motion to approve loaning \$45,000 at a 4% interest rate to Meuth's HD Diesel LLC through the JDA Interest Buy Down Program, contingent upon them receiving any necessary permits for the project, Brown seconded. Motion passed unanimously.**
- The board reviewed JDA Interest Buy Down Program application for Oilfield Technologies LLC. **Brown made a motion to approve loaning \$37,500 at a 4% interest rate to Oilfield Technologies LLC through the JDA Interest Buy Down Program, contingent upon them receiving any necessary permits for the project, Fixen seconded. Motion passed unanimously.**

The board discussed the inclusion of special project items for the JDA/Econ Dev department's 2026 county budget request. By consensus, the board recommends \$500,000 for the Rough Rider Center; \$110,000 for Save the Maah Daah Hey; \$50,000 for the discretionary JDA fund; \$55,000 for Long X Arts Foundation; \$500,000 as a placeholder for Bakken Area Skills Center operations; \$60,000 for Small Business Development Center; \$2 million for the Housing Down Payment Assistance Program; \$250,000 for the JDA Interest Buydown Revolving Loan Program; and \$22,500 for Williston State College ELL and GED classes. The board will review this again at their June board meeting.

Suter updated the board that he has accepted a new job opportunity and will be leaving his position as the Communications and Technology Specialist for McKenzie County Economic Development, effective May 27. Suter thanked the board and Stenberg for the opportunity to work with them. || Suter updated the board on the April 2025 Technology and Communications report and the May 2025 Economy at a Glance. || Board members shared items of interest. || Meeting adjourned at 8:30 p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

June 17, 2025 Board Meeting Minutes

Members present: Aaron Pelton, John Carns, Tyler Fixen, Clint Wold, Joel Brown, Calli Thorne, Shilo Chavez (online), Pete Edis, Rebecca Boltz

Members absent: Matt Beard, Rex Korslien

Others present: LeRoy Lillibridge, Melissa Kilde, Aaron Gravos, Nick Ybarra, Jake Walters, Keith Olson, Daniel Stenberg

Chair Pelton called the meeting to order at 5:31 p.m. 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, Carns seconded. Motion passed unanimously.** || No members reported a conflict of interest.

LeRoy Lillibridge, President of the McKenzie County Heritage Association presented a request for funding towards their new building project at the McKenzie County Heritage Park and North Dakota Oil Museum. The campaign includes a goal of raising \$1.5 million to construct and outfit a new facility on the north end of their property. This structure will provide secure, indoor storage for large-scale artifacts. The goal is for the construction project to begin in late September 2025 and funds are being sought from private and public sources. As this project has not been included in a planned budget it would require a funding request to the County Commissioners. **Wold made a motion to bring a request to the County Commission for \$500,000 towards the McKenzie County Heritage Association's building project. Boltz seconded. Motion passed unanimously.**

Nick Ybarra, Melissa Kilde and Aaron Gravos of Save the Maah Daah Hey presented information about their organization, reporting on activities of the past year, answering questions about their budget and interactions with other counties and communities including first responders in the Grassy Butte area. Board members reported on the value of having maintained trails such as the Maah Daah Hey both for our residents and visitors. The 2025 budget had \$110,000 included for Save the Maah Daah Hey. **Thorne made a motion to approve the request for the \$110,000 in 2025 budgeted funds to Save the Maah Daah Hey. Edis seconded. Motion passed unanimously.**

Keith Olson reported on the work of the Small Business Development Center, noting that this region remains one of the most active areas in the state for Small Business Development Center services and requested the funds of \$60,000 that had been included in the 2025 JDA budget. Board members noted the extreme importance of the services provided to our local businesses and potential entrepreneurs. **Brown made a motion to approve the request for the \$60,000 in 2025 budgeted funds towards WSC/Small Business Development Center, Carns seconded. Motion passed unanimously.**

A written request was discussed from KLT Construction who is requesting a 6-month extension for the construction loan they have with the JDA through the Home Builder Construction Loan program. In the request they note that they were close to having the homes sold but the plans fell through and that their current loans mature in mid-July 2025. They want the houses to remain eligible as "newly-built" for the JDA Down Payment Assistance Program which means they need to stay under a construction loan until they are purchased by a person using the JDA Down Payment Assistance program. Board members felt that if they were to approve a request that the interest rate should be updated towards something more market rate. **Brown made a motion to agree to a 6-month extension of the two construction loans**

JDA has with KLT Construction with the following terms: \$100 extension fee per loan; increase of the interest rate collected by JDA to 7.5%, and that Lewis and Clark Development Group will collect a 2% servicing fee from the JDA interest for continuing to administer the loan on the JDA's behalf. These terms will start at the maturity of the current construction loans. Carns seconded. Motion passed unanimously.

It was noted that 6 applications have been approved by the Housing Committee for the JDA Housing Down Payment Assistance program since the May JDA meeting. || Jake Walters reported that at least 5 houses built by the Housing Authority of Watford City should be on the market in July.

In reviewing the 2026 JDA Special Projects budget, it was noted that the initial amount included for Bakken Area Skills Center was the very low end of the potential need. **Fixen made a motion to increase the amount for the Bakken Area Skills Center to \$1 million, Wold seconded. Motion passed unanimously.** It was also discussed that KidStop need has a lot of unknowns at this time as to if they will be adding slots once/if they are able to secure the temporary facilities that were utilized by Wolf Pup Daycare during the time the Fox Hills location was being built. **Wold made a motion to put \$50,000 towards KidStop, Fixen seconded. Motion passed unanimously.** The remaining items of the 2026 JDA special project budget remain as follows: Rough Rider Center--\$500,000; Save the Maah Daah Hey--\$110,000; JDA annual budget allocation--\$50,000; Long X Arts Foundation \$55,000; WSC/Small Business Development Center \$60,000; Housing Down Payment Assistance Program \$2,000,000; JDA interest buydown revolving loan program \$250,000; and Williston State College GED and English Language Learning Classes to be held in McKenzie County \$22,500.

Stenberg noted an invitation for McKenzie County officials including JDA board members to tour the new healthcare building under construction at the campus of Williston State College on July 2 at 9am. || Board members shared items of interest. || **Meeting adjourned by Chair Pelton at 7:52p.m.**

Signed: _____ Date: _____



McKenzie County

Job Development Authority

July 15, 2025 Board Meeting Minutes

Members present: Aaron Pelton, John Carns, Tyler Fixen, Clint Wold, Joel Brown, Rex Korslien, Shilo Chavez, Keith Olson, Pete Edis, Rebekka Boltz (by phone) and Cali Thorne (by phone)

Members absent: Matt Beard

Others present: Jake Walters, Aidan Pelton, Vawnita Best

Chair Pelton called the meeting to order at 5:32 p.m. 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, Carns seconded. Motion passed unanimously.** || No members reported a conflict of interest.

HOUSING:

WCHA REPORT:

Walters reported of the nine homes, by end of week five will have their COO and the last four expect to be complete by end of August. Until all nine homes are closed on, the WCHA will have a standing weekly meeting to review offers and counter offers. The homes were listed on July 8th. Their first standing meeting was July 14th. They considered 8 total offers. They accepted 4. Countered 1. Rejected 3. The WCHA anticipates having 5 under contract by their next standing weekly meeting on July 21st. Chairman requested discussion on housing programs.

DOWNPAYMENT ASSISTANCE REPORT:

Pelton reported that that program is running low on funding to the point where it is causing hesitation in buyers and builders.

Overall housing discussion:

The WCHA program has provided through contracted units to the builders the opportunity to increase capital and accelerate cashflow. This has allowed the area builders to pull additional permits on their own, boosting 2025 permit pulls.

The down payment assistance program is proving to be the confidence piece both the buyers and builders need to continue to move forward with new residential construction

Tyler Fixen MOVED that the JDA request \$2M to fund the down payment assistance program at the August 5th County Commission meeting to avoid discouraging 2025 housing starts. Shilo Chavez
SECOND - ALL Yay. NO Nay

2026 BUDGET DISCUSSION:

Chairman Pelton asked for discussion on JDA's final preliminary budget before submitting to the auditor for the August 5th final preliminary budget hearing.

Joel Brown discussed that the 2026 BASC budget contribution may be higher than the original requested amount, with the concept of endowing funds for ongoing and future operational needs of the building and programming. Daniel will ensure those numbers are received from the finance director of the BASC in time for inclusion of the budget hearing.

Additional 2026 goals and priorities for the JDA:

- Continued push on housing and rooftop creation
 - o \$ 2M – Down payment
 - o \$ 3.6M – WCHA
- Area 3 redevelopment
- Sharing from City Community Development on City economic development priorities:
 - o Business Recruitment
 - Value added Ag & Energy
 - Business environment to land them in McKenzie Co
 - o BASC & WCHS graduate retention and/or return
 - Entrepreneurship Ecosystem
 - o Business Retention & Expansion
 - Need for downtown redevelopment (Areas 1 & 2) and additional expanded commercial and industrial space both within the city and also in the county
 - Need to support regionalization of core businesses headquartered in Watford City and McKenzie Co
 - o Continued support for vibrancy and quality of life amenities and programming

Economy At A Glance report:

Announced Cauby Hartel to start as Communications & Technology Specialist position starting August 11th

Around the room board members updates

Board members shared items of interest. || **Meeting adjourned by Chair Pelton** at 6:55p.m.

Signed: _____ Date: _____



McKenzie County

Job Development Authority

August 19, 2025 Board Meeting Minutes

Members present: Shilo Chavez, Calli Thorne, Clint Wold, Matt Beard, Peter Edis, Aaron Pelton, Rebecca Boltz

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

Others present: Scott Wisness, Wayne Heckaman, John Heinen, Cauly Hartel, Keith Olson, Daniel Stenberg, Jake Walters, Vawnita Best

Chair Pelton called the meeting to order at 5:30 p.m. 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 and meeting minutes as presented, Beard seconded. Motion passed unanimously.** || No members reported a conflict of interest.

Wisness, Heckaman, and Heinen were present on behalf of the Bakken Are Skills Center for an endowment request. A presentation was given on the importance of the Center and how they work to retain local workforce. Heinen spoke on how the endowment would work. Board members agreed that this Center has been a goal of the JDA for a long time, and they are working to accomplish the same goal as the BASC. **Wold made a motion to bring a request to the County Commissioners for \$5,000,000 towards the BASC Endowment within the parameters of the drafted memorandum of understanding. Boltz seconded.** It was added that any legal documents regarding this need to be reviewed by our legal counsel. **Motion passed unanimously.** This will be brought to the September 16th county commission meeting.

Vawnita Best spoke on the new Stockmen's Square on Main Street, and the benefits that it would bring to the community. A letter of support was requested of the Board to send to the Tourism Destination Development Grant Committee. No other commitment was asked at this time. **Chavez moved to provide a letter of support. Beard seconded. Motion passed unanimously.**

Beard moved to support TR Expressway Resolutions. Thorne seconded. Motion passed unanimously.

A question was raised regarding a potential applicant of the Down Payment Assistance Program. It was asked if a house being self-built without a purchase agreement qualifies for the program? The board discussed if this counts as a replacement house. They also raised concerns that not requiring a purchase agreement would lead to more issues in the future. Walters and Stenberg were asked of their opinion, but didn't feel strongly either way as arguments could be made for both cases. **With no application having been submitted yet, Boltz moved to table this discussion, seconded by Wold. Motion carried.**

It was noted that 23 applications have been approved by the Housing Committee for the JDA Housing Down Payment Assistance program since the July JDA meeting. || Aaron Pelton and Jake Walters reported that the houses built by the Housing Authority are closing, on the market, or are awaiting appraisal before they are placed on the market. There has been a slight end-of-summer slowdown, but they remain positive about the program.

Stenberg gave the board an update on the search for a new Director of Economic Development. They are still in the application stage, and Human Resources will be leading the interview efforts. The Board

agreed it would be nice if Chair Pelton or another member was able to be a part of the interview process. He also raised other questions that will have to be addressed in the future, such as who Cauby will report to if the Director role is temporarily vacant.

No questions were raised on the written updates.

Board members shared items of interest. Thorne brought up that the first night of the ND Petroleum Council Annual Meeting on September 16th is the same evening as the next JDA Board meeting. **Chavez moved to change the date of the next JDA Board meeting from September 16th to September 15th. Beard seconded. Motion carried.**

Chair Pelton thanked Stenberg for his years as Director and everything that he's done for the JDA. He wished him well with his next job || **Meeting adjourned by Chair Pelton at 7:28p.m.**

Signed: _____ Date: _____



McKenzie County

Job Development Authority

September 15, 2025 Board Meeting Minutes

Members present: Shilo Chavez, Calli Thorne, Peter Edis, Aaron Pelton, Rex Korslien, John Carns

Members absent: Tyler Fixen, Joel Brown, Clint Wold, Rebecca Boltz, Matt Beard

Others present: Cauly Hartel, Keith Olson, Daniel Stenberg, Vawnita Best, Harry Smith, Melanie Smith, Mark Sovig, Bernell Hirning, Jessica Claiborn, Sara Fitzpatrick, Jeffrey Kindel, Travis Bateman

Chair Pelton called the meeting to order at 5:40 p.m. The meeting was at the Missouri Room of the McKenzie County Courthouse and available remotely via zoom. **Thorne made a motion to approve the agenda and meeting minutes upon adding John Carns to the “Member Absent” section, Carns seconded. Motion passed unanimously.** || Calli Thorne reported a conflict of interest for the L2L sponsorship request and announced she will abstain from the vote.

Harry and Melanie Smith and Mark Sovig were present on behalf of Bakken Oil Rush Ministry to request \$750,000 to go towards a new building for the thrift store that would allow all operations to take place under one roof. Melanie Smith said they are currently overflowing in their present space, and this would allow them to process more donations, restock the store quicker, and potentially be open more days a week. The point was raised that we are a young community, and many residents struggle with affording basic goods. The non-profit thrift store provides cheap clothing and works to improve quality of life for residents, which is a contributor to workforce retention. A question was raised about what happens if they do not get enough funding to build a new building and they would likely have to stop accepting donations because they have no room to store them. **Thorne made a motion to table this discussion. Carns seconded. Motion passed unanimously.**

President Bernell Hirning represented Williston State College and was requesting that the county sponsor a portion of their new healthcare building. He spoke of the large percentage of WCHS graduates that attend WSC after graduation and how keeping them in the area for schooling is important to retain healthcare workers in the area. This sponsorship would include naming within the building and the county name on a LED display in the lobby and the WSC website. **Chavez moved to recommend the commissioners donate \$500,000 to sponsor the nursing wing. Thorne seconded. Motion passed unanimously.**

Jessica Claiborn and Sara Fitzpatrick were present to request the release of the \$100,000 in budgeted funds to Kidstop. This would help with their move to a new location for the 25-26 school year. **Carns made a motion to release the budgeted funds to KidStop, seconded by Chavez. Motion carried.**

Daniel Stenberg noted that his last day is Friday, and that he should be taken off the bank accounts and the signature cards should be updated. **Carns made a motion to remove Daniel and add Chair Pelton, Vice Chair Carns, and Cauly Hartel to the signature card for the Cornerstone Bank and First International Bank & Trust Account. Thorne seconded. Motion passed unanimously.**

Calli Thorne requested that the JDA board commit to a \$2,500 sponsorship for the upcoming Live2Lead conference. \$2,500 is a gold sponsorship and includes 20 tickets along with name recognition before and during the event. This conference will be a half-day training where attendees can connect and grow their

leadership skills locally. **Carns moved to commit \$2,500 to sponsor the L2L conference. Edis seconded. Thorne abstained from the vote. Motion passed unanimously.**

It was noted that 10 applications have been approved by the Housing Committee for the JDA Housing Down Payment Assistance program since the August JDA meeting. || Aaron Pelton reported that they have closed on 4 of the 9 homes for the Housing Authority Program. All the remaining houses are on the market

No questions were raised on the written updates.

Board members shared items of interest. || **Meeting adjourned by Chair Pelton at 7:30 p.m.**

Signed: _____ Date: _____



McKenzie County Job Development Authority

October 21, 2025 Board Meeting Minutes

Members present: Shilo Chavez, Calli Thorne, Peter Edis, Aaron Pelton, Joel Brown, Clint Wold, Rebecca Boltz

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

Others present: Cauly Hartel, Keith Olson, Gene Veeder, Vawnita Best, John Davis, Jamie Junker, Lisa Samuelson, Miroslav Zvyagelskiy

Chair Pelton called the meeting to order at 5:35 p.m. 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 and meeting minutes, Wold seconded. Motion passed unanimously.** || There were no conflicts of interest.

Gene Veeder was welcomed back as the interim director. He will be in that role until the 1st of the year, or until a new Director is found. He spoke about how important it is to find the right person for the role and how having 10-year priorities for them would be beneficial. Since the oil, tourism, and beef industries are all experiencing issues right now, Gene spoke of why economic diversification is critical. He said value-added natural gas should be a focus, as well as recruiting businesses to the area that can utilize students trained in BASC programs. He said that McKenzie Health is a good example of value-added development, and Pete added that McKenzie Health employs 402 core employees and 93 contract employees.

John Davis, Jamie Junker, and Lisa Samuelson were present to request \$160,000 from the JDA to the hockey club. They've grown tremendously lately but have become stretched thin. This money would help support the refs and coaches more, as well as workforce reinvestment, facility operations, and equity and inclusion. Last year they held 11 tournaments with 147 teams from 5 states and 2 provinces. Between lodging, fuel, meals, and retail, they believe this brought in over \$2.6 million to the area last year. The board wondered if granting this request would lead to other community clubs like gymnastics and rodeo asking for money as well, and they want to see more specifics on the uses of the money. Pelton and Brown requested the Hockey Board provide the JDA with 2022, 2023, 2024, and 2025 YTD profit and loss statements for review so this can be looked at again in the future.

Vawnita Best spoke on the meeting that she, Gene Veeder, and Cauly Hartel had with Retail Strategies to assist with retail recruitment. If hired, Retail Strategies do a market analysis on the area, visit and do a retail analysis, and meet with community leaders to decide what's best to move forward with. They believe that getting McDonalds has opened the door to other retailers developing here. The cost would be \$55,000 per year with 3 years recommended for the county, or \$45,000 a year for only Watford City. Vawnita would ask the JDA to pay half, with the other half being requested of the Rough Rider Fund. Concerns were raised of the workforce being an issue to support potential retailers and Vawnita said McDonalds is ahead of their hiring benchmarks currently. Pelton raised the issue that they'll just tell us we're too small to support anything and Gene agreed that is a risk. Gene believes the data from the retail leakage reports would be enough to justify proceeding. The Board supports moving forward with looking into utilizing them and vetting them further to ensure they fit our needs.

Cauly Hartel discussed a specific application that the Housing Committee had sent to the full JDA board. It consists of an applicant who took out a \$100,000 loan to build a \$750,000 home, and the issue was

raised of if the grant from the program was necessary, as the build was mostly self-financed. Pelton said the purpose of the program isn't to look at need, but rather to spur the housing market. He pointed out that Kildeer had funded a million-dollar home on the Kildeer Mountains with their similar program. Brown stated that he believes it's important to remain agnostic towards need and if we want to start looking at need, we will need to update the parameters of the program. The board decided to send it back to the Housing Committee with the recommendation of passing.

It was noted that 14 applications have been approved by the Housing Committee for the JDA Housing Down Payment Assistance program since the September JDA meeting. || Aaron Pelton reported that they have closed on 6 of the 9 homes for the Housing Authority Program. All the remaining houses are on the market

No questions were raised on the written updates.

Board members shared items of interest. || **Meeting adjourned by Chair Pelton at 8:03 p.m.**

Signed: _____ Date: _____



McKenzie County

Job Development Authority

November 18, 2025 Board Meeting Minutes

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

Members absent:, Rebecca Boltz, Rex Korslien

Others present: Cauly Hartel, Keith Olson, Gene Veeder, Vawnita Best, Looock Kouba

Chair Pelton called the meeting to order at 5:30 p.m. 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 and meeting minutes, Brown seconded. Motion passed unanimously.** || There were no conflicts of interest.

Vawnita Best welcomed Looock Kouba, who does business development for JN Contracting. Kouba wanted to introduce himself and see what was going on in the community.

The board took a look at McKenzie County Hockey Club's (MCHC) request for \$160,000 after receiving the requested financial information after the October meeting. The board agreed that the winter classic tournaments are a valuable asset to the community, but Brown pointed out that based on the materials submitted by MCHC, the money would be going towards operating costs. Thorne said rodeos, basketball, and wrestling tournaments also bring in people from out of town, and asked what sets hockey apart. Veeder stated that putting funding towards the hockey club doesn't fit with the legal definition of what a JDA board can do.

Brown brought up that the board could look at creating a grant to fund large-scale events, like winter classics, that would fall under the tourism umbrella of the JDA. He stated this could operate similarly to the Rough Rider Fund, but could be set up to specifically support events that bring in a certain percentage of tourists. Thorne and Carns wondered if this would de-incentivize groups to raise money on their own, and Chavez asked if this potential grant should be need-based. There was no motion made to fund MCHC's request.

Gene Veeder said that Chris Kubal approached him asking if the board was willing to sponsor the Farm and Ranch Show again by paying \$1,500, half of the amount required to bring in Joel Heitkamp. **Beard made a motion to sponsor bringing Heitkamp to the Farm and Ranch Show for \$1,500, Fixen seconded. Motion passed unanimously.**

Vawnita Best spoke of McKenzie Health's cost-share request for the Rough Rider Fund to help fund a Comprehensive Service Review and Market Analysis contract. The Rough Rider Fund agreed to pay 25%, up to \$25,000, contingent upon the JDA's participation in the cost-share (per email with McKenzie Health and ROERS, the amount is \$11,750). Edis said that McKenzie Health is pretty much out of space in their current building, and this would help them to develop a strategic plan. **Brown moved to request the county to cost share the lesser of 25% of the service contract with ROERS or \$25,000 with the Rough Rider Fund, Wold seconded. Edis abstained from the vote. Motion passed.**

Best shared that the Rough Rider Fund agreed to pay \$25,000 towards the first year of a three contract with Retail Strategies, contingent upon the JDA committing \$30,000 towards the contract. Alexander and Arnegard will each be asked for \$2,500 each to go towards the contract. Pelton said citizens say they want more retail, and this would help with that, and that it's economic development at its core. Veeder spoke on how valuable the data from the market analysis could be. **Chavez moved to bring the request to the**

county to pay \$30,000 towards a contract with Retail Strategies, Wold seconded. Motion passed with 1 nay.

Pelton reported that they have closing dates set for all 3 of the remaining Housing Authority houses, and the board agreed that the project was a big success. Pelton said it may be worth looking at doing an assisted living project next, and Edis said The Horizon is at capacity, with a waiting list at pre-covid levels.

No questions were raised on the written updates.

Board members shared items of interest. || **Meeting adjourned by Chair Pelton at 7:40 p.m.**

Signed: _____ Date: _____



McKenzie County Job Development Authority

December 16, 2025 Board Meeting Minutes

Members present: Shilo Chavez, Calli Thorne, Peter Edis, Joel Brown, Tyler Fixen, Matt Beard, John Carns, Rebecca Boltz

Members absent: Aaron Pelton, Rex Korslien, Clint Wold

Others present: Cauly Hartel, Gene Veeder, Vawnita Best, Meghan Taunton, Scott Wisness, Dr. Wayne Heckaman, Justin Johnsrud, Katie Walters, Jake Walters, James Bervig, Zahi Attalah

Vice Chair Carns called the meeting to order at 5:30 p.m. The meeting was on the mezzanine level in the Bakken Area Skills Center and available remotely via zoom. **Beard made a motion to approve the agenda and meeting minutes, Fixen seconded. Motion passed unanimously.** || There were no conflicts of interest.

Gene Veeder welcomed Meghan Taunton, the new Director of McKenzie County Economic Development. She will be starting on January 12th.

Dr. Heckaman and Scott Wisness brought the JDA board and others in attendance to a classroom where Mark Wilson, Building Trades Instructor at the Bakken Area Skills Center, gave a presentation on his background and showed images of home that he has helped build. He brought the group into his shop, where he showed his model home that his students have been constructing this semester. Wilson said it would be great to partner with the JDA in some way to potentially get students working on real homes. Joel Brown encouraged Wilson to bring a proposal forward to the JDA in the future once he has a plan.

In the mezzanine, a discussion was held on housing and the best way to get more rooftops in McKenzie County. Vawnita Best spoke on a focus group that was held with community residents 55 and older and the points that came from that discussion. Items high on the priority list for transitional housing include rental units, 1 floor with zero entry, oversized single car garage, 2-bedroom, quality construction, and inclusive services like snow removal and lawn care. Lower priorities include finishes, location, and a shared community space. Focus on senior housing is a direction that the board would like to go with a project now that the Housing Authority project has wrapped. Jake Walters spoke on some possibilities of what a project like this could look like, but there are many nuances. Senior housing shouldn't be income-based because that would eliminate many of the seniors from being eligible, but the Housing Authority is very restricted on what they can do. Walters said a potential solution could be a partnership of various entities, like the Housing Authority and the JDA. Gene Veeder pointed out that helping with senior housing will free up more housing for the workforce, but it's important that the board still focuses on both workforce housing and transitional housing moving forward, without letting either one be forgotten.

Dr. Heckaman spoke on how important the support from the JDA towards the BASC is. He previously gave a presentation to the JDA and requested the release of the \$1 million of budgeted funds for 2026. **Chavez made a motion to release the \$ 1 million in 2026 budgeted funds for the Bakken Area Skills Center. Boltz seconded. Motion passed unanimously.**

Katie Walters raised a question on the Fox Hills subsidy development. There is someone interested in merging lots 58 and 59 together, and due to the shape and dimensions of the lots, they would make for an unusual house placement. She asked if the JDA would allow the option of the buyers to purchase two lots to expand the flexibility of what can be done. The board asked how many total lots would have this same issue, and Walters said 6 within this development. The board recognized that whatever they did would set

a precedent. The board agreed that they would rather see one home than two empty lots. Fixen asked if the JDA could get the cost of sewer and water infrastructure for one lot back, and there was agreement. It was decided that the next step is to reach out to the developer to ask the per lot cost of infrastructure and go from there.

At the previous meeting, the board had discussed the possibility of creating an event attraction grant that would help to promote tourism. Cauby Hartel made a draft of the grant and presented it to the board. The board thought it was a good first draft and raised some points, like what safeguards should be in place to make sure a group isn't paying their president with the funds? They also asked if there should be a specific application period each year. The board suggested they sit on it for a month and possibly add it to the 2027 budget request to make it simpler to grant the funds.

Five board members have terms expiring: Joel Brown, Pete Edis, Shilo Chavez, Tyler Fixen, and Clint Wold. **Thorne made a motion to recommend the county commissioners reappoint Brown, Edis, Chavez, Fixen, and Wold to the JDA board. Boltz seconded. Motion passed.**

Hartel reported that 3 homes were approved for the Down Payment Assistance Program during the last two meetings. Jake Walters reported that on December 12th, the ninth and final home closed from the Housing Authority project. The board recognized the success of the project.

No questions were raised on the written updates.

Board members shared items of interest. || **Meeting adjourned by Vice Chair Carns at 7:52 p.m.**

Signed: _____ Date: _____