

**Minutes of Meeting**  
**Trail County Economic Development Commission**  
**September 21, 2017**  
**7:00 p.m. Trail County EDC Office – Hillsboro, ND**

**Board of Directors present:** Ben Hershey, Gary Nysveen, Rick Halvorson, Scott Hovde, Paul Geray and Roxanne Phipps. Also present: Melissa Beach – Executive Director, Jessica Spaeth - Project Coordinator, Alyssa Short – Project Coordinator, Lowell Nelson – Overmoe & Nelson, Cole Short – Hillsboro Banner and Harry Lipsiea – Trail County Tribune.

The meeting was called to order at 7:01 p.m. by Chairman Hershey.

Chairman Hershey noted that two individuals on the board had failed to meet the board's attendance requirements. Mindy O'Connor submitted her resignation to Beach via email and Neil Breidenbach also was removed from the board. With a sitting board of 10 members, the board reached quorum when Hovde arrived at 7:11 p.m.

**Additions to Agenda**

There were no additions to the agenda.

**2016 Audit Presentation**

Lowell Nelson of Overmoe & Nelson presented the 2016 audit report. Nelson expressed concern about the state dollars being used to help fund the commission versus only property taxes. Nelson recommended continued communication throughout the year between the board and the county auditor's office to keep tabs on variances in actual money paid to the commission versus the budgeted amounts approved by the county commission.

Halvorson moved to accept the auditor's report as presented, seconded by Nysveen. Motion carried.

**Secretary's Report**

Hovde moved to accept the August 17, 2017 meeting minutes, seconded by Phipps. Motion carried.

**Treasurer's Report**

Board acknowledged that in light of possible changes with budgeted versus actual amounts used to fund the commission's budget, the board needs to consider whether it is still open to entering into certain contracts knowing some of the amounts may have to be paid from the reserve fund instead of the general fund.

Discussed the possibility of using QuickBooks to create electronic paychecks and also do taxes in-house. Spaeth and A. Short will continue to research this.



Geray moved to accept the August 17, 2017 treasurer's report, seconded by Halvorson. Motion carried.

Nysveen moved to approve payment of checks as submitted, Halvorson seconded. Motion carried.

### **Loan Request Presentation**

Kate and Derek Ehnert of the Hillsboro Café & Bakery presented a loan request for \$10,000 to help with restaurant furnishings, smaller equipment purchases, repairs, vendor deposits and beginning inventory.

Hovde moved to close the open session and convene in executive session at 8:30 p.m., Nysveen seconded. Motion carried.

Board reconvened in open session at 9:04 p.m.

Nysveen moved to offer a \$10,000 loan to the Ehnerts with terms of 3 years and 6.25% interest, and with payments starting in November of 2017. Geray seconded. Motion carried.

### **Executive Director's Report**

Beach presented the monthly executive director's report. Beach provided information on recent work with a few existing and potential businesses in Hillsboro, a recent RFP response sent to the Department of Commerce regarding a property in Mayville, requests about the child care facility in Hillsboro and work on a recreational/tourism project in Mayville. She also noted Spaeth has been training A. Short to take over the project coordinator duties.

### **Community Updates**

Nysveen – Hillsboro City Commission approved a 2% lodging tax to start around Jan. 1, 2018. This will be assessed on motel and campground stays of less than one month.

Hovde – First & Farmers Bank in Portland is being purchased by First State Bank of Buxton and the purchase is supposed to be completed by the end of 2017. Winterfest plans are underway and the elevator project continues in Mayville.

Halvorson – Galesburg parsonage is for sale and a couple of houses are going down. Clifford elevator has almost bought out the Galesburg elevator.

Geray – Hillsboro's homecoming is next week. Otherwise it's the usual concerns about day care, housing and shortage of rental properties.

Phipps – City of Hatton had 60-70 protests of upcoming street project and there's a meeting next month to decide how to proceed. The school is considering an addition to replace some parts of the existing structure that date back to 1908 and 1934. Nothing is concrete at this point.

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Hershey – Buxton still has a few homes for sale. The Grand Forks market currently is flooded with homes, which hurts the smaller towns nearby. Farmers are busy with harvest. Central Valley School recently put up new signage outside the school.

**Unfinished Business**

Beach and Spaeth presented mockups of the redesigned Trail County EDC website. Beach provided feedback on several changes they wanted to make on the proposed design. The site originally was slated to be completed Oct. 1.

Meeting adjourned at 9:27 pm.

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Officer (printed name & office)	Signature	Date
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Recording Secretary (printed name)	Signature	Date
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