

**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

12:00 P.M., (Noon) Tuesday, April 16, 2024
East Grand Forks City Hall, 600 DeMers Ave NW
Training Room – First Floor South Wing
East Grand Forks, MN

The mission of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:

- *By retaining & growing local businesses*
- *By creating & supporting investment & growth opportunities for commercial activities*
- *By creating & supporting opportunities for residential growth, including workforce housing*
- *By working to develop a workforce capable of meeting current & future needs of local employers.*

REGULAR MEETING

1. Roll Call: President Grinde, Board Members Black, Hecht, Helms, Horken, Larson, Stai
2. Approval of the minutes
 - a. March 26, 2024, Regular Meeting
3. Bills and Communications
 - a. Review of Accounts Payable: April 2, 2024
 - b. Approval of Accounts Payable: April 16, 2024
4. Reports
 - a. Delinquencies Update – none
 - b. Director's Reports: March 2024
 - c. Quarterly Social Media Report
 - d. Financial Reports: 2023 Year-end; January/February 2024 (combined)
 - e. Quarterly MIF Loan Report
5. Unfinished Business
 - a. Economic Development Strategy update: approval
 - b. Economic Development Director Job Description, revised: approval
 - c. Builder Incentives update: revive \$100,000 and seek additional loan authorization
 - d. Promise Act Grant Program (Northwest Minnesota Foundation): April 30 application deadline
6. New Business
 - a. Branding update: Integrity Fundraisers proposal (information only)
7. Adjournment

Upcoming Meetings:

1200 pm May 28, 2024

1200 pm June 25, 2024

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

UNAPPROVED MINUTES OF THE REGULAR MEETING OF THE BOARD MEMBERS OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at Noon on March 26, 2024

Roll Call:

Meeting was called to order by President Grinde at 12:00 pm.

EDA Board present at roll, President Josh Grinde, Board Members: Penny Stai, Ben Horken, Justin Hecht, Brian Larson and Daniel Black.

Absent: Dale Helms

Staff present: Paul Gorte (EDD), Economic Development Director; Brenda Ault (EA), Executive Assistant; Ron Galstad (CA), City Attorney; Karla Anderson (FD), Finance Director; Reid Huttunen (CA), City Administrator

Also Present: Sarah Linda, Program Manager Northwest Minnesota Foundation, Chet Bodin, DEED, via TEAMS. Mark Shill, Praxis, Micheal Gornowicz and Randy Bosma, Fert-L-Lawn Lawn Care

- 1. Roll Call:** President Grinde determined a quorum was present.
- 2. Administration of Oath to Newly Appointed Board Member, Penny Stai**
CA Galstad administered the Oath to Stai. The Board Members welcomed her to the Board.
- 3. Approval of Minutes**
 - a. February 27, 2024, Regular Meeting

A Motion was made to approve the February 27, 2024, Regular Meeting Minutes, by Board Member Black, seconded by Board Member Horken. M/S/P-Black, Horken; 6-0, mc.

4. Bills and Communications

- a. Review of Accounts Payable, March 5, 2024; March 19, 2024
No comments

5. Reports

- a. Delinquencies – None
- b. Director's Reports: February 2024- EDD Gorte stated that the report was in the packet. He also stated that MGI had contacted him because they had trouble getting workers. He worked with the Chamber and North Dakota Job Service to help fill the positions.
- c. Financial Reports: FD Anderson stated that they are currently working on the audit and will give a full report once the transfers have been completed.

She also informed the Board that she had completed a grant application for Childcare with DEED. They requested \$485,000 to open one daycare center and 3 family home based daycares. They are also having a childcare provider appreciation for the

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

providers in East Grand Forks and are looking for donations for that event. If anyone has any questions on any of this information, they can contact her at City Hall.

6. Unfinished Business

a. Economic Development Strategy update (Schill)

EDD Gorte stated Praxis has been working with the EDA, City Council, Chamber, and the business community to update the EDA Strategic Plan. The updated Strategic Plan is designed to provide direction but be flexible to adjust as needed to accommodate the future. The Plan identifies priorities and core work areas. It also identifies actions where the EDA serves as the lead entity and other actions where the EDA supports broader, citywide actions.

The City Council will discuss the Plan at its work session on March 26. The Council may also make edits. The EDA will approve the updated Strategic Plan for adoption, on April 16th. The City Council will likely consider the Strategic Plan for adoption at its April 16 meeting as well. He invited Schill to address the Board. Schill stated that Economic Development Strategic Priorities were:

1. Place highest priority on helping existing businesses grow.
2. Increase commercial real estate space and development sites.
3. Increase marketing and communications efforts for East Grand Forks.
4. Create explicit mechanisms to engage and cooperate with the local business community.
5. Continue to facilitate housing development in the city but discontinue direct land development projects by the EDA and devote capacity to other efforts. Current City-owned lots should be sold organically over time until stock is exhausted.
6. For the next EDA Executive Director, prioritize communication, coalition-building, and sales skills.

Core Work Areas

The EDA's economic development work is defined by four key work areas:

1. Local business development
2. New business development
3. Connect / Convene / Communicate
4. Land and Site Development

Local Business Development

Support for existing businesses in East Grand Forks.

- Local Business Retention / Expansion (including regular local business visits)
- Administer and Coordinate Assistance Programs

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

- Support Existing Retail

EDA Specific Actions

1. Continue explicit business retention and expansion (BRE) visits and the new regular business needs meetings. Goal: at least two business contacts per month.
2. Continue targeted business financing programs and grants.

City Specific Actions (EDA Support)

1. Create and support opportunities to draw customers to town, including events, governor's fishing opener, concerts, youth sports tournaments, etc.
2. Support facilities – including sports – that host events and draw new customers to town.
3. Leverage service clubs for events and outreach.
4. Recommend signage and wayfinding for the city.

New Business Development

Support for businesses new to East Grand Forks.

- Business Attraction
- Identify and Support Entrepreneurs
- Continue advocacy and "sales" role, specifically targeting businesses in agriculture, UAS, medical, and retail sectors.

EDA Specific Actions

1. Maintain a strong relationship with Grand Forks Region EDC and the Chamber of Commerce.
2. Assess factors why businesses choose North Dakota over Minnesota and create a strategy to address what is possible to change.
3. Collaborate with DEED to coordinate economic development opportunities.

City Specific Actions (EDA Support)

Funnel economic development requests to the EDA.

Connect / Convene / Communicate

Play a coordination and capacity-building role to further important issues in East Grand Forks

- Marketing Campaigns
- Communications / Facilitation
- Quality of Life Efforts
- Maintain workforce partnerships and information

EDA Specific Actions

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

1. Create a specific regular opportunity for EDA engagement with local businesses, such as a larger advisory committee.
2. Create a strategy to incentivize businesses to improve aesthetics.
3. Create a strategy to improve aesthetics for entrances to the city.
4. Identify outside resources to support City beautification efforts and other quality of life initiatives.

City Specific Actions (EDA Support)

1. Assess marketing activities across City departments and coordinate where appropriate to maximize resources.
2. Play supporting role in City activities that support quality of life to retain existing and attract new residents.
3. Continue specific outreach regarding sales tax costs and benefits.
4. Support code enforcement activities.
5. Support adequate childcare availability in the community.

Land and Site Development

Facilitate development of critical real estate in East Grand Forks

- Commercial and industrial land development
- Housing development
- Infrastructure planning and investment
- City development policies and processes
- City-owned land sales and disposition policies and processes

EDA Specific Actions

1. Work to increase land available for industrial development.
2. Sell the existing residential lots held by the City.

City Specific Actions (EDA Support)

1. Support the creation of a strategy for infrastructure assessment and development.
2. Support improvements to the City's development agreement and land development processes and improve business friendliness where possible. Refine standards to reduce costs without reducing quality.
3. Assess access to utilities and services in industrial development areas:
 - a. Power
 - b. Natural gas
 - c. Water
 - d. Broadband and telecommunications
 - e. Sanitary and storm sewer

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

b. Economic Development Director Job Description as revised (Committee)

EDD Gorte stated that at the last meeting, the EDA received a list of skills needed by the Economic Development Director and the current job description. President Grinde appointed an ad hoc committee to review the job description and recommend revisions. The Committee met and he invited the committee to speak to the Board.

CA Huttunen thanked the committee members and stated there was a lot of great brainstorming. He said the City had a market analysis of the Union Department Heads, but the EDA Director position was not one of them and the job description is several years out of date. They primarily focused on Essential Duties and Responsibilities.

He submitted the new job description to David Drown & Association, Human Resources Management Consultant for review of the position description and recommendation of a salary range on the City's 2024 pay plan. They had gotten back to him with a salary range of \$85,000-\$115,000, which is in line with what Thief River Falls has as a salary range for a fulltime Economic Development/City Planner.

Board Member Larson said he would like to see the Strategic Plan go out with the description of the Job to potential candidates.

CA Huttunen requested that CA Galstad meet with him to discuss whether this job would need to be sent through the Civil Service or not, since it is the EDA Board that determines the new hire.

CA Huttunen stated the timeline for this was approve the job description in April. Advertise in May/June. Interview June/July, offer the new employee and get them in so they will have 2 weeks with EDD Gorte.

After discussion, it was decided that there will be 2 panels who do the interviews. The EDA and the City Council, with city staff on the panels as well.

New Business

a. M & W services loan request

EDD Gorte stated that M & W Services wants to construct a new building on Business Highway 2 to house equipment for its business (Fert-L-Lawn). This is a \$330,000 project, M & W Services proposes to use \$110,000 in owner equity, \$110,000 in bank loans, and \$110,000 in EDA loans. The EDA loan would be at an annual interest rate of 4% for a term of 10 years. On March 20, the Loan Committee recommended approval of the loan.

He invited Micheal Gornowicz and Randy Bosma, Fert-L-Lawn Lawn Care to speak to the group. Mr. Gornowicz stated that he has had a loan in the past and that is almost paid off. He is using land he already owns and would like to expand his business in East Grand Forks.

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

A Motion was made to recommend that the City Council approve a loan of \$110,000 to M & W Services at 4% interest for a term of 10 years, by Board Member Hecht, seconded by Board Member Horken; M/S/P- Hecht, Horken; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht-Y, Horken -Y; 6-0, mc.

b. Pierce land sale proposal

EDD Gorte stated Kevin Pierce read about the City's desire to increase the amount of commercial property available for use. Pierce submitted a proposal for the EDA/City to purchase 5-15 acres along the north side of Highway 2 at \$4.00 per square foot.

The Loan Committee considered this proposal and recommended against the purchase, based upon the land price and the lack of available funds.

A Motion was made to not purchase the land at this time, by Board Member Black, seconded by Board Member Larson. EDD Gorte stated he would like the motion revised to include that the EDA continue to work with Mr. Pierce on the development of that parcel.

A Revised Motion was made to not purchase the land at this time, the EDA will continue to work with Mr. Pierce on development of that parcel, by Board Member Black, seconded by Board Member Larson; M/S/P- Black, Larson; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht-Y, Horken -Y; 6-0, mc.

c. Promise Act Grand Program (Northwest Minnesota Foundation)

EDD Gorte stated The Northwest Minnesota Foundation (NMF) recently informed him that there will be a new grant program to assist small businesses. He invited Sarah Linda and Chet Bodin to speak to the Board.

They stated that the Northwest Minnesota Foundation will soon be accepting grant applications from small businesses and nonprofits to invest in existing operations or planned growth.

Through the PROMISE Act (Providing Resources and Opportunity and Maximizing Investments in Striving Entrepreneurs), created and funded by the Minnesota Legislature, the Northwest Minnesota Foundation, in partnership with the Department of Employment and Economic Development, has been awarded \$2.3 million to disperse one-time grants up to \$50,000 to businesses and qualified nonprofits. Businesses can use funds for working capital to support payroll expenses, rent or mortgage payments, utility bills, equipment, and other similar expenses that occur in the regular course of business.

The PROMISE Act program is intended to drive fair economic recovery by boosting small, rural, and minority-owned businesses, which face the largest barriers to accessing capital and resources.

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MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

The application process will consist of two steps:

1. Applicants complete an application to assess eligibility. All businesses and nonprofits that believe they are eligible may complete the application.
2. If deemed eligible through the application, qualifying businesses and nonprofits will be invited to apply. The grant application window will be open no later than April 1, and will be open until April 30.

Black left at 12:59

Galstad left at 1:02

NMF expects more applications than there is funding available. Not all applicants can expect to receive funding.

This is the first of two rounds of the PROMISE Act grant program; the second round will be announced after July 1. Any awardees from the first round will be ineligible to receive a grant in the second round.

Priority will be given to businesses and nonprofits who received \$10,000 or less in previous financial assistance from state pandemic relief programs, and who meet the definition of financial hardship by showing a 10 percent decline in gross revenue or a decrease in net income from 2021 to 2022, as shown on tax returns.

Eligible applications will be businesses with \$750,000 or less in gross revenue that are located in the Northwest Minnesota Foundation's service area, which includes Red Lake Nation, White Earth Nation, and 12 counties (Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau). For details on the grant process and how to apply, please visit <https://nwmf.org/grants-scholarships/grants/>. If you have any questions or need assistance completing the application, please email or call Mic McCrory at micm@nwmf.org or 218-558-5325 to be connected with a consultant.

8. Adjournment

Motion to adjourn the meeting was made at 1:09 by Board Member Black, was seconded by Board Member Hecht. M/S/P- Black, Hecht; mc.

The next regular meeting is April 16, 2024.

Respectfully Submitted,
Brenda Ault, Executive Assistant

Bills 040224

Account	Vendor	Description	GL Date	Check No	Amount
630-46-410-43200	Page 1 Publications, Inc.	Publication of Applications for Sunshine Terrac	03/31/2024	42254	65.25
630-46-440-43190	Thur-O-Clean	Janitorial Services Sunshine Terrace March 202	03/31/2024	42261	622.50
630-46-440-43800	Xcel Energy	Acct 51-5171995-8 Sunshine Terrace	03/31/2024	42266	2,691.24
630-46-440-43890	Midcontinent Communications	Cable 3/8-4/7 Sunshine Terrace	03/31/2024	42244	2,683.61
		Report Total:			6,062.60
682-46-503-43800	Water and Light Department	005003-000/Infill/02/20/24-03/20/24	03/31/2024	42264	858.91
682-46-503-43800	Xcel Energy	302611407 - 411 2nd St NW	03/31/2024	42266	115.08
		Report Total:			973.99

Bills 041624

Account	Vendor	Description	GL Date	Check No	Amount
620-49-870-43100	Galstad Jensen & McCann PA	EDA Civil Services March 2024	04/16/2024	42292	675.00
620-49-870-44000	US Bank Corporate Payment Systems	Comm Dev/EDA Copier Lease	04/16/2024	42358	83.08
620-49-870-44300	US Bank Corporate Payment Systems	Exponent Subscription	04/16/2024	42358	45.00
620-49-870-44330	US Bank Corporate Payment Systems	2024 Annual Dues GGFYP	04/16/2024	42358	500.00
620-49-870-44330	US Bank Corporate Payment Systems	2024 Annual Dues Forx Builders	04/16/2024	42358	550.00
620-49-870-44330	US Bank Corporate Payment Systems	2024 Annual Dues MN Chamber of Commerce	04/16/2024	42358	250.00
Report Total:					
630-46-410-43200	Allstream	Long Distance service	03/31/2024	42271	2,103.08
630-46-410-43200	Page 1 Publications, Inc.	Advertising for Rentals at Sunshine Terrace	04/16/2024	42338	12.18
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine - Vacuum Bags/Ties/Straps	04/16/2024	42358	65.25
630-46-440-43190	Northland Yard Service	Snow Removal Sunshine Terrace March 2024	03/31/2024	42332	38.55
630-46-440-43190	US Bank Corporate Payment Systems	Cintas - Sunshine Terrace Rugs	04/16/2024	42358	411.25
630-46-440-43190	US Bank Corporate Payment Systems	Cintas - Sunshine Terrace Rugs	04/16/2024	42358	171.29
630-46-440-43800	Water and Light Department	Cintas - Sunshine Terrace Rugs	04/16/2024	42358	171.29
630-46-440-43800	Water and Light Department	005041-000/Sunshine Utilities/2/20/24-3/20/24	03/31/2024	42362	4,851.57
630-46-440-43800	Water and Light Department	005041-065/Sunshine 207 2/20/24 - 3/20/24	03/31/2024	42362	36.95
630-46-440-43800	Water and Light Department	005041-155/Sunshine 119 02/29/24 - 03/20/24	03/31/2024	42362	24.37
630-46-440-43800	Water and Light Department	005041-139/Sunshine 117/2/20/24 - 03/20/24	03/31/2024	42362	29.68
630-46-440-43800	Water and Light Department	005041-153/Sunshine 214 02/20/24 - 03/05/24	03/31/2024	42362	15.89
630-46-440-43800	Water and Light Department	005041-151 Sunshine 102/02/20/24 - 03/20/24	03/31/2024	42362	30.13
630-46-440-43800	Water and Light Department	005041-154/Sunshine 219 02/20/24 - 03/20/24	03/31/2024	42362	31.63
630-46-440-43800	Water and Light Department	005041-150/Sunshine 307/2/20/24 - 03/20/24	03/31/2024	42362	29.80
630-46-440-43800	Water and Light Department	005041-152/Sunshine 217/02/20/24 - 03/20/24	03/31/2024	42362	30.04
630-46-440-43800	Water and Light Department	005041-156/Sunshine 211/03/05/24-03/20/24	03/31/2024	42362	16.12
630-46-440-43890	US Bank Corporate Payment Systems	Midco - Sunshine Terrace Cable/Phone/Internet	04/16/2024	42358	405.50
630-46-440-44000	Johnson Controls	Repair to Apt 201 at Sunshine Terrace	04/16/2024	42305	679.87
630-46-440-44000	Marco Technologies LLC	Copier Lease for Sunshine Terrace	04/16/2024	42318	117.61
630-46-440-44000	MN Dept of Labor & Industry	Elevator Annual Operation - Sunshine Terrace	03/31/2024	42323	200.00
630-46-440-44000	Opp Construction LLC	Irrigation Service Agreement Sunshine Terrace	03/31/2024	42336	460.00
630-46-440-44000	US Bank Corporate Payment Systems	Caster Wheels	04/16/2024	42358	101.78

630-46-440-44000	US Bank Corporate Payment Systems	Background Checks	04/16/2024	42358	44.00
630-46-440-44000	US Bank Corporate Payment Systems	Fert-lawn - Sunshine Terrace Annual Fertilizer & Maint	04/16/2024	42358	1,434.99
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Deadbolt & Pass Lever Set & Misc Items	04/16/2024	42358	150.54
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Paint Supplies	04/16/2024	42358	41.94
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Cleaning Supplies	04/16/2024	42358	23.98
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Faucet Kit/Holesaw & Drill Bit	04/16/2024	42358	198.97
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Garbage Disposal & Supplies	04/16/2024	42358	133.54
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Paint & Key Copy	04/16/2024	42358	32.96
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Oven Drawer Bracket Support	04/16/2024	42358	36.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Paint & Supplies	04/16/2024	42358	56.74
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Apartment Prep for Move-In	04/16/2024	42358	132.35
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Deadbolt Re-keyed	04/16/2024	42358	44.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Cleaner, Primer, and Smoke/CO2 Alarm	04/16/2024	42358	86.94
630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez	04/16/2024	42360	41.22
630-46-440-44420	Polk County Administrator	2024 Property Tax Statement Parcel 83.038666.00	03/31/2024	42340	61,782.00
Report Total:					
682-46-503-43200	Allstream	Long Distance service	03/31/2024	42271	72,170.92
682-46-503-43800	Midcontinent Communications	PHONE Service In fill building	03/31/2024	42322	12.18
682-46-503-44000	US Bank Corporate Payment Systems	Infill Building Monthly Pest Control	04/16/2024	42358	48.21
682-46-503-44000	US Bank Corporate Payment Systems	Infill Monthly Pest Control	04/16/2024	42358	110.00
682-46-503-44230	SJA Thunder Corp	April Cleaning of Infill Building	04/16/2024	42350	110.00
682-46-503-44350	Polk County Administrator	2024 Property Tax Statement Parcel 83.00813.00	03/31/2024	42340	600.00
Report Total:					
10,924.39					



MONTHLY REPORT
March 2024

Working with the Businesses & Chamber

- Worked with businesses
 - Hawkes Manufacturing: sales taxes for equipment with Chet Bodin (DEED)
 - Integrity Fundraisers: use of City brand for merchandise; RCA; to City Council on 4/9; reviewed Branding Guidelines
 - M & W Services: loan for expansion; information to EDA Attorney
 - MGI: Somali communities contact information to Scott Busch
 - North Dakota Coffee Roastery (Bully Brew): met regarding business growth opportunities
 - Up North Pizza Pub: updated contact information
 - Waves Float Center: loan status and balance
- Worked with Chamber President and staff on various items
 - Business After Hours
 - Call with legislators; sent summary to legislators
- Participated in DEED Workforce Wednesday: Supporting the New American Workforce
- Worked with AE2S regarding social media, Facebook posts
- Worked with Praxis to complete the final draft of the Strategy; presented to EDA and City Council
- Discussed future SBDC services with Phil Knutsen (SBDC)
- Participated in Mayor Gander meetings on economic development
- Sent draft format for COVID forgivable loan information to Finance Director
- Sent Employer Reasonable Accommodation Fund (ERAF) information to businesses
- Sent information about SBA training to financial institutions
- Obtained the total taxable market value for East Grand Forks
- Informed the EDA and City Council about the Promise Act Grants to be available through the Northwest Minnesota Foundation
- Provided COVID loan summary to Mayor Gander
- Met with Loan Committee
- Provided Mel Johnson contact information to Stephen and Dee Decimus Holmes for possible development
- Responded to inquiry about a commercial kitchen

Increasing Industrial Space – Land and Buildings

- Contacted Russel Crary and Mike Delisle to arrange a meeting about possible industrial park space
- Provided information about EDA Industrial Park Committee to City Administrator

Workforce (Northern Valley Careers, NWPIC)

- No action

Child Care

- Worked with and local Team on childcare
- Conducted the monthly meeting

- Provided letter of support for DEED Childcare Economic Development Grant application to the City
- Met with Stephen and Dee Decimus Holmes regarding a possible childcare center
- Participated in virtual “lunch and learn” about childcare, hosted by First Children’s Finance
- Participated in virtual webinar about the Mission and Purpose of a fund, hosted by the Northwest Minnesota Foundation

Wave Academy

- No action

Residential Growth & Sale of City Lots

- Provided information about City lots and incentives
- Worked on Polk County Housing Advisory Board loans
- Worked with realtors and public on lot sales
- Worked with Gate City Bank and Community Development Department about renewal of Home Improvement program and address the permitting issue; forwarded applications to Gate City Bank
- Responded to inquiry about property tax rebate program
- Responded to inquiry about fill for Waters Edge
- Provided lot information to City Administrator for possible land trust (Northwest Minnesota Foundation)
- Responded to information requests about City builder incentive programs

Infill Building

- No action

Infrastructure/Bridges

- No action

Other

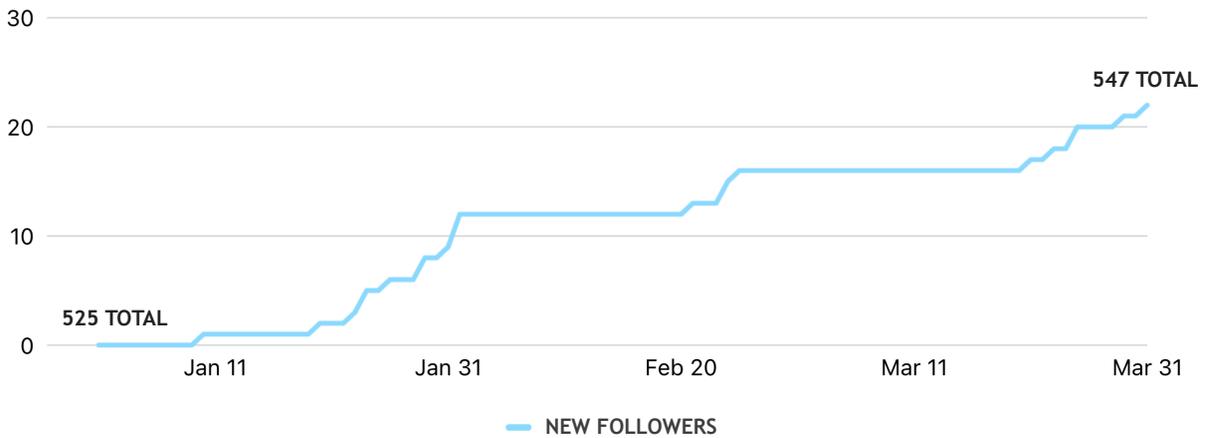
- Prepared reports and agendas
- Talked with Todd Gregoire about entrance sign to City

Analytics

JANUARY - MARCH

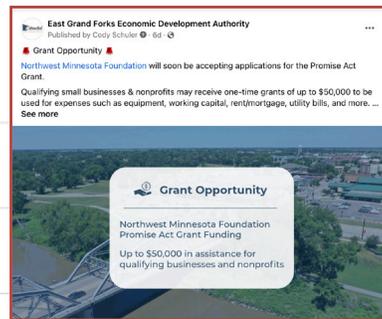
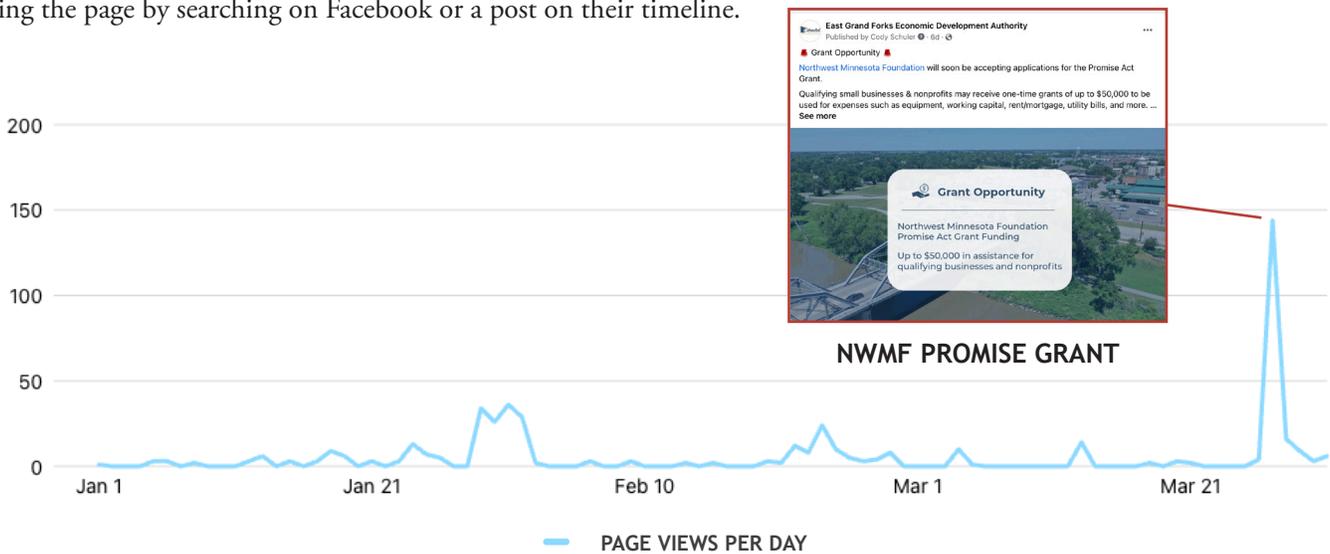
FOLLOWERS

The East Grand Forks Economic Development Authority (EDA) Facebook page currently has 547 followers. 67% are women and 33% are male. A majority of the followers (55%) are between the ages of 35-54. The followers are mainly from East Grand Forks, MN; Grand Forks, ND; Crookston, MN; Fargo, ND; Thief River Falls, MN; Alverado, MN; Bemidji, MN; Emerado, ND; and Fosston, MN.



PAGE VIEWS

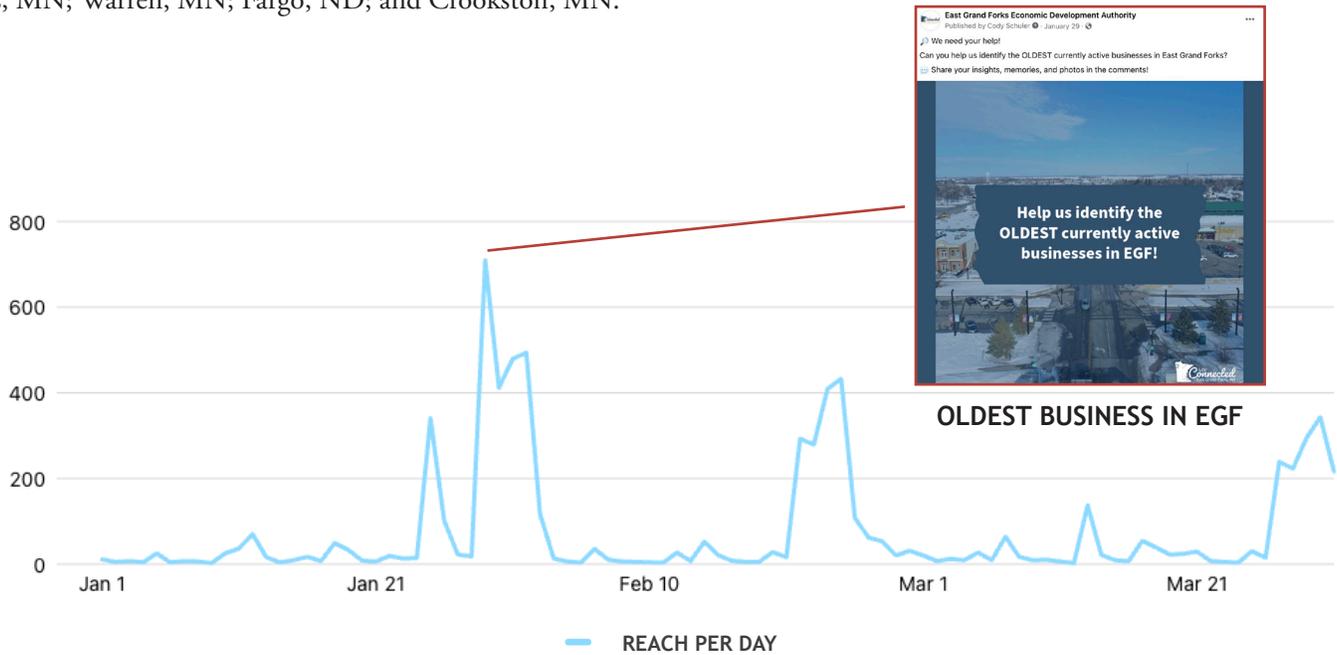
During a 24-hour span, the EDA's Facebook page was looked at by a range of 0 to 144 profiles. Most of the time people are finding the page by searching on Facebook or a post on their timeline.



NWMF PROMISE GRANT

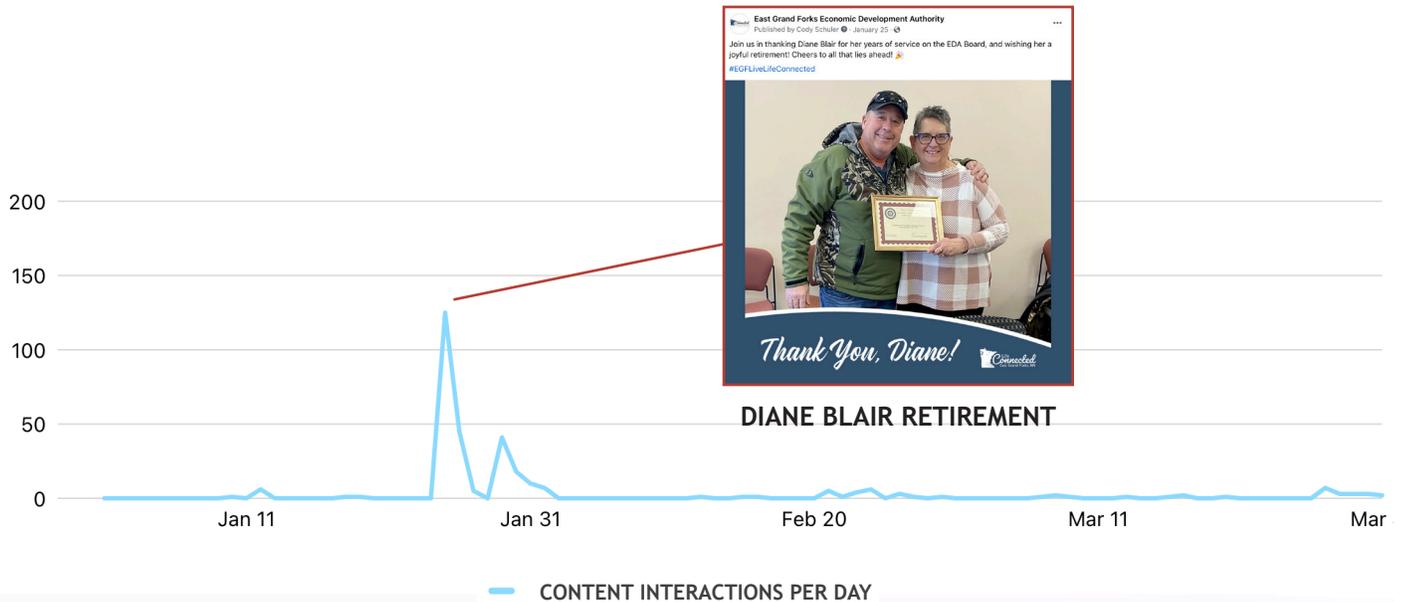
REACH

From January to March, the EDA has reached thousands of people. The largest number of people reached in one day was 710 on January 29th. Most of the people who see the posts are living in East Grand Forks, MN; Grand Forks, ND; Thief River Falls, MN; Warren, MN; Fargo, ND; and Crookston, MN.



REACTIONS, COMMENTS, & SHARES

The post celebrating Diane Blair's EDA service and retirement generated 125 reactions, comments, and shares. Comments are seen as a key engagement by social media algorithms. The EDA encourages you to continue interacting with the EDA posts.



General Ledger

CASH

Summary Trial Balance For year ended December

User: kanderson
 Printed: 04/10/2024 - 1:12PM
 Period: 01 to 12, 2023



City of East Grand Forks

P. O. Box 373
 East Grand Forks, MN 56721
 (218) 773-2483

Account Number	Description	Budget	Beginning	Debit This Period	Credit This Period	Ending Balance
Fund 280	Housing/Lot Sale					
ASSETS						
280-00-000-10100	Cash In Banks	0.00	59,859.93	406,878.36	296,072.90	170,665.39
	Fund 280 Totals:	0.00	59,859.93	406,878.36	296,072.90	170,665.39
Fund 620	EDA General					
ASSETS						
620-00-000-10100	Cash In Banks	0.00	0.00	231,832.76	231,832.76	0.00
	Fund 620 Totals:	0.00	0.00	231,832.76	231,832.76	0.00
Fund 625	EDA IRP Loan Subfund					
ASSETS						
625-00-000-10100	Cash In Banks	0.00	286,533.97	67,158.61	0.00	353,692.58
	Fund 625 Totals:	0.00	286,533.97	67,158.61	0.00	353,692.58
Fund 626	MIF (DRLF-97-0003-V-)					
ASSETS						
626-00-000-10100	Cash In Banks	0.00	1,677,917.08	305,483.39	214,175.91	1,769,224.56
	Fund 626 Totals:	0.00	1,677,917.08	305,483.39	214,175.91	1,769,224.56
Fund 627	MN DEED MIF					
ASSETS						
627-00-000-10100	Cash in Bank	0.00	16,294.22	15,768.72	9,461.28	22,601.66
	Fund 627 Totals:	0.00	16,294.22	15,768.72	9,461.28	22,601.66
Fund 630	Sunshine Terrace					
ASSETS						
630-00-000-10100	Cash In Banks	0.00	1,487,399.83	755,514.98	486,349.34	1,756,565.47
	Fund 630 Totals:	0.00	1,487,399.83	755,514.98	486,349.34	1,756,565.47
Fund 633	Downpayment Assistance					
ASSETS						
633-00-000-10100	Cash In Banks	0.00	237,129.77	13,053.76	69,600.00	180,583.53
	Fund 633 Totals:	0.00	237,129.77	13,053.76	69,600.00	180,583.53
Fund 682	Infill Building					
ASSETS						
682-00-000-10100	Cash In Banks	0.00	474,590.64	88,741.75	42,242.08	521,090.31
	Fund 682 Totals:	0.00	474,590.64	88,741.75	42,242.08	521,090.31
	Report Totals:	0.00	14,887,411.58	40,118,886.07	40,893,775.35	14,112,522.30

General Ledger

CASH BALANCES

City of East Grand Forks



Summary Trial Balance January 2024 & February 2024

P. O. Box 373
East Grand Forks, MN 56721
(218) 773-2483

User: kanderson
Printed: 04/11/2024 - 4:07PM
Period: 01 to 02, 2024

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 280	<u>Housing/Lot Sale</u>					
ASSETS						
280-00-000-10100	Cash In Banks	0.00	170,665.39	24,948.68	4,184.29	191,429.78
	Fund 280 Totals:	0.00	170,665.39	24,948.68	4,184.29	191,429.78
Fund 620	<u>EDA General</u>					
ASSETS						
620-00-000-10100	Cash In Banks	0.00	0.00	0.00	44,986.91	-44,986.91
	Fund 620 Totals:	0.00	0.00	0.00	44,986.91	-44,986.91
Fund 625	<u>EDA IRP Loan Subfund</u>					
ASSETS						
625-00-000-10100	Cash In Banks	0.00	353,692.58	9,457.00	0.00	363,149.58
	Fund 625 Totals:	0.00	353,692.58	9,457.00	0.00	363,149.58
Fund 626	<u>MIF (DRLF-97-0003-V-FY9)</u>					
ASSETS						
626-00-000-10100	Cash In Banks	0.00	1,769,224.56	35,227.78	0.00	1,804,452.34
	Fund 626 Totals:	0.00	1,769,224.56	35,227.78	0.00	1,804,452.34
Fund 627	<u>MNDEED MIF</u>					
ASSETS						
627-00-000-10100	Cash in Bank	0.00	22,601.66	2,628.12	1,576.88	23,652.90
	Fund 627 Totals:	0.00	22,601.66	2,628.12	1,576.88	23,652.90
Fund 630	<u>Sunshine Terrace</u>					
ASSETS						
630-00-000-10100	Cash In Banks	0.00	1,756,565.47	89,755.75	94,404.60	1,751,916.62
	Fund 630 Totals:	0.00	1,756,565.47	89,755.75	94,404.60	1,751,916.62
Fund 633	<u>Downpayment Assistance</u>					
ASSETS						
633-00-000-10100	Cash In Banks	0.00	180,583.53	0.00	8,700.00	171,883.53
	Fund 633 Totals:	0.00	180,583.53	0.00	8,700.00	171,883.53
Fund 682	<u>Infill Building</u>					
ASSETS						
682-00-000-10100	Cash In Banks	0.00	521,090.31	13,242.50	5,578.13	528,754.68
	Fund 682 Totals:	0.00	521,090.31	13,242.50	5,578.13	528,754.68
	Report Totals:	0.00	14,112,522.30	7,381,477.38	6,991,580.15	14,502,419.53

BUSINESS TYPE	LOAN DATE	INT. RATE	LOAN AMT.	LAST PYMT DATE	TD. PRIN. PD.	BALANCE DUE	TOTALS
	1st PYMT DATE	LOAN TERM	LOAN PYMT	LAST PYMT AMT	TD. INT. PD.	AMT. DELINQ.	
Delisle Properties	10/1/2019	1%	\$ 150,000.00	3/1/2024	\$ 64,405.25	\$ 85,594.75	\$ 85,594.75
18041	11/1/2019	10 years	\$ 1,314.06	1,314.06	\$ 5,239.94		
Eastdale	9/1/2016	4%	\$ 130,000.00	3/1/2024	\$ 92,483.89	\$ 37,516.11	\$ 37,516.11
14236	10/1/2016	10 yrs	\$ 1,316.19	1,316.19	\$ 25,701.20		
DP Leisuriland	2/1/2021	2.50%.	\$ 22,521.00	3/1/2024	\$ 6,354.46	\$ 16,166.54	\$ 16,166.54
	3/1/2021	10 yrs	\$ 212.31	212.31	\$ 1,466.52		
5B/Hardware Hank	4/5/2017	4%	\$ 150,000.00	3/1/2024	\$ 89,255.27	\$ 60,744.73	\$ 60,744.73
	5/1/2017	10 yrs	\$ 1,518.68	1,518.68	\$ 27,782.03		
Hawkes	10/1/2023	1%	\$ 49,000.00	3/1/2024	\$ 1,945.37	\$ 47,054.63	\$ 47,054.63
	11/1/2023	10 Yrs	\$ 429.26	429.26	\$ 200.93		
M & W Lawn Service	9/14/2014	4%	\$ 149,721.36	3/5/2023	\$ 142,201.93	\$ 7,519.43	\$ 7,519.43
Michael Gornowicz	11/1/2014	10 yrs	\$ 1,518.68	4,556.04	\$ 31,695.55		
Mayo 2 #7075	4/1/2018	1%	\$ 191,308.00	3/1/2024	\$ 110,873.95	\$ 80,434.05	\$ 80,434.05
Manufacturing 1st	5/1/2018	10 yrs	\$ 1,675.94	1,675.94	\$ 8,070.12		
Delisle/Mayo Grant	6/1/2020	1%	\$ 150,000.00	3/1/2024	\$ 55,610.14	\$ 94,389.86	\$ 94,389.86
FY20 (18174)	7/1/2020	10 yrs%	\$ 1,314.06	1,314.06	\$ 4,715.42		
Northland Custom	4/8/2013	1%	\$ 149,581.94	3/15/2024	\$ 95,519.24	\$ 54,062.70	\$ 54,062.70
Woodworking	12/15/2013	10 yrs	\$ 1,310.40	1,310.40	\$ 6,486.08		
Pierce Investments	7/1/2023	1%	\$ 149,900.00	3/1/2023	\$ 9,533.94	\$ 140,366.06	\$ 140,366.06
	8/1/2023	10 yrs	\$ 1,313.19	1,313.19	\$ 971.58		
Proil, LLC	8/19/2014	3%	\$ 250,000.00	3/5/2023	\$ 225,893.07	\$ 24,106.93	\$ 24,106.93

Hotel	1/5/2015	10 yrs	\$ 2,420.05	\$ 2,420.05	\$ 41,365.52				
Riverwalk Enterprises	2/1/2021	1%	\$ 90,000.00	3/1/2024	\$ 23,127.33	\$ 66,872.67	\$ 66,872.67		
Riverwalk Cinema Café	8/1/2021	10 yrs	\$ 788.44	788.44	\$ 2,102.73				
St Michel Furniture	12/15/2021	4%	\$ 149,999.00	3/15/2024	\$ 28,729.74	\$ 121,269.26	\$ 121,269.26		
	1/15/2022	10 years	\$ 1,518.67	1,518.67	\$ 12,274.35				
Up North Pizza Pub	8/9/2016	4%	\$ 150,000.00	3/1/2024	\$ 99,908.51	\$ 50,091.49	\$ 50,091.49		
	9/1/2016	10 yrs%	\$ 1,518.68	1,518.68	\$ 28,801.17				
BUSINESS	LOAN DATE	INT. RATE	LOAN AMT.	LAST PYMT DATE	YTD PRIN. PD.	BALANCE DUE	TOTALS		
BUSINESS TYPE	1st PYMT DATE	LOAN TERM	LOAN PYMT.	LAST PYMT AMT	YTD. INT. PD.	AMT. DELINQ.			
				TIF LOAN					
BUSINESS	LOAN DATE	INT. RATE	LOAN AMT.	LAST PYMT DATE	YTD PRIN. PD.	BALANCE DUE	TOTALS		
BUSINESS TYPE	1st PYMT DATE	LOAN TERM	LOAN PYMT.	LAST PYMT AMT	YTD. INT. PD.	AMT. DELINQ.			
				280 Loan					
BUSINESS	LOAN DATE	INT. RATE	LOAN AMT.	LAST PYMT DATE	YTD PRIN. PD.	BALANCE DUE	TOTALS		
BUSINESS TYPE	1st PYMT DATE	LOAN TERM	LOAN PYMT.	LAST PYMT AMT	YTD. INT. PD.	AMT. DELINQ.			
Valley Golf Assn.	10/1/2017	4%	\$ 141,219.38	10/1/2023	\$ 69,429.77	\$ 71,789.61	\$ 71,789.61		
Golf Course	10/1/2017	10 yrs	\$ 3,000.00	3,000.00	\$ 32,570.23				



MEMORANDUM

Date April 16, 2024
To EDA
From ED Director
Subject 2024 Strategic Plan Update

Praxis has been working with the EDA, City Council, Chamber, and the business community to update the EDA Strategic Plan. Attached is the draft plan.

The updated Strategic Plan is designed to provide direction but be flexible to adjust as needed to accommodate the future. The Plan identifies priorities and core work areas. It also identifies actions where the EDA serves as the lead entity and other actions where the EDA supports broader, citywide actions.

The City Council will discuss the Plan at its work session on March 26. The Council may also make edits.

The EDA will need to hold a special meeting about two weeks from now to consider the updated Strategic Plan for adoption. The City Council will likely consider the Strategic Plan for adoption at its April 16 meeting.

4/16 Update:

On March 16, the EDA and the City Council reviewed the draft Strategic Plan update. Neither group recommended any changes.

Recommendation:

Approve the 2024 Strategic Plan update.

East Grand Forks Economic Development Priorities and Work Plan



March 2024

The purpose of the Strategic Plan is to provide direction for the EDA, the City Council, and other City departments while allowing flexibility to adjust to changed conditions. This strategic plan comprises two parts: 1) cross-cutting priorities that impact all of the City’s and EDA’s efforts and 2) set of core work areas that define economic development in East Grand Forks. This framework was created with input from local businesses, staff, EDA Board, Planning and Zoning Commission, and City Council.

The mission of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:

- *By retaining & growing local businesses*
- *By creating & supporting investment & growth opportunities for commercial activities*
- *By creating & supporting opportunities for residential growth, including workforce housing*
- *By working to develop a workforce capable of meeting current & future needs of local employers.*

Key Priorities

1. Place highest priority on helping existing businesses grow.
2. Increase commercial real estate space and development sites.
3. Increase marketing and communications efforts for East Grand Forks.
4. Create explicit mechanisms to engage and cooperate with the local business community.
5. Continue to facilitate housing development in the city but discontinue direct land development projects by the EDA and devote capacity to other efforts. Current City-owned lots should be sold organically over time until stock is exhausted.
6. For the next EDA Executive Director, prioritize communication, coalition-building, and sales skills.

Key Work Areas

The EDA’s economic development work is defined by four key work areas:

1. Local business development
2. New business development
3. Connect / Convene / Communicate
4. Land and Site Development



Local Business Development

Support.for.existing.businesses.in.East.Grand.Forks;

- Local Business Retention / Expansion (including regular local business visits)
- Administer and Coordinate Assistance Programs
- Support Existing Retail

EDA Specific Actions

1. Continue explicit business retention and expansion (BRE) visits and the new regular business needs meetings. Goal: at least two business contacts per month.
2. Continue targeted business financing programs and grants.

City Specific Actions (EDA Support)

1. Create and support opportunities to draw customers to town, including events, governor's fishing opener, concerts, youth sports tournaments, etc.
2. Support facilities – including sports – that host events and draw new customers to town
3. Leverage service clubs for events and outreach
4. Recommend signage and wayfinding for the city

New Business Development

Support.for.businesses.new.to.East.Grand.Forks;

- Business Attraction
- Identify and Support Entrepreneurs
- Continue advocacy and “sales” role, specifically targeting businesses in agriculture, UAS, medical, and retail sectors.

EDA Specific Actions

1. Maintain a strong relationship with Grand Forks Region EDC and the Chamber of Commerce.
2. Assess factors why businesses choose North Dakota over Minnesota and create a strategy to address what is possible to change.
3. Collaborate with DEED to coordinate economic development opportunities.

City Specific Actions (EDA Support)

1. Funnel economic development requests to the EDA.

Connect / Convene / Communicate

Play.a.coordination.and.capacity_building.role.to.further.important.issues.in.East.Grand.Forks

- Marketing Campaigns
- Communications / Facilitation
- Quality of Life Efforts
- Maintain workforce partnerships and information

EDA Specific Actions

1. Create a specific regular opportunity for EDA engagement with local businesses, such as a larger advisory committee.
2. Create a strategy to incentivize businesses to improve aesthetics.
3. Create a strategy to improve aesthetics for entrances to the city.
4. Identify outside resources to support City beautification efforts and other quality of life initiatives.

City Specific Actions (EDA Support)

1. Assess marketing activities across City departments and coordinate where appropriate to maximize resources.
2. Play supporting role in City activities that support quality of life to retain existing and attract new residents.
3. Continue specific outreach regarding sales tax costs and benefits.
4. Support code enforcement activities.
5. Support adequate childcare availability in the community.

Land and Site Development

Facilitate development of critical real estate in East Grand Forks

- Commercial and industrial land development
- Housing development
- Infrastructure planning and investment
- City development policies and processes
- City-owned land sales and disposition policies and processes

EDA Specific Actions

1. Work to increase land available for industrial development.
2. Sell the existing residential lots held by the City.

City Specific Actions (EDA Support)

1. Support the creation of a strategy for infrastructure assessment and development.
3. Support improvements to the City's development agreement and land development processes and improve business friendliness where possible. Refine standards to reduce costs without reducing quality.
4. Assess access to utilities and services in industrial development areas:
 - a. Power
 - b. Natural gas
 - c. Water
 - d. Broadband and telecommunications
 - e. Sanitary and storm sewer
5. Investigate partnerships to promote development of workforce housing, including home ownership and larger units for New American larger families.



MEMORANDUM

Date April 16, 2024
To EDA
From ED Director
Subject Economic Development Director Job Description

At its February meeting, the EDA received a list of skills needed by the Economic Development Director and the current job description. President Grinde appointed an ad hoc committee to review the job description and recommend revisions. The Committee met. The EDA discussed the proposed job description on March 26 and suggested a couple of edits. The City Administrator made the edits. He also prepared a position announcement. The Administrator has been working through the details of the hiring process. Attached are the proposed job description and the position announcement.

The City Council discussed the job description at its work session on March 26. The Council did not make edits.

Recommendation:

Approve the job description.

Review and revise the position announcement as appropriate. Approve the position announcement.

Classification: Economic Development Director

Reports to: City Administrator

Supervises: All Department Personnel

Adopted: _____, 2024

Department: Economic Development Authority

Location: East Grand Forks City Hall

FLSA Classification: Exempt

Grade: 20

Position Summary

Performs complex administrative leadership directing Economic Development Authority (EDA) programs that identify community needs to create, retain, and grow a vibrant business and economic community. Develops and implements plans and programs that create community, support and accommodate economic growth, and foster tax base growth in East Grand Forks. Has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the general direction of the EDA Board and the City Administrator.

Essential Duties and Responsibilities

Professional Duties

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans and implements Economic Development programs and policies, manages funds and properties controlled by the EDA.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth & retention, childcare, workforce development, and housing development.
- Meet with public officials, developers, businesses, and the public regarding development plans and Economic Development funding opportunities.
- Foster relationships with developers and contractors to support expansion of available housing inventory.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Works with existing City businesses to assess their needs and support strengthening them.
- Manages available property and markets the City's Industrial Park.
- Establishes and maintains special tax districts.
- Oversees commercial development loan programs; reviews applications, makes funding recommendations to the EDA, and assists in preparation of loan documents.
- Holds meetings, represents, and builds relationships with community partners to strengthen the EDA, including the business community, GF/EGF Chamber, Grand Forks Region Economic Development Corporation, Downtown Development Association, local school district, etc.
- Prepares, maintains, and submits necessary reports and forms to the State, City elected bodies, and the EDA Board
- Prepares financial reports and annual budgets for the EDA.

Ancillary Duties

- Participates in a variety of meetings and trainings.
- Other duties as assigned or apparent.

The incumbent may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to non-public data, the incumbent is permitted to access non-public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education:

- Bachelor's degree with coursework in Business Administration, Community/Economic Development, Public Administration, or other areas of study closely related is required.
- Two plus years of experience working in economic development or related field is desired.
- Or equivalent combination of education and experience

Requirements:

- Valid Class D driver's license to operate a motor vehicle in the State of MN
- Applicable position, department, organization, and professional training will be provided and must be completed upon hire and on an ongoing basis.

Knowledge, Skills, and Abilities

- Ability to work in a professional and confidential office environment.
- Knowledge of the principles and practices of public administration.
- Knowledge of economic development principles, programs, and practices.
- Knowledge of relevant laws, ordinances, and program requirements.
- Ability to establish and maintain effective working relationships with government officials, business owners, developers, community groups, and the general public.
- Ability to cooperate and communicate effectively with other city departments, community groups and agencies and the general public.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to analyze service problems and participate effectively in solving them.
- Ability to update and maintain EDA webpage, social media, and web-based forms.
- Ability to operate standard office equipment and related hardware and software and to learn specialized software, systems, databases, or equipment related to department need.
- Ability to generate and present applicable records, reports, and files.
- Ability to direct and support the work of subordinates.

Physical Demands and Working Conditions

- This work requires the frequent exertion of up to 20 pounds of force; and constant exertion of up to 10 pounds of force to move objects; work regularly requires sitting, speaking or hearing, use of hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; visual acuity is required for depth perception, color perception, peripheral vision, for visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining accuracy, neatness and thoroughness at work, and observing general surroundings and activities; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; operating machines, operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Equipment Utilized

- General office equipment.
- Computer word processing and spreadsheets.



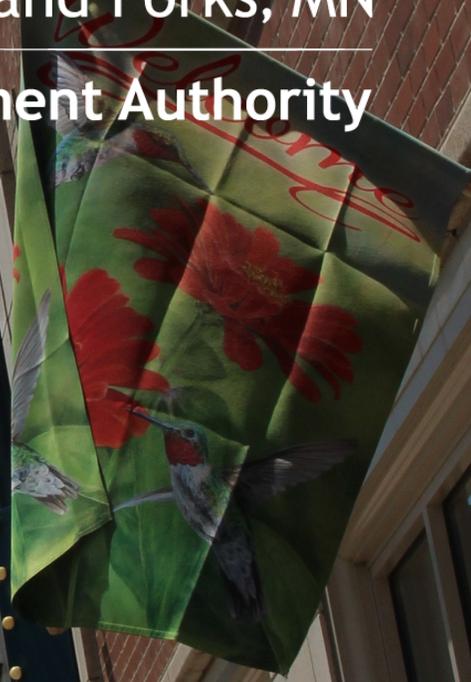
Life Connected

East Grand Forks, MN

Economic Development Authority



**POSITION ANNOUNCEMENT:
ECONOMIC DEVELOPMENT DIRECTOR
FOR EAST GRAND FORKS, MN**





The City of East Grand Forks, Minnesota, was established in 1887 and is located in northwestern Minnesota on the border with neighboring North Dakota at the intersection of U.S. Highway 2 and Minnesota Highway 220. East Grand Forks runs parallel to the Minnesota-North Dakota border on the Minnesota side of the Red River of the North and lies in Polk County.

The City of over 9,100 residents serves as part of a regional shopping hub for northwest Minnesota and northeast North Dakota. It is well known for its destination based downtown area. The City's main shopping attractions are the 60,000 square-foot Cabela's retail outlet and the 65,000 square-foot Riverwalk Centre. Additionally, along the well-maintained shores of the scenic Red River of the North, the City has a popular boardwalk section where several restaurants and entertainment facilities are located including Bernie's which is owned and operated by the host of Food Network's "Girl Meets Farm" and cookbook author Molly Yeh.

The City lies within the Red River Valley which was formed when glacial Lake Agassiz receded to the north. The Valley has some of the most fertile agricultural soil in the world with a variety of farms which grow soybeans, sugar beets, wheat, and potatoes. Led by American Crystal Sugar and several other potato and bean companies, agribusinesses are a major portion of the City's economy. The American Crystal Sugar plant in East Grand Forks is the second largest sugar processing plant in North America and it employs more than 300 people. It is also the largest taxpayer and power user within the City.

East Grand Forks is largely a residential community making it a great place to raise a young family with a strong school system and sense of community. East Grand Forks is a close-knit community, big enough to have the amenities, but small enough for your community to know you!

The quality of life offered in this fun, safe, family friendly community is the calling card of East Grand Forks.

Education

East Grand Forks residents take great pride in its quality education offerings. Which includes the EGF Public School District, serving approximately 1,900 students at its two elementary public schools, middle school and high school. Private parochial education is available for students in pre-school and K-12 at Sacred Heart School (approx. 500 students) and K-12 at Riverside Christian School (approx. 240 students).



The East Grand Forks campus of Northland Community and Technical College provides more than 45 degree and career education programs for post-secondary students. Two four-year universities are located in the East Grand Forks area, which include the University of Minnesota in Crookston and the University of North Dakota in Grand Forks.



Healthcare

Altru Clinic, in East Grand Forks, offers a smaller, hometown care setting. The clinic provides access to an entire network of healthcare professionals, including its specialists as well as partnership resources through the Mayo Clinic Care Network. Services available at the East Grand Forks Altru Clinic include: family medicine, lab services, massage therapy, physical therapy, radiology, and more.

As part of the **RiverView Health System** headquartered in Crookston, Minnesota, RiverView Clinic – East Grand Forks offers a number of services including gynecology, laboratory, orthopedics, podiatry, rehabilitation, and more.

Sanford Health, the largest rural health system in the United States, operates a number of facilities in the City of East Grand Forks that provide general clinic services, walk-in care, occupational and medicine therapy, dermatology, and home care services.

Recreation

East Grand Forks hosts several community events including Catfish Days, fishing tournaments, Heritage Days, and an Arts and Crafts festival each year. The City also participates in activities with neighboring Grand Forks, North Dakota, including the Potato Bowl parade and walk/run events in the Greenway System. The Greenway is approximately 2,200 acres of natural open space in the heart of Grand Forks, ND, and East Grand Forks, MN. The Greenway features several parks, a campground, two golf courses, three disc golf courses, over 20 miles of multi-purpose trails, shore bank fishing sites, and so much more. The Red River State Recreation Area is located within walking distance of downtown and restaurants and provides facilities for camping, fishing, and RV parking.

Campbell Library, located in downtown EGF, is open 6 days a week, and fully staffed with licensed trained librarians. Offering free library cards to East Grand Forks residents and a variety of family friendly and educational programs to community members and visitors of all ages.

Valley Golf Course is an 18-hole course with two distinct front and back nine layouts. The front has a traditional links style feel, landscaped with challenging ponds, where the back nine is lined with mature trees along the Red River.

The **East Grand Forks Swimming Pool** includes many exciting amenities including a climbing wall, water slide, two diving boards, zero entry wading pool with a continuously flowing mushroom, clean locker rooms, and comfortably heated water

Public Safety Services

East Grand Forks supports and values its public safety departments. With fully staffed, full time Police and Fire Departments, our community places an emphasis on providing a safe, secure, and family friendly environment for our residents to live, work, and play.





Economic Development Authority

The East Grand Forks Economic Development Authority (EDA) is an independent entity working in partnership with the City of East Grand Forks to support economic vitality and growth of East Grand Forks. The EDA is governed by and the EDA Director reports to the seven member EDA Board, which is appointed by the Mayor. The EDA Board consists of five community members, appointed to six-year terms and two City Council representatives.

*The **mission** of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:*

- By retaining & growing local business*
- By creating & supporting investment & growth opportunities for commercial activities*
- By creating and supporting opportunities for residential growth, including workforce housing*
- By working to develop a workforce capable of meeting current & future needs of local employers.*

The EDA reflects the City's desire to focus on economic development as a major priority. In early 2024, the EDA adopted a new/updated Strategic Plan. In developing the strategic priorities of the East Grand Forks, the EDA engaged public involvement from EGF business owners, community leaders, and elected officials.

The EDA Strategic Plan will focus on four key work areas:

- Local business development
- New business development
- Connect/Convene/Communicate
- Land and Site Development



To view the EDA Strategic Plan please [click this Here:::](#)

The EDA currently consists of two full-time employees, the Executive Director and an Executive Assistant, and are headquartered in the City Hall's Community Development office. The department's 2024 operating budget is \$219,277. The estimated 2024 value of grants, loans and program funds administered by the EDA is **\$900,000.**

The EDA Director works closely with the City of East Grand Forks. The City has a 2024 operating budget of \$13.5 million and a full time staff of 70.



POSITION ANNOUNCEMENT

East Grand Forks, MN Economic Development Authority (EDA)

- POSITION:** Economic Development Director
- SALARY & BENEFITS:** \$83,616 to \$115,523 annual salary range, DOE.
Competitive benefit package and Public Employees Retirement Association (PERA)
- APPLICATION DEADLINE:** 05/27/2024 at 5:00 p.m.

JOB SUMMARY: Performs complex administrative leadership directing Economic Development Authority (EDA) programs that identify community needs to create, retain, and grow a vibrant business and economic community. Develops and implements plans and programs that create community, support and accommodate economic growth, and foster tax base growth in East Grand Forks. Has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the general direction of the EDA Board and the City Administrator.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework in Business Administration, Community/Economic Development, Public Administration, or other areas of study closely related is required. Two plus years of experience working in economic development or a related field is desired.

APPLY: Visit <https://eastgrandforks.us/Jobs.aspx> and complete the application process by no later than 5:00 p.m. on May 27, 2023. Finalists will be selected on Friday, June 7, 2024 and final interviews will be scheduled for the week of June 10-14, 2024.

Please direct any questions to Terry Knudson, HR Generalist with the City of East Grand Forks at TKnudson@egf.mn or 218-399-3247.

ESSENTIAL FUNCTIONS OF THE POSITION

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans and implements Economic Development programs and policies, manages funds and properties controlled by the EDA.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth & retention, childcare, workforce development, and housing development.
- Meet with public officials, developers, businesses, and the public regarding development plans and Economic Development funding opportunities.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Works with existing City businesses to assess their needs and support strengthening them.
- Holds meetings, represents, and builds relationships with community partners to strengthen the EDA, including the business community, GF/EGF Chamber, Grand Forks Region Economic Development Corporation, Downtown Development Association, local school district, etc.

TOP DESIRED SKILLS AND ATTRIBUTES

- Ability to build relationships with businesses and community partners to retain business and help local businesses grow.
- Experience and knowledge of EDA programs and available funding opportunities
- Experience and ability to write grant applications and funding requests
- Ability to promote and market city programs through EDA webpage and social media.
- Strong social and communication skills
- Collaborative spirit. Able to motivate and energize colleagues and community members.
- Approachable and desires a connection to the community in which we serve.
- Ability to establish and maintain effective relationships with government officials, business owners, developers, and community groups.



Phone: 218-773-2483

Email: TKnudson@egf.mn

www.eastgrandforks.us



MEMORANDUM

Date April 16, 2024
To EDA
From ED Director
Subject \$100,000 Builder Incentive Program

Several years ago the City implemented a builder incentive program to provide builders with up to \$100,000 in an interest-free loan to increase sales of lots and construction of new homes on City residential lots. The program performed well until the City ran out of available funds in 2023. The program was suspended during the summer of 2023 until funding could be found.

In late March The EDA President requested a meeting with the City Administrator, Finance Director, and Economic Development Director to discuss how to revive the program. He, the Director, and the City Attorney have all received requests to use the program this year.

The 280 account now has the funding for up to 3 loans. This is a short-term solution; the funds in that account will be depleted as other expenditures are taken from the account.

Because the program is a loan rather than an expenditure, funds could be lent from an account that has funds and be made available for the program. Each "expense" is offset by a credit so that there is no net impact on the City budget.

The program reduces the cost of construction for the builders, allowing them to build more affordable homes. There is a large pent-up demand for this program.

Therefore, the group decided that it would be prudent to ask the City Council to allow access to another account, such as the City reserves, to fund up to five additional loans. The program is expected to facilitate the sale of City-owned lots and help the City exit the business of developing and selling residential lots sooner.

Attached are the program parameters and revisions suggested when this program was last discussed.

Recommendation:

1. That EDA recommend that the City Council revive the \$100,000 builder incentive program with the currently available funds, subject to the original and revised parameters.
2. That the EDA recommend that the City Council authorize the use of other funds, such as the City reserves, to allow up to five additional loans.

**CITY OF EAST GRAND FORKS, MINNESOTA
EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY
CITY-OWNED LOT RESIDENTIAL CONSTRUCTION PROGRAM**

The purpose of the City-owned Lot Residential Construction Program is to induce increased residential development on the residential lots owned by the City of East Grand Forks. The program will provide resources for up to three homes, on a rotating basis, to be built on residential lots owned by the City of East Grand Forks. The City will require \$1,000.00 in earnest money per lot and will provide up to \$100,000.00 to the contractor to purchase materials and supplies. The unpaid portion of the price of the lot and the \$100,000.00 will be a no interest construction loan.

I. CONTRACTOR ELIGIBILITY:

- a. Contractor is licensed in State Minnesota.
- b. Contractor is insured and Bonded in the State of Minnesota.
- c. Contractor shall be in good standing to perform and is considered a responsible contractor to perform construction work for the City of East Grand Forks.
- d. The Contractor shall provide a confidential financial Statement demonstrating the ability to personally finance the completion of the project or to obtain additional construction financing and will provide a letter of intent for the lender.
- e. The Contractor shall provide a site plan and building plans and specifications acceptable to the City of East Grand Forks.
- f. The home shall conform to City and State codes and all restrictive covenants.
- g. The home shall be for resale; the Contractor shall not be the resident of the home built under the program.
- h. Construction shall be complete and ready for occupancy within 8 months from the date of the agreement.
- i. The Contractor shall provide a release and sworn construction statement, lien waivers, and indemnification upon sale of the home or termination of this agreement whichever comes first.

II. CONTRACTOR APPROVAL

- a. The EDA Loan committee will investigate the credentials and financial statement of the Contractor for preliminary approval into the program pending Community Development Director and Building Official's approval.
- b. Community Development office and the East Grand Forks Building Official will review the site plan, building plans and specifications and issuance of all permits required to begin the construction project.
- c. Upon final approval the Contractor will be issued a building permit.

III. LOAN TERMS

- a. Loan will be for \$100,000.00 plus the price of the lot less \$1,000.00 earnest money with no interest.
- b. The initial term of the construction loan will be one year from the date of the execution of the Land Purchase and Development Agreement.
- c. Loan will be extended on a yearly basis until the home is sold or [] years whatever comes first;
- d. Loan will be secured by real estate mortgage and a personal guaranty by contractor.

IV. SECURITY

- a. Adequate security will be required for all loans.
 1. The loan will be secured by a mortgage with the understanding that the contractor will be securing additional construction financing not to exceeding 90% of the estimated value of the completed home. City will subordinate its position to the primary construction lender
 2. The contractor will provide a personal guaranty for the amount of the loan.
- b. Contractor will enter into a land purchase and development agreement with the City of East Grand Forks, and the East Grand Forks Economic Development Authority (Hereinafter "EDA").
- c. Contractor will sign a promissory note for the price of the Lot less earnest money and the \$100,000.00 construction loan.

- e. Contractor will enter into a disbursement agreement and the EDA will directly pay invoices to insure the EDA's priority under the mortgage over any potential mechanic liens.

V. DISBURSEMENT PROCEDURES

- a. Contractor will enter into a disbursement agreement with the EDA
- b. All required documentation must be received before any funds can be disbursed.
- c. Final Disbursement will be made upon contractor submitting final bill along with a sworn construction statement and lien waivers if appropriate.

VI. INSURANCE REQUIREMENTS

- a. Hazard Insurance will be secured to insure an amount sufficient to cover the amount of the total amount of the loans secured to complete the construction project.
- b. Contractor will be required to have worker's compensation insurance coverage as required by the State of Minnesota.
- c. Contractor will have general liability in an amount satisfactory to the EDA with the City and EDA named as an additional insured.

VII. ELIGIBLE PURPOSES FOR LOAN FUNDS

The \$100,000.00 loan proceeds shall be used to pay for the cost of construction to include but not limited to materials, permits, supplies and subcontractors. The loan funds shall not be used to pay labor for the employees of the Contractor.

VII. OTHER DOCUMENTATION

- a. 3 years profit and loss statements.
- b. 3 years financial statements.
- c. Business entities must provide articles of organization, resolutions, membership agreements, operating agreements, shareholder agreements to determine the authority of the company and owners to sign documents and enter into the transaction



MEMORANDUM

Date September 12, 2023

To EDA

From ED Director

Subject Parameters for Revised \$100,000 Builder Incentive Program

At the August 15 meeting, the EDA discussed the \$100,000 Builder Incentive Program. The EDA suspended the current program due to the lack of funds. The EDA asked the City Council to include funds in a separate account specifically for the program. The EDA asked the Loan Committee to develop parameters for the revised program.

Members of the Loan Committee met on August 24. They identified the purpose of the program to provide an incentive to builders to buy City-owned lots to build spec homes. Based upon the purpose of the program, the Committee identified the following parameters to supplement and amend the current parameters:

- No interest for the first 18 months after the closing on the lot by the builder. 4% annual interest to be applied thereafter.

Recommendation:

Accept and approve the recommendation of the Loan Committee.



MEMORANDUM

Date April 16, 2024
To EDA
From ED Director
Subject Commercial Use of City Brand

The Director was contacted by a business that would like to use the City brand commercially on items that could be sold. The Marketing and Communications Plan approved in 2018 included Branding Guidelines but did not include a policy for commercial use of the brand.

The Director took the request to the City Council for discussion. Based upon that discussion, the Director will find how other cities and public bodies handle the commercial use of their brands in order to prepare a policy to guide the City.

Recommendation:

This item is informational. The EDA may wish to discuss and provide input to the Director.