

**Minutes of Meeting**  
**Trail County Economic Development Commission**  
**November 21, 2019 – 7:00 p.m.**  
**Trail County EDC Conference Room – Hillsboro, N.D.**

The meeting was preceded by a 6 p.m. Marketing Committee meeting.

**Present:** Board members: Paul Geray, Tom Eblen, Rick Halvorson, Roxanne Phipps, Gary Nysveen, Jami Hovet. Also present: Jim Murphy – Executive Director, Alyssa Short – Project Coordinator, Lowell Nelson – Overmoe Nelson, Cole Short – Hillsboro Banner and Jim Johnson – Trail County Tribune.

The meeting was called to order at 7:04 p.m. by Vice Chair Geray.

**Audit Results – Overmoe & Nelson**

Nelson voiced his auditor’s opinion, stating that TCEDC’s financial statements were represented fairly, “which is what you want to hear.” He said that’s the highest opinion an auditor can give and it’s important to various boards to know that.

Issues reported were typical of those found in other government audits for small staffs, such as lack of a full system of internal controls and the need for adjusting entries, specifically those related to pension liability and other post-employment benefits, which don’t actually need to be paid but have to be listed on financial statements according to state statute.

TCEDC appears to be in a better financial situation compared to previous years; the office received almost all of what it was budgeted to receive and did underspend in 2018. Nelson also said it appears communication with the county auditor’s office has improved compared to previous years.

Overmoe & Nelson will no longer be conducting audits after this year, and Nelson recommended TCEDC request that the state auditor schedule time for an audit when that office does the county’s audit. The state auditor should be able to do the same adjusting entries that Overmoe Nelson has done for TCEDC. The wait time for audits to be conducted could increase, however. The Board thanked Nelson for his time and assistance over the years.

Nelson left the meeting at 7:37 p.m.

**Additions to Agenda**

None

**Secretary’s Report**

Halvorson moved to accept the October 17, 2019 meeting minutes, seconded by Nysveen. Motion carried.



### **Treasurer's Report**

The email approval for the APUC check to Total Ag Industries issued after last month's meeting was noted by A. Short.

She also mentioned that she received some adjusting entries from Overmoe Nelson to make for 2018 but isn't comfortable making some of the entries. She requested assistance from a board member or permission to request help from a CPA to ensure they're done correctly. Hovet offered to look at the adjusting entries, so she and A. Short will set up a meeting.

Hovet asked why the property tax and state funding amounts listed on Page 31 of the audit report differ from the amount on TCEDC's tax collection sheet. A. Short will check on it.

Hovet moved to accept the October 2019 treasurer's report, seconded by Phipps. Motion carried.

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

On the to-date tax collection/revenue report, A. Short said TCEDC has received more than its budgeted amount for the year. Murphy verified this with Trail County Auditor Glenda Haugen to make sure this is accurate and allowable.

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

Murphy said he met with a Hillsboro entrepreneur regarding the housing and employment crunch. This businessperson is having trouble recruiting and can't find a place for potential employees to live. Murphy said this problem can't be understated.

TCED is planning for the 2020 job fair and career expo. Job Service and SBDC will be there. Murphy said he's hoping to have more hands-on demos for sophomores and juniors. Hovet and Nysveen made some suggestions for improvements. Murphy and A. Short also attended an Americorps grant writing seminar. Eblen suggested Murphy contact Trail County Sheriff Steve Hunt to let him know about possible disaster response assistance.

TCEDC has fielded multiple questions regarding office space, specifically smaller rentable spaces. Murphy spoke with a local entrepreneur about value-added energy project, and has been in touch with the Department of Commerce regarding possible CBD hemp opportunities. He also continued meetings with a potential manufacturer that's looking at the Mayville-Portland area and is setting up a meeting for next month.

Murphy gave a quick recap of the Marketing Committee meeting and said he and A. Short got the office set up to post information to the North Dakota Tourism site. Murphy spoke with Hillsboro and Mayville officials regarding a recreational trails program that would draw in visitors.

He spoke with USDA and Child Care Aware regarding the Hatton child care situation. The current facility is flooded and they're temporarily relocated in a church. Murphy and A. Short attended the EDND fall conference and Main Street Summit in Bismarck, and Murphy talked to

Hatton EDC about a few people attending the Main Street Summit next year. Could TCEDC help cover registration fees for a few people from various communities next year?

**Natural gas update – DNG**

Murphy included a recent note from Greg Palmer of Dakota Natural Gas, who said he’s received responses from all but four of the targeted customers. He doesn’t have all the necessary agreements to make the project viable, but at least one of the four has since submitted an agreement.

**Housing update – Riverwalk; Zoning change – Mayville – Hatton update**

Hatton will start moving dirt this spring. The City of Hatton and the Hatton EDC are working together with the Naastads. The first phase will have four lots, probably 75 feet wide. The City of Hillsboro is looking at a zoning change for smaller lots – 50 feet instead of 75. The hearing for the zoning change is coming up, and then the Riverwalk rezoning and annexation phases will follow. In Mayville, Riverwood is moving more slowly but still progressing.

**Jordahl PiLOT action**

Rob Jordahl asked for a legal opinion on the payment in lieu of taxes request.

**“Come Home to Trall” campaign update**

Murphy spoke previous about the digital campaign that’s in progress with Midco. He said the county now needs more housing to sell to people.

**Audit results**

Nysveen moved to accept the 2018 audit report as presented, seconded by Phipps. Hovet asked if the Board needs to discuss or approve the suggested corrective actions. Murphy and A. Short have that listed as an agenda item for discussion in December. Motion carried.

**Youth advisory position on the board?**

Murphy said that entities like TCEDC always are being encouraged to get younger people involved in our systems and learning how things work. He asked if the Board would be interested in bringing on a high school student in an advisory capacity.

Geray said he think it would be great to get the perspective of someone that age. Hovet said that in the university world, students sit on every board. Board members had questions about the logistics, and Murphy said he would reach out to principals to start the conversations.

**Student work study**

Murphy said he and A. Short are pretty good at social media (for old people) but he likes the idea of bringing in a student worker for maybe 5-6 hours a month. Board members suggested checking on work studies for school credit versus payment, as well. Hovet said that some college students get paid at Mayville State but the college is reimbursed federally. Murphy will investigate.

### **Marketing Meeting update**

Hovet said the Marketing Committee met prior to the board meeting to look at ideas for the 2020 budget. The committee is recommending to break out the \$20,000 marketing budget into several buckets. For example, for Shop Local, the committee would like to expand the message of the impact of a shopper's dollars and what the actual cost is to buy items out of town.

She mentioned that Murphy has a speaker, Ben Winchester, in mind for February or March. The audience could be a wide base from businesses to mayors to cities, and the talk would focus on why people stay, and the importance of child care, tourism and building relationships.

There are three "Come Home to Traill" video scenarios that Midco is using for digital marketing. TCEDC could expand or broaden the target market or personas next year.

The Partners in Marketing grant reimbursement will be coming in and the committee would like to use those funds for beautification and also recommending the Business Assistance Committee look at using some of that money for child care grants.

Geray mentioned the possibility of the county hiring a headhunter to put on retainer so multiple employers could pool together their resources rather than spending separately for hiring.

### **Board Room Update**

Murphy requested funds to purchase cabinets and a countertop from Hillsboro Lumber to create a small side table/buffet area in the conference room to help make the room more professional and efficient. Hillsboro Lumber has offered the cabinets at cost and the labor will be donated.

Nysveen moved to approve the project and accept the bid as submitted; seconded by Hovet. Phipps requested clarification on where the money is coming from. A. Short said it was from the Facilities & equipment account, which still has room in the budget. Motion carried.

### **Board member renewals – Gary & Greg**

Krieger said this board term will be his last. Murphy has a short list of suggestions to contact as his replacement. Nysveen agreed to renew his term.

### **Community updates**

Hovet – Mayville State will have closed up the end of the fall semester by the next TCEDC meeting. The music department has its madrigal feast Dec. 6 and 7. Tickets are on sale through the MSU Foundation. The foundation's Glitz & Glam fundraiser is Jan. 22. The theme is Vegas. Mayville's Winterfest is the weekend of Dec. 7-8.

Nysveen – The City of Hillsboro is working on a grant through DOT for a bike/walking path through city. There's an unconfirmed report that two downtown buildings have been sold. The pool tour got pushed back. Total Ag is working on Plan 2, Option c of its hemp harvester. The biggest problem is testing. 1881 Extraction is waiting on some equipment for extraction; the distiller is working and the lab is nearly finished. Several streets are torn up in town. The city is still working on a grant for e-vehicle charging station.

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Phipps – Fundraisers have been held for the Hatton Learning Program. Streets in town have improved and the asphalt company has finished its work for so far this year. Sump pumps are emptying into the streets and there is a lot of ice on the streets. The community Christmas program is Dec. 7 and will include lunch at the community center, arts and crafts, Santa and his elves, community caroling around the big Christmas tree and hayrides to go around the city to see the lights. “Mom-o-logues” dinner theater was held for two nights as a fundraiser for lighting at the community center. The theater group may be re-established.

Halvorson – The fertilizer plant is coming along in Galesburg and there’s still a house for sale. There have been a few water breaks and problems with water backing up into houses, especially near the lift station.

Eblen – Trail County signed an agreement for a paving project for next year on County Highway 11 east of town. Work should wrap up by mid-September. Tax statements will be coming out in December.

Geray – A Hillsboro Business Association survey was sent out to all business members and the group received a lot of good info to take back to the board to help the board do some planning regarding dues, meetings, businesses to draw to town, workforce recruitment, lunch and learns, etc. HBA approached the city about doing some signage near interstate for downtown businesses. The city appeared to support the idea but would like to see a plan presented. HBA would like to work with the city auditor to get welcome packets made and is trying to coordinate with the city to learn when new people move to town. Sunday, Dec. 8 is Hillsboro’s Christmas celebration for kids. The Hillsboro-Central Valley football team won the Class 2A championship.

Meeting adjourned at 8:56 p.m.

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