

Minutes of Meeting
Trail County Economic Development Commission
November 17, 2022 – 7:00 p.m.
Trail County EDC Conference Room, Hillsboro, N.D/Zoom

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

The meeting was called to order at 7:02 p.m. by Chairman Nysveen.

Agenda additions

Short requested to add Priority One Insurance and Investments loan terms to the agenda.

Secretary’s report

Phipps moved to accept the Oct. 13, 2022 meeting minutes, seconded by Olson. Motion carried.

Treasurer’s report/approve checks

Short said the first Smith & Abell Flex PACE loan invoice had been sent. The office received its travel reimbursement from the state Department of Emergency Services for training expenses. Several beautification grants had been paid and the office exceeded its budgeted tax allotment for the year. Olsen moved to receive and approve the treasurer’s report, seconded by Erickson. Motion carried.

Knudsvig moved to approve checks, seconded by Moen. Motion carried.

Executive director’s report

Murphy said the office continued its assistance with the Degelman expansion and the business is hoping the new space will be in production before April. He and Short started some initial planning for the 2023 job fair and career expo, slated for March 22 at the armory in Mayville. They’ve also been working with two students who provide website and social media assistance to the office, because it’s good getting feedback from people who actually participate in the event.

The pair met with an ND Job Service executive about recruiting strategies and did a lot of work on some upcoming Flex PACE loans. Murphy said he and Short were ready for the community showcase before “Mother Nature took a big, old snow dump on us.” The event was rescheduled for Jan. 12, 2023. They discussed options for Hillsboro land development with property owners, the city and HEDC, and also discussed with HEDC the cost of getting land document ready awes opposed to shovel ready.



Murphy and Short toured Mayville State’s physical plant, which is starting to burn natural gas. They met with EDC and city officials from New Rockford to discuss child care incentives, assisted a Portland business with contacts for challenges related to infrastructure, started the Shop Local marketing campaign and updated the office’s incentives booklet. They also attended the lighting up of Olsen Softball Complex in Hillsboro. The project is impressive and TCEDC helped with a large portion of the funding efforts.

New date on community showcase

The rescheduled community showcase will be Thursday, Jan. 12 from 2 to 4 p.m. at Goose River Brewing in Hillsboro.

Board member appointments

Nysveen has talked to a few people about the Hillsboro rep position but has been out of the loop for 3-4 weeks. Phipps spoke with the city and Hatton EDC. The nominating committee will need to think about officers for next year.

Housing update

The Jordahl housing in Mayville is almost ready for residents to move in. In Hillsboro, Jordahl is putting up Tyvek on its new units. One house is built in Riverwalk and another is in progress. Murphy included some info in the packet about rental trends and how North Dakota is leading the nation in terms of incoming residents looking for rental housing.

Priority One Insurance & Investments loan terms

Erickson said a Flex PACE interest buydown loan was previously preapproved. The business assistance committee recommended the following:

A loan up to \$5,000, which will be funded annually for a 5-year period to Bank of North Dakota via MayPort EDC, and due within 12 months of completion of the funding period. The interest rate will be a variable rate of prime plus 1 percent, which would be assessed annually and start to accrue upon the first payment to BND. There will be no penalty for early payoff.

Knudsvig moved to approve the loan as recommended, seconded by Hovet. Motion carried.

Shining Lights Flex PACE loan

Erickson said the business assistance committee discussed a Flex PACE interest buydown loan for Shining Lights Children’s Center LLC. The buydown would be a group effort with Hillsboro EDC. The committee recommended the following:

A loan up to \$5,500 after the cost of half the loan billed to Hillsboro EDC, 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 a variable rate of prime plus 1 percent, which would be assessed annually and start to accrue upon the first payment to BND. There will be no penalty for early payoff.

Hovet moved to approve the loan as recommended, seconded by Moen. Motion carried.

2023 officers for voting in December

Hershey and Knudsvig will propose a list of officers for 2023. Short noted the board also is losing two check signers.

Annual review timeline

Murphy and Short will complete their portions of the review and submit the paperwork to the executive committee by end of day Dec. 7. Murphy and the executive committee will meet Dec. 12 at 6:30 p.m.

Upcoming events

The Trails County Career Expo & Job Fair is scheduled for March 22. Murphy said he and Short could use help setting up and tearing down. The office will be bringing in Patrick Bertagnolli to speak in Mayville Feb. 28.

Community updates

- Knudsvig – Not much going on in the townships, aside from snow removal.
- Hershey – Turkey bingo will be held at the Buxton fire hall tomorrow night. The city of Buxton was prepared to come over for community showcase. A group of residents wants to do some more holiday events.
- Braaten – Work on Brock Brend’s building is ongoing in Mayville. The Christmas Cash program started, but it’s a drawing for MayPort bucks and shoppers are entered when they make purchases at local businesses.
- Olson – Mayville State’s DECA kids are collecting for food pantry this week.
- Phipps – Turkey bingo was held in Hatton Tuesday night; about 200 people attended. Girls basketball started this week. National Honor Society had its first-ever induction at Hatton Eielson.
- Moen – His neighbor moved to a house in Hillsboro’s Riverwalk Addition. Four more rentals are getting framed up (eight units) with another getting its foundation poured.
- Hovet – Wasn’t able to go but heard there were a number of vendors at the Hillsboro armory for a vendor fair. The Medora Musical is traveling to Trails County and will be at MSU Dec. 13.
- Erickson – Nov. 26 is the Sip & Shop event in Clifford.
- Nysveen – HBA has its downtown Christmas Carnival coming up. Christmas Cash is going on.

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Knudsvig moved to adjourn the meeting. Meeting adjourned at 7:50 p.m.

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