

Minutes of Meeting
Trail County Economic Development Commission
September 20, 2018
7 p.m. Trail County EDC Office – Hillsboro, N.D.

Board of Directors Present: Jami Hovet, Alana Gerszewski, Paul Geray, Larry Young, Roxanne Phipps and Gary Nysveen. Also present: Jim Murphy – Executive Director, Alyssa Short – Project Coordinator, Lowell Nelson – Overmoe & Nelson, Cole Short – Hillsboro Banner and Bryce Haugen – Trail County Tribune.

The meeting was called to order at 6:57 p.m. by Vice Chairman Geray.

Introductions/Agenda Additions

Murphy requested to add term expirations to the agenda.

Lowell Nelson Overmoe/Nelson Audit Report

Nelson discussed the budgeted versus actual numbers for the audit and wanted to ensure that everyone understood the funding process. The budget is presented to the county commission, which approves the budget, but that doesn't necessarily mean all the approved funds will be available. There are three sources of income: state funding, mill levy and other income. State funding can vary, and some shortfall also can be attributed to the prepay discount for property taxes and the other income amount, which appears to be more random. (The 2017 actuals for other income were off by a great deal.)

Nelson suggested that TCEDC automatically be prepared for a \$3,000 to \$6,000 difference in approved budget versus actual income, just to play for the prepay discount. He also recommended that TCEDC request the calculations when the budget is approved in October, and enter the budget info into Quickbooks to more easily track the budgeted versus actual amounts.

Gerszewski asked if there were any issues with the current accounting processes, and Nelson said no.

Young moved to approve the 2017 audit report, seconded by Nysveen. Motion carried.

Secretary's Report

Nysveen moved to accept the August 16, 2018 board meeting minutes, seconded by Hovet. Motion carried.

Treasurer's Report

A. Short noted that this month's batch of checks includes the opening balance checks, which transfer from First & Farmers to The Goose River Bank the balance of the recently closed business savings account, and roughly half of the general and reserve checking account balances. She also said that dual checking accounts will be maintained for a few months until the county's direct deposits are set up for the new account and all checks clear the account.

Murphy noted that the Newman Outdoor Signs contract expires at the end of March 2019,



rather than the end of this calendar year, as previously anticipated. He and A. Short will send a letter of cancellation in January 2019.

Gerszewski moved to accept the August 16, 2018 treasurer's report, seconded by Young. Motion carried.

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

To date tax collection/revenue

Murphy noted the current balance of tax collections deposited into TCEDC's accounts for the year to date. It looks like the state funding is included in these deposits. Young said that the mill value for 2019 is on or around \$54,316, and he will check on how the early payment discount impacts collections and disbursements.

Executive Director's Report

Murphy presented the monthly executive director's report, noting that he's been ramping up on projects and making new contacts.

The recent Renaissance Zone application for a Hillsboro project was approved by the Department of Commerce, and Murphy has continued to keep tabs on the multi-family housing project planned for Hillsboro. He also has been discussing potential land development in Mayville and possible revitalization projects in Galesburg.

TCEDC has received several requests for service and retail business space and assistance in both Hillsboro and Mayville, and Murphy made contact with the Governor's office regarding possible Main Street Initiative visits for Mayville, Portland and Hatton. He also contacted the state tourism department with regard to potential eco-tourism opportunities in the county.

Murphy said his office is investigating possible grant opportunities to help with potential park improvements in Hatton and assisted the Kiwanis Food Pantry with advice on getting set up as a 501(c)(3). He also attended the Governor's Workforce & HR Conference in Bismarck and learned more about multiuse spaces, retention and recruitment. Another key area is the concept of community; not only bringing in new workers to Traill cities, but truly integrating them within the communities.

Newman Sign Billboard Contract Clarification

As mentioned earlier, the Newman contract extends through the end of March 2019, and requires 30 days written notice so that the contract doesn't automatically extend.

Housing Update

The Jordahl plat was approved, and the next step is for the city's engineers (AE2S) to work together with Jordahl's (Houston) on some of the engineering.

ND PERS Resolution

The county auditor informed TCEDC that ND PERS is requiring electronic payments, and the auditor no longer can make payments on TCEDC's behalf because TCEDC has a separate IEN number. In order for TCEDC to be set up for online payments, TCEDC needs to pass and sign board resolutions for the main and deferred compensation plans. Several board members questioned the long-term impact of the separate

EIN and whether there will be any domino effects from being separate from Trail County proper in this way.

A motion was made by Larry Young for Trail County Job Development Authority, DBA Trail County Economic Development Commission, to affirm to North Dakota Public Employees Retirement System that Trail County Job Development Authority, DBA Trail County Economic Development Commission, is formed pursuant to N.D.C.C. § 11-11.1 and is neither a non-profit corporation nor a for-profit corporation, to join the NDPERS Defined Benefit Retirement Plan and offer the plan to all eligible employees of the Trail County Job Development Authority, DBA Trail County Economic Development Commission. The motion was seconded by Jami Hovet. The Board approved joining the NDPERS Defined Benefit Retirement Plan effective September 21, 2018. Motion carried.

A motion was made by Gary Nysveen for Trail County Job Development Authority, DBA Trail County Economic Development Commission, to affirm to North Dakota Public Employees Retirement System that Trail County Job Development Authority, DBA Trail County Economic Development Commission, is formed pursuant to N.D.C.C. § 11-11.1 and is neither a non-profit corporation nor a for-profit corporation, to join the NDPERS Deferred Compensation Plan and offer the plan to all eligible employees of the Trail County Job Development Authority, DBA Trail County Economic Development Commission. The motion was seconded by Jami Hovet. The Board approved joining the NDPERS Deferred Compensation Plan effective September 21, 2018. Motion carried.

Geray and Nysveen signed the resolutions to be submitted to ND PERS.

Cell Reimbursement

Murphy chose to keep his existing cell phone number and plan rather than have the county purchase a separate phone and plan and agreed to accept a \$100-per-month reimbursement for business use of his cell phone.

Banking Resolution

TCEDC is transferring its checking and business savings accounts to The Goose River Bank and as part of the account-opening process, the board is required to adopt a Government/Municipal/Public Funds Banking Resolution for Deposit Accounts. The resolution states:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other order for the payment of monies bearing the following appropriate number of signatures: Any **one** (1) of the following named officers or employees of the Entity (“Agents”), whose actual signatures are shown below:

- BENJAMIN W HERSHEY, Designated Agent of TRAILL COUNTY ECONOMIC DEVELOPMENT
- ROXANNE R PHIPPS, Designated Agent of TRAILL COUNTY ECONOMIC DEVELOPMENT
- PAUL A GERAY, Designated Agent of TRAILL COUNTY ECONOMIC DEVELOPMENT

- GARY L NYSVEEN, Designated Agent of TRAILL COUNTY ECONOMIC DEVELOPMENT

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

Gerszewski moved to accept the resolutions as stated for the general fund, reserve fund and business savings accounts, seconded by Hovet. Motion carried. Hovet signed the resolutions to be submitted to The Goose River Bank.

Web Site Stats/Reports

Murphy reviewed the latest Google Analytics stats for the TCEDC website and plans to keep revisiting them over time. Hovet mentioned that there's a Traill County jobs Facebook group and we should request to have a link to our Careers page there.

Facebook/Twitter HEDC

Murphy said that TCEDC is handling some of HEDC's website and social media work as a project billed through TUG.

Trails County Website – TUG Billing

TCEDC also handles a portion of the upkeep and maintenance for the Trails County website, and Murphy explained that we'd like to bill this through TUG rather than through TCEDC, to match more closely what's done with the billing for other similar projects. There were some requests for clarification about the connection between TCEDC and TUG, how the missions align and how the staff's time should be divided between the two.

Committee Meetings

Murphy requested that the board look at scheduling committee meetings in the next month or two, specifically the marketing and nominating committees, to make plans for the coming year. TCEDC should have a better idea of its marketing budget for 2019 after the county budget is approved on Oct. 2.

Term Expirations

The took a look at which board members' terms expire at the end of 2018, and Gerszewski announced she would be stepping down rather than extending her term. She has been in contact with a few possible replacements, and will pass that information on to the nominating committee. Young said that his county-appointed term also will be coming to an end and he likely will be replaced by commissioner Kurt Elliott.

Community Updates

- Nysveen – The Hillsboro airport project continues. The airport was hoping to be open by Oct. 2 but mid-October is more likely. They'll continue some work next year and a new hangar also is being built. Within Hillsboro, Nysveen has heard of the possibility of three new businesses opening.
- Phipps – Hatton EDC met and discussed possible park improvements, including new equipment and updates to the shelter. They'll be seeking some matching grants. The school project continues, with work on the sewer lines, drains and laying block for the gym/cafeteria. The Heggy's building has siding and a roof. The Hatton Ford service area remains open but the dealership side has closed.
- Young – Work has been done on the Caledonia Bridge and there's some repaving being done on Highway 81, as well as work on the county road south of Mayville. On Aug. 25 a plowing bee was held at Bruce Hanson's. There were approximately 50 tractors and 300 attendees.
- Gerszewski – Sen. Heidi Heitkamp was visiting Mayville State, and 11 homes were being built in the Riverwood Addition. MayPort EDC is looking at opening new lots and tying into the existing infrastructure. MPEDC won't be participating in the home show this year, but will continue to offer Christmas Cash incentives. There has been interest in the Whistle Stop restaurant, Gail's Flutter By Quilt Shop held a successful grand opening and Deb's on Mane salon recently closed.
- Hovet – Farmers Bowl had record attendance of approximately 1,100 people. There also were about 100 parade entries and Mayville State won the Farmers Bowl football game. Tuesday was census day on campus. MSU's enrollment is up for the seventh consecutive year – this year by 4 percent, with a record number of freshmen, as well. Residence halls are at capacity.
- Geray – Hillsboro will host a Main Street visit Oct. 2. The summer rec district is looking at expanding its programs. A veterinarian signed a lease for a building in town. Oct. 20 has been set as Day of Service, with volunteers helping with cleanup projects, food baskets, etc. Anyone is welcome to help. HBA set Hillsboro Days for June 12-16, 2019, and it currently was H-CV's Homecoming week. The Trails County Historical Society plans a fall festival in Hillsboro on Oct. 21.

Trail County EDC – September 20, 2018 Meeting Minutes

Meeting adjourned at 9:20 p.m.

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