

Minutes of Meeting
Trail County Economic Development Commission
January 16, 2020 – 7:00 p.m.
TCEDC Conference Room – Hillsboro, N.D.

Present: Board members: Ben Hershey, Dr. Brian Van Horn, Roxanne Phipps, Kurt Elliott, Sarah Lovas, Gary Nysveen, Rick Halvorson, David Knudsvig, Scott Hovde and Tom Eblen. Also present: Jim Murphy – Executive Director, Alyssa Short – Project Coordinator, Mike Beltz – Candidate for District 20 Legislator, Cole Short – Hillsboro Banner and Jim Johnson – Traill County Tribune.

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

Introductions

The Board did around-the-table introductions prior to the meeting’s start.

Additions to Agenda

None

Secretary’s Report

Nysveen moved to accept the December 19, 2019 meeting minutes, seconded by Halvorson. Motion carried.

Treasurer’s Report

It was noted by A. Short that both December and end-of-year financials were included in the packet. The \$10,000 transfer to the reserve fund went through in January rather than December, and there was a transfer of a deposit that accidentally went into the general fund instead of the reserve fund. The Hillsboro Lumber invoice also wasn’t received in time for the December checks.

Phipps moved to accept the December 2019 treasurer’s report, seconded by Eblen. Motion carried.

Short also said the check run included the first installment of the Hillsoro Body Shop’s Flex PACE buydown, so that loan would be added to the customer balance summary for next month’s packet. The closing is slated for the end of January.

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

Hershey explained the tax collection/revenue report to the board newcomers.



Executive Director’s Report

Murphy said the office continued talks with potential investors in a Mayville project that could result in 20 to 25 jobs. The business currently is trying to line up capital and may be interested in a Flex PACE loan. TCEDC also was approached by Impact Dakota to potentially help fund manufacturing training in the county, and was involved in many discussions with job seekers with regard to the upcoming career expo and job fair. Murphy said that any board members who want to help on Jan. 22 are welcome. He spoke with a Fargo-based employer who is going out of business and looking for jobs for her employees, and also spoke with a potential retail business interested in opening in Hillsboro.

Murphy and Short submitted a North Dakota state tourism grant for potential upgrades at The Clubhouse in Hillsboro and met with Intellifarms, which is interested in opening a new location in Hillsboro with 4 to 5 jobs in year one. Murphy spoke with MPEDC representatives about a CDBG opportunity to help with studies for the second phase of the Riverview development and continued talks with Dakota Natural Gas. TCEDC also met with Mike Bakken of the Mayville Golf Course regarding clubhouse improvements.

TCEDC finished a draft of the Trail County incentives booklet, which they will post on the website and make available to the cities. They also spoke with a Hillsboro business about the next steps of its succession planning.

Steve Moser with SCORE requested TCEDC’s help in organizing a farm economy seminar in Hillsboro Feb. 11. Murphy and Short also met with Clifford city officials, businesspeople, the city’s engineer and Lake Agassiz to discuss several of the city’s needs (streets/drainage, park updates, city services/snow removal equipment, housing and signage). Murphy made a recommendation, based on client input, that the township board look at providing road grading training. This wasn’t mentioned at the most recent township meeting so Murphy will contact NDSU about sending someone to talk at the next meeting. He also contacted the schools about a social media intern; a student at Hatton Eielson School is interested.

Office staff discussed possible winter recreation opportunities with Mayville Golf Club, and provided info to the City of Hillsboro on arboreal grants. They met with Ben Winchester regarding his upcoming speaking engagement Feb. 26 at MSU’s Luckasen Room, updated annual inventory for the county auditor and is in the process of hopefully streamlining account access and online billpay options.

Natural gas update

Not much new to report; a go or no-go answer should be provided in February.

Jordahl Public Hearing with City of Hillsboro – January 21

A competitors’ hearing will be held Jan. 21, and then the City of Hillsboro could go into negotiations regarding incentives.

“Come Home to Trail” campaign – Midco Stats

Murphy explained the Partners in Marketing grant and explained that TCED got four commercials and several hours’ of raw footage. He ran through the stats in the packet.

Executive Director’s Annual Review

Hershey mentioned this wasn’t discussed at the December meeting but Murphy’s review was conducted prior to the December meeting. The final numbers haven’t been calculated but the Executive Committee is happy with Murphy’s efforts, saying he’s a cheerleader for the county and does a good job of getting out and about in the county. They did suggest Murphy revisit the strategic plan and update it as necessary, and to continue working to stay ahead of programming changes. Hershey said the Executive Committee approved a 3 percent raise for both Murphy and Short, which was preapproved in the 2020 budget.

Officers 2020

Hershey said he was going on his fourth year as board chair and would like to pass the torch. He described the position and Eblen gave feedback on how the Trall County Commission rotates the chair position.

Nysveen volunteered to take the vice chair position, and Phipps agreed to take over as chair for the year, with Hovde agreeing to the treasurer position.

Lovas moved to close nominations and cast a unanimous ballot, seconded by Knudsvig. Motion carried.

Mileage Reimbursement Rate

The IRS changed its mileage rate by a half-cent but the rest of the county is staying with the current rate of 58 cents per mile.

Nysveen moved to remain consistent with the rest of the county at 58 cents per mile, seconded by Hovde. Motion carried.

Committee Assignment Discussion

The following committee appointments were made by Chairwoman Phipps:

Executive Committee:

- Roxanne Phipps, Chair
- Gary Nysveen
- Scott Hovde
- Ben Hershey
- Tom Eblen

Business Assistance Committee:

- Scott Hovde, Chair
- Roxanne Phipps
- Gary Nysveen
- Rick Halvorson
- Sarah Lovas

Organization Development Committee:

- Kurt Elliott, Chair
- Sarah Lovas
- David Johnson
- Tom Eblen

Nominating Committee:

- Ben Hershey, Chair
- David Knudsvig

Marketing Committee:

- Gary Nysveen, Chair
- Brian Van Horn
- David Johnson
- Sarah Lovas

Online Bill Pay

Hovde raised the possibility of the office using online billpay to help reduce costs related to cutting checks for preapproved bills. Eblen mentioned the county is looking to do more of this – or payment via purchasing cards – for the same reasons. A. Short will talk to county auditor Glenda Haugen before the February meeting to discuss her process and whether she anticipates any issues with the audits because of this. Will revisit at the next meeting.

MaSU/Hillsboro Armory Update

The City of Hillsboro has been in negotiations with Mayville State regarding the rental contract for the child care center at the armory. Dr. Van Horn said the university was able to negotiate with the city, finding cost savings for the city and a very modest rent increase for the university. He said he appreciates TCEDC advocating for the university's child development program.

Account Signer

Hershey requested that he no longer be an account signer, and he will be replaced by Phipps, the new board chair. Eblen will replace former vice chair Paul Geray as an account signer. A. Short will work with The Goose River Bank to update the account paperwork to include Roxanne Phipps, Gary Nysveen, Scott Hovde and Tom Eblen as the designated account signers.

Change in audit process

TCEDC will work with the state auditor's office on annual audits going forward. This will be a new process – and likely occur earlier in the year – and Murphy has attempted to reach the auditor's office several times for the details. He will continue to keep in touch with county auditor Haugen in the meantime.

Community updates

Van Horn – Mayville State started spring classes this week, with Census Day coming in February. The university's focus has been to increase academic programming, and to serve a variety of students – both on-campus and non-traditional.

Phipps – A Hatton student is interested in becoming TCEDC's social media intern. The Hatton EDC recently met regarding an online business and requested more information before making any actions. Snowfest is coming up in February.

Elliott – Galesburg recently had a good get-together for the fire department, probably double the usual attendance for the event.

Lovas – Not much to report; things have been quiet since the holidays.

Nysveen – The Hillsboro/Cavalier Community Impressions program presentation is scheduled for tomorrow and the city is holding a pool forum Jan. 23 at the armory. The Hillsboro Rec District is holding a public form Jan. 29 to discuss its mill levy. The Hillsboro Business Association is discussing changes to its winter carnival.

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Halvorson – Work is still progressing on the fertilizer plant; this might be a good place to tour in the summer. One house in told was sold and another is for sale.

Knudsvig – Townships are dealing with snow removal and a lack of reliable blade drivers. Census forms have started arriving.

Hovde – A new law firm opened in the old Videos Plus building. Finley Motors is still working on the old Shopko building. They're not done remodeling but they've moved over their operations.

Eblen – Traill County is looking for a new county agent.

Hershey – Buxton held a meeting last week to discuss roads and drainage. AE2S is working with the city. Attendance was down from the first meeting. Both projects are moving forward, although residents have questions about how the specials will be applied. For the drainage the city will be using materials from ADS, which will help on shipping costs. The impacts of taxes and specials will be presented to homeowners in a few weeks.

Meeting adjourned at 8:45 p.m.

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