

Minutes of Meeting
Trail County Economic Development Commission
January 25, 2018
7:30 p.m. Trail County EDC Office – Hillsboro, N.D.

Board of Directors Present: Ben Hershey, Gary Nysveen, Rick Halvorson, Paul Geray, Alana Gerszewski, Roxanne Phipps, Larry Young and Jami Hovet. Also present: Melissa Beach – Executive Director, Alyssa Short – Project Coordinator, Cole Short – Hillsboro Banner and Harry Lipsiea – Trail County Tribune.

The meeting was called to order at 7:30 p.m. by Chairman Hershey.

Additions to Agenda

There were no additions to the agenda.

Secretary's Report

Halvorson moved to accept the Dec. 14, 2017 meeting minutes, seconded by Nysveen. Motion carried.

Treasurer's Report

Beach walked through the year-end reports, noting where actuals varied from the budget for 2017 and why, and also explained the departmental budget that is used by the auditors. Halvorson moved to accept the 2017 year-end reports, seconded by Phipps. Motion carried.

Hovet moved to accept the Jan. 25, 2018 treasurer's report, seconded by Gerszewski. Motion carried.

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

Beach said she'd spoken with Newman Outdoor Signs and they're trying to sell TCEDC's contracted billboard space, but she hasn't gotten a definitive answer on whether the commission can break the contract without penalty. TCEDC has received bills for December and January in the meantime.

Geray moved to approve payment of \$1,150.00 by check to Newman Outdoor Signs. Phipps seconded. Motion carried.

Beach gave an update on the website billing situation with Absolute Marketing, stating she'd sent 85 pages of correspondence and compiled issues to the project manager, billing department and owners. Absolute countered by requesting payment for the hosting, plug-ins and updates, and 50 percent (\$1,500) of the remaining charges for the revisions.

Gerszewski moved to approve payment of \$2,298.00 by check to Absolute Marketing. Young seconded. Motion carried with Geray dissenting.



Beach reviewed the 2017 year-end reports for Traill United Group, reminding the board that \$12,000 is being set aside for a multi-family housing unit project in Hillsboro (\$1,000 per unit up to a maximum of \$12,000), to be paid upon completion of the units. The board requested that the \$12,000 be split out into a separate account in the meantime.

Executive Director's Report

Beach presented the monthly executive director's report, giving an overview of her work with new clients who have potential projects in downtown Hillsboro. The multi-family housing project in Hillsboro is ramping up, with the developers having closed on more than 4 acres of land, potentially working toward the county's largest new multi-family housing project in at least 12 years. She hopes to have visuals available for the February board meeting. Beach also is working with a company that wishes to acquire land somewhere along the I-29 corridor between Exit 100 and Buxton.

Beach said A. Short is continuing to make updates to the TCEDC website, and TCEDC is slated to provide website and social media support for the Hillsboro Economic Development Corporation.

The North Dakota Industrial Commission approved the Outdoor Heritage Fund grant submitted by TCEDC on behalf of the Mayville Park Board, granting more than \$48,000 to create a nature trail and fishing area. Beach also is working with the North Dakota Extension Service to bring Lead Local training to Hillsboro in late February.

Website Project

Work continues on the website project but a lot of progress has been made. A few board member bios still are needed.

TCEDC 2018 Budget

Beach will continue to track revenues and expenses closely against the budget.

Financial Institution

The board reiterated its support of moving some of TCEDC's accounts to a bank with more branches in the county, both for convenience and to cut down on mileage costs. Young moved to transfer the general and reserve accounts to The Goose River Bank when it's convenient for Beach and A. Short. Gerszewski seconded. Motion carried.

Account Signers

The board discussed whether to make changes to the bank account signers, noting that it would be convenient to have a signer from Hillsboro. Chairman Hershey stated he'd prefer to have at least four signers. Hovet moved to appoint Hershey, Phipps, Geray and Nysveen as the designated account signers, seconded by Halvorson. Motion carried.

FlexPACE Request – Hatton Housing

Beach received a request regarding FlexPACE loan financing for Hatton rental housing renovations, by way of The Goose River Bank's Barb Huus and Hatton Economic Development. Hatton Community Housing was approved for a \$100,000 loan for renovations and improvements of some of its low-income housing and hoped for an interest buy-down through TCEDC and Bank of North Dakota.

HCH was approved by the bank for its loan at 5.25 percent interest and would like a buy-down to 2.25 percent, with Bank of North Dakota paying 75 percent (\$10,500) as a grant dependent on TCEDC’s participation for the remaining 25 percent (\$3,500).

The board discussed whether the project fit within TCEDC’s goal of job creation, although board members noted the need for housing for the job sector and possible job creation through the use of local contractors as reasons to support the project, as well as the project fitting with the housing study.

Hovet moved to offer a \$3,500 loan at 5.25 percent interest, due within six months after the loan is eligible for repayment in five years, contingent on Bank of North Dakota approval. Young seconded. Motion carried.

Committee Appointments

The following committee appointments were made by Chairman Hershey:

Executive Committee:

- Ben Hershey, Chair
- Paul Geray
- Roxanne Phipps
- Larry Young
- Rick Halvorson

Organization Development Committee:

- Larry Young, Chair
- Les Amb
- Greg Krieger
- Gary Nysveen
- Scott Hovde

Business Assistance Committee:

- Ben Hershey, Chair
- Scott Hovde
- Rick Halvorson
- Paul Geray
- Jami Hovet

Marketing Committee:

- Alana Gerszewski, Chair
- Paul Geray
- Roxanne Phipps
- Gary Nysveen
- Jami Hovet

Nominating Committee:

- Scott Hovde, Chair
- Roxanne Phipps

Community Updates

- Nysveen – Two longtime Hillsboro city commissioners aren’t running for re-election.
- Geray – A Hillsboro Public School Board incumbent also isn’t running for re-election.
- Halvorson – All is quiet in Galesburg except for the dogs.
- Gerszewski – The owner of Faye’s Henhouse Quilts in Mayville is retiring and the business likely will see a change in ownership. Ground Up Ag closed its doors and Agassiz will take over that space. Mayville’s mayor isn’t running for re-election. The MayPort Economic Development Corp. is preparing for the upcoming Red River Valley Home & Garden Show and is re-evaluating whether to continue the Christmas Cash program.
- Phipps – The Hatton city streets project was approved and the school is working on final designs for its upcoming project. Winterfest is scheduled for Feb. 8-9.
- Young – It’s business as usual for the Trails County Commission.

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- Hovet – Mayville State might set a spring enrollment record for the seventh consecutive year. The university received more than 40 applications for president. The search committee is reviewing applications and hopes to schedule onsite interviews March 5-8. The university also conducted several phone interviews for the athletic director position. Business Activity Day welcomed more than 100 kids to the campus, and a Dueling Pianos party was scheduled for Jan. 27.
- Hershey – Reynolds United Co-op and Traill County reached an agreement on the co-op’s tax issue. Buxton Family Fun Day is scheduled for June 30, likely bringing calamitous weather along with it. The MayPort Area Ice Dawgs hockey team is considering a move to the Eastern Dakota Conference. The ice rink is up and running in Buxton and the Buxton Park Board is looking at a possible park expansion.

Meeting adjourned at 9:18 pm.

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