

**Minutes of Meeting**  
**Trail County Economic Development Commission**  
**January, 20 2022 – 7:00 p.m.**  
**TCEDC Conference Room/Zoom Video Conference Call**

**Present:** Board members: Gary Nysveen, Dave Knudsvig, Marshall Erickson, Roxanne Phipps, Judd Wilson, Craig Moen, Jami Hovet, Cassie Braaten and Dustin Olson. Also attending: Jim Murphy – Executive Director, Alyssa Short – Deputy Director, Cole Short – Hillsboro Banner, Jim Johnson – Traill County Tribune.

The meeting was called to order at 7 p.m. by Chairman Nysveen.

**Introductions:**

Craig Moen, who replaced Sarah Lovas on the board as an at-large director.

**Agenda additions**

Approval of December 2021 email minutes.

**Secretary's report**

Knudsvig moved to accept the December 16, 2021 meeting minutes, seconded by Olson. Motion carried.

Hovet moved to accept the December 20-21, 2021 email meeting minutes, seconded by Wilson. Motion carried.

**Treasurer's report/approve checks**

Short included an ACH payment form in the packets for board members who are interested in receiving their mileage checks via ACH instead of paper checks. She recapped the audit check approved via the December email vote, and expenses related to end-of-year activities and a few updates to the conference room. Olson moved to receive and approve the treasurer's report, seconded by Erickson. Motion carried.

Short noted the 2022 installment check for the Hillsboro Body Shop Flex PACE buydown from the reserve checking account. She explained there were multiple checks for the dental and vision insurance due to corrections, because the office was carrying some additional credit balances. The checks also include TCEDC's portion of the IT contract. Wilson moved to approve checks, seconded by Moen. Motion carried.

**Executive Director's report**

The fourth annual job fair and career expo will be held March 2 in Mayville. Murphy said the plan was to bring in as many students as possible, including some from outside the county so they know there are employers in Traill County who are looking for them today and tomorrow.



Regarding child care, Murphy said this is always a moving target. He mentioned a young entrepreneur looking to start small center in Mayville. TCEDC attended a training session with SBA and SCORE out of Fargo. They mentioned the idea that businesses should be treating employees as if they're on their way out. More than half of all workers are looking for their next job. The "great quit" is on.

A developer is looking at potentially building in Mayville and/or Hillsboro; they need info on taxes and codes. Murphy met with local banks about possible Flex PACE loans for Mayville, Portland and Hillsboro businesses. He also met with property owners in Hillsboro's industrial area to try to pin down a price for the land.

Murphy and Short prepared written and verbal testimony for the Dakota Natural Gas Portland expansion, which was cleared by the PSC on Tuesday. DNG hopes to be built out before the start of the heating season. Murphy told Erickson he would do some checking on when the area in between Mayville and Portland would be built out. Murphy prepared and delivered testimony to the Hillsboro City Commission regarding the Degelman incentives and had several meetings with them about state incentives. He gathered letters of support for APUC grant for a couple clients. One of the APUC presentations is in February and Murphy and Short likely will try to attend to help.

The TCEDC staff met with a Portland bank on the sale of a business in Mayville and possible Flex PACE options. Murphy also spoke with a Trail entrepreneur interested in potentially putting together an inventory of large items, which could be a tourism opportunity. Murphy also spoke with a Cass County EDC regarding partnership opportunities with the potential soybean crushing plant in Casselton. This could impact Trail cities in regard to housing. He talked to a Mayville consultant about renovations at the Mayville golf clubhouse, and to Mayville State about relationships with their alumni functions. The Hillsboro Park Board wants to put lights at the softball complex and TCEDC is helping with some funding options. This would be about a \$125,000 buildout but would be great marketing from the interstate.

Murphy said the office staff worked on so many other things, including emergency assistance, such as helping to plan a training exercise in March at MSU. They put a Hillsboro teacher in touch with the Central Valley counselor about CV's Reality Check program was. Sheriff Hunt helped us get Stone's Security to update the security panel in the building and make sure the panic buttons are working.

### **Childcare update**

Murphy said that anyone interested in starting a child care business should get in touch with TCEDC; Nysveen mentioned Hillsboro EDC also has a loan/grant pool for child care. Murphy said that in 2015, TCEDC created a pool of \$30,000 for child care grants; also included in the

packet are examples of creative funding options from other cities to show the cooperative effort some communities and EDCs have used.

Knudsvig moved to allocate \$30,000 for a day care grant program, seconded by Braaten. Erickson said he will review the financials and make an amended motion next month if he's not comfortable with the amount. Motion carried. Murphy and short will put together draft guidelines for next month's meeting.

### **Career Fair and Job Expo**

The job fair is coming together well. Murphy said that anyone who wants to help should "bring your table-hauling arms."

### **Audit report**

No issues reported from the 2020 audit.

### **Partners in planning grant**

Murphy showed an example of the "MySidewalk" report for Adams County Development Corp. He feels strongly that it's a good idea to do this this year because there are opportunities that this can afford for the county. Murphy spoke with AE2S Communications and they made three big points: 1.) Traill County hasn't had a complete strategic plan for a long time. 2.) These are the kinds of things that are tantamount to attracting workforce. 3.) The strategic plan, study and data compilation can help predict future trends and has a shelf life of about five years. The total cost is about \$36,000, with the state covering about 60-70 percent if the grant is successful. Short noted the MySidewalk report is just part of it; the meat of the project is the strategic plan. Murphy said he was asking for about \$12,000 for TCEDC's potential local share. Erickson, Knudsvig and Hovet spoke in favor of the idea.

Erickson moved to approve an amount not to exceed \$13,000 if the PIP grant is successful, seconded by Knudsvig. Motion carried.

### **Goose River Brewing amended Flex PACE loan and closing date**

The Flex PACE buydown for Goose River Brewing was approved a year ago and has had cost overruns. TCEDC previously approved a \$20,000 buydown on the building and \$10,000 on the equipment. The new request is \$22,000 on the building and \$14,000 on the equipment. Short read the previous motion from the January 21, 2021 meeting minutes:

"1.) Approve the request of up to \$20,000 to buy down the interest on the real estate and building note, which will be funded annually for a 5-year period to Bank of North Dakota and due within 12 months of completion of the funding period. The interest rate will be 4.25 percent, which would start to accrue upon the first payment to BND. 2.) Approve the second request of up to

\$10,000 for the brewing system equipment; the second request will have the same terms as the first.”

Erickson said he was OK with using simple interest and keeping the 4.25 percent interest rate. Wilson moved to change keep the original terms but update with the new amounts, seconded by Hovet. Motion carried.

### **Committee assignments**

Nysveen assigned the following committees for 2022:

*Note that these committee assignments were updated by Nysveen following the meeting due to some members missing from the list.*

#### Executive Committee:

- Gary Nysveen, Chair
- Marshall Erickson
- Roxanne Phipps
- David Knudsvig

#### Business Assistance Committee:

- Ben Hershey, Chair
- Marshall Erickson
- Gary Nysveen
- Dustin Olson
- Jami Hovet

#### Organization Development Committee:

- David Knudsvig, Chair
- Dr. Brian Van Horn
- Ben Hershey
- Les Amb
- Ken Nesvig

#### Marketing Committee:

- Dr. Brian Van Horn, Chair
- Cassie Braaten
- Roxanne Phipps
- Craig Moen
- Jami Hovet

Nominating Committee:

- Ben Hershey, Chair
- David Knudsvig

**Portland gas update**

See the executive director's update.

**2022 Marketing committee meeting (February)**

Can we meet Feb. 10 at 7 p.m.? Murphy will send a meeting invite.

**Community updates**

Olson – Quiet in Portland.

Braaten – There's a lot of work going on at the bakery. They're putting a coffee shop there, too and expanding into insurance building.

Moen – Jordahl has a local contractor framing over new units in Hillsboro. Offered up a hats-off for bringing natural gas to parts of the county, which he says has been nothing but a positive.

Knudsvig – The City of Buxton is trying to get a new emergency siren. Township roads are doing pretty good, although there are some hard drifts.

Erickson – Clifford is quiet.

Hovet – No update.

Wilson – Galesburg is working on a water/sewer project with AE2S – feasibility study. The parks committee is hosting a pancake feed in April.

Phipps – The Hatton American Legion club was torn down. The Hatton Men's Club is having a Snowfest starting Feb. 10 with all kinds of activities.

Nysveen – The City of Hillsboro is looking at a street paving project to the tune of about \$12 million. There will be some public forums about the project.

Murphy – Got conscripted into being on the Trall County ARPA committee. The county has about \$1.7 million coming and the group is taking applications to evaluate the projects. Ben Gates is the chair and letters will go out and we'll promote it.

Trails County EDC – January 20, 2022 Meeting Minutes

Phipps moved to adjourn the meeting. Meeting adjourned at 8:22 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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