

**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

12:00 P.M., (Noon) Tuesday, May 28, 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 minutes
 - a. April 16, 2024, Regular Meeting
3. Bills and Communications
 - a. Review of Accounts Payable: May 7, 2024; May 21, 2024
4. Reports
 - a. Delinquencies Update: none
 - b. Director's Reports: April 2024
 - c. Financial Reports: March/April 2024
5. Unfinished Business
 - a. Builder Incentives update: \$100,000 Builder Incentive Program reinstated
6. New Business
 - a. New American Integration Center Loan Application
 - b. Commercial and Industrial Corridor Curb Appeal Program, including City entrances
 - c. Minnesota Business Finance Corporation \$1500 Grant to EDA
7. Adjournment

Upcoming Meetings:

1200 pm June 25, 2024

1200 pm July 23, 2024

1200 pm August 27, 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 April 16, 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: Dale Helms, Penny Stai, Ben Horken, Brian Larson via TEAMS, and Daniel Black.

Absent: Justin Hecht

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

Also Present: Barry Wilfahrt, Chamber CEO

1. Roll Call: President Grinde determined a quorum was present.

2. Approval of Minutes

a. March 26, 2024, Regular Meeting

A Motion was made to approve the March 26, 2024, Regular Meeting Minutes, by Board Member Horken, seconded by Board Member Black. M/S/P- Horken, Black; 6-0, mc.

3. Bills and Communications

a. Review of Accounts Payable: April 2, 2024: No comments

b. Approval of Accounts Payable: April 16, 2024

A Motion was made to approve the April 16, 2024 Bills, by Board Member Horken, seconded by Board Member Helms. M/S/P- Horken, Helms; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Horken -Y, Helms -Y; 6-0, mc.

4. Reports

a. Delinquencies – None

b. Director's Reports: March 2024- EDD Gorte stated that the report was in the packet. No questions

c. Quarterly Social Media Report: EDD Gorte stated that the report was in the packet. Diane Blair retirement post was the most popular post.

d. Financial Reports: FD Anderson stated that the reports were emailed, the cash balance sheets are in the packet for December year end, January, and February. The audit is done, but they have not received the reports back from the auditors yet.

e. Quarterly MIF Loan Report: EDD Gorte stated that the report is in the packet and all loans are up to date.

April 16, 2024

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

5. Unfinished Business

a. Economic Development Strategy Update; EDD Gorte explained that on March 16, the EDA and the City Council reviewed the draft Strategic Plan update. Neither group recommended any changes. He is recommending approval.

A Motion was made to approve the Strategic Plan, by Board Member Black, seconded by Board Member Horken. M/S/P- Black, Horken; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Horken -Y, Helms -Y; 6-0, mc.

b. 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 and 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. EDD Gorte is recommending approval.

A Motion was made to approve the Economic Director Job Description, by Board Member Helms, seconded by Board Member Stai. M/S/P- Helms, Stai; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Horken -Y, Helms -Y; 6-0, mc.

c. Builder Incentives update: revive \$100,000 builder incentive and seek additional loan authorization: EDD Gorte stated that 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 a meeting with the City Administrator, Finance Director, and Economic Development Director, was held, to discuss how to revive the program. He has received requests, as well as EDA President Grinde has 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.

April 16, 2024

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

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. EDD Gorte is recommending asking 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.

A Motion was made to recommend that the City Council revive the \$100,000 builder incentive program with the currently available funds, subject to the original and revised parameters, by Board Member Black, seconded by Board Member Horken. M/S/P- Black, Horken; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Horken -Y, Helms -Y; 6-0, mc.

A Motion was made to recommend that the City Council authorize the use of other funds, such as the City reserves, to allow up to five additional loans, by Board Member Horken, seconded by Board Member Black. M/S/P- Horken, Black; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Horken -Y, Helms -Y; 6-0, mc.

d. Promise Act Grant Program (Northwest Minnesota Foundation): EDD Gorte stated that April 30th is the application deadline, there are links on the City website to take you to the site for this grant.

FD Anderson stated that the Foundation is very helpful and the form is easy to complete.

6. New Business

a. Branding Update: Integrity Fundraisers proposal (information only)

EDD Gorte stated he 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.

He took the request to the City Council for discussion. Based upon that discussion, he 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.

EDD Gorte stated that Wilfahrt was present to inform the Board about the 2024 Shark Tank, which will be held on Tuesday, April 30, 2024.

7. Adjournment

Motion to adjourn the meeting was made at 12:16 by Board Member Black, was seconded by Board Member Horken. M/S/P- Black, Horken; mc.

The next regular meeting is May 28, 2024.

Respectfully Submitted,
Brenda Ault, Executive Assistant

Bills 5/07/24

Account Number	Vendor	Description	GL Date	Check No	Amount
620-49-870-43200	Water and Light Department	2024 1st QTR Phone - EDA	04/30/2024	42461	70.88
620-49-870-43200	Water and Light Department	2024 1st QTR Postage - EDA	04/30/2024	42461	30.72
620-49-870-43200	Water and Light Department	2024 1st QTR Network - EDA	04/30/2024	42461	294.00
620-49-870-44300	The Chamber of EGF/GF	State of City - Gorte	04/30/2024	42457	20.00
620-49-870-44300	Page 1 Publications, Inc.	Job Announcement for EDA Director	04/30/2024	42439	116.00
620-49-870-44300	SJA Thunder Corp	EDA Board Lunch Meeting Meals	04/30/2024	42452	141.92
Report Total:					673.52
630-46-410-43200	Allstream	Long Distance Service	04/30/2024	42373	12.03
630-46-410-43200	Page 1 Publications, Inc.	Publication of Sunshine Terrace Rental Applic	04/30/2024	42439	65.25
630-46-440-43190	Thur-O-Clean	Cleaning Services Sunshine Terrace April 202	04/30/2024	42458	622.50
630-46-440-43800	Water and Light Department	005041-000/Sunshine Utilities/03/20/24-04/2	04/30/2024	42461	5,000.71
630-46-440-43800	Water and Light Department	005041-065/Sunshine 207/03/20/24-04/20/24	04/30/2024	42461	38.11
630-46-440-43800	Water and Light Department	005041-139/Sunshine 117/03/20/24-04/20/24	04/30/2024	42461	30.04
630-46-440-43800	Water and Light Department	005041-155/Sunshine 119/03/20/24-04/20/24	04/30/2024	42461	32.94
630-46-440-43800	Water and Light Department	005041-151/Sunshine 102/03/20/24-04/20/24	04/30/2024	42461	31.25
630-46-440-43800	Water and Light Department	005041-152/Sunshine 217/03/20/24-04/20/24	04/30/2024	42461	30.78
630-46-440-43800	Water and Light Department	005041-150/Sunshine 307/04/01/24-04/30/24	04/30/2024	42461	21.71
630-46-440-43800	Water and Light Department	005041-154/Sunshine 219/03/20/24-04/20/24	04/30/2024	42461	33.17
630-46-440-43800	Water and Light Department	005041-156/Sunshine 211/03/20/24-04/20/24	04/30/2024	42461	32.82
630-46-440-43800	Xcel Energy	Acct 51-5171995-8 Sunshine Terrace	04/30/2024	42464	1,737.28
630-46-440-43890	Midcontinent Communications	Cable 4/8-5/7 Sunshine Terrace	04/30/2024	42425	2,683.61
630-46-440-44000	Johnson Controls	Service Agreement Sunshine Terrace	04/30/2024	42411	4,510.00
630-46-440-44000	Andrea Kvasager	Cleaned Out 15 Dryer Vents at Sunshine Terr	04/30/2024	42415	750.00
630-46-440-44380	Brian's Flooring Inc	Replaced Flooring in Apt 219 at Sunshine Ter	04/30/2024	42380	3,593.40
630-46-440-44380	Brian's Flooring Inc	Replaced Flooring in Apt 217 at Sunshine Ter	04/30/2024	42380	3,593.40
630-46-440-44380	Dakota TV & Appliance	Refrigerator & Delivery for Unit 114	04/30/2024	42395	749.95
Report Total:					23,568.95
682-46-503-43200	Allstream	Long Distance Service	04/30/2024	42373	12.03
682-46-503-43200	Century Link	#1635infilbldg Acct 333594128	04/30/2024	42384	49.60

682-46-503-43200	Midcontinent Communications	Phone Service Infill Building	04/30/2024	42425	48.16
682-46-503-43800	Water and Light Department	005003-000/Infill/03/20/24-04/20/24	04/30/2024	42461	855.10
682-46-503-43800	Xcel Energy	302611407 - 411 2nd St NW	04/30/2024	42464	64.08

Report Total: 1,028.97

Bills 05/21/24

Account Number	Vendor	Description	GL Date	Check No	Amount
620-49-870-43100	Galstad Jensen & McCann PA	Civil Services EDA April 2024	05/21/2024	42484	1,053.00
620-49-870-44000	US Bank Corporate Payment Systems	CD/EDA Copier Lease	05/21/2024	42523	83.14
620-49-870-44300	US Bank Corporate Payment Systems	EDA Director Job Ad	05/21/2024	42523	375.00
620-49-870-44300	US Bank Corporate Payment Systems	EDA Director Job Ad	05/21/2024	42523	199.00
620-49-870-44300	US Bank Corporate Payment Systems	EDA Director Job Ad	05/21/2024	42523	225.00
620-49-870-44300	US Bank Corporate Payment Systems	EDA Director Job Ad	05/21/2024	42523	575.00
620-49-870-44300	US Bank Corporate Payment Systems	EDA Director Job Ad	05/21/2024	42523	195.00
620-49-870-44330	US Bank Corporate Payment Systems	SBDC Support January-June 2024	05/21/2024	42523	2,500.00
620-49-870-44390	US Bank Corporate Payment Systems	100 Copies of Article in Business View Magazine	05/21/2024	42523	300.00
Report Total:					5,505.14
630-00-000-11140	EGF City Petty Cash Ckng	Security Deposit Refund from Sunshine Terrace S	05/21/2024	42479	423.51
630-00-000-11140	EGF City Petty Cash Ckng	Security Deposit Refund from Sunshine Terrace C	05/21/2024	42479	328.90
630-46-410-43040	Galstad Jensen & McCann PA	Civil Services Sunshine Terrace April 2024	05/21/2024	42484	189.00
630-46-440-42000	US Bank Corporate Payment Systems	Supplies for Sunshine Terrace	05/21/2024	42523	37.23
630-46-440-42000	US Bank Corporate Payment Systems	Supplies for Sunshine Terrace	05/21/2024	42523	193.90
630-46-440-43190	Flat Plains Services Inc	Tree Fertilization at Sunshine Terrace	04/30/2024	42480	665.00
630-46-440-43890	US Bank Corporate Payment Systems	Sunshine Cable & Internet	05/21/2024	42523	402.71
630-46-440-44000	Marco Technologies LLC	Sunshine Terrace Copier Lease	05/21/2024	42501	91.61
630-46-440-44000	Midcontinent Communications	Cable 5/8/24-6/7/24 Sunshine Terrace	05/21/2024	42504	2,693.61
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Electric Ballast & Mower Parts	05/21/2024	42523	94.40
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine -Apt Move-In Ceiling Repair/Anchors/C	05/21/2024	42523	110.51
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Window Crank Operators	05/21/2024	42523	79.92
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace - Shower Repair	05/21/2024	42523	63.47
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace - Cordless Vinyl Blinds	05/21/2024	42523	79.96
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace - Installed ADA Toilet	05/21/2024	42523	253.58
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace - Washer Balancing Shoeks & I	05/21/2024	42523	248.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Single Lever/Deadbolt Install #301 & ;	05/21/2024	42523	160.41
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Fiberglass Bondo, Paint, & Sandpaper	05/21/2024	42523	104.70
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Surface Range Drip Pans	05/21/2024	42523	29.46
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Detergant & Hardware	05/21/2024	42523	6.98

630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Cordless Drill	05/21/2024	42523	134.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Electric Ballast & LED Bulbs	05/21/2024	42523	68.96
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - LED Bulbs & Electric Ballasts	05/21/2024	42523	143.13
630-46-440-44300	US Bank Corporate Payment Systems	Background Check	05/21/2024	42523	22.00
630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez	05/21/2024	42524	41.22

Report Total: 6,666.17

682-46-503-43200	Century Link	#1635infilbldg Acct 333594128	05/21/2024	42471	49.60
682-46-503-44000	US Bank Corporate Payment Systems	Pest Control at Infill Building	05/21/2024	42523	175.00

Report Total: 224.60



MONTHLY REPORT
April 2024

Working with the Businesses & Chamber

- Worked with businesses
 - Jacob Green: uses of EDA loans
 - Integrity Fundraisers: used EDAM listserve for examples of how the matter is handled elsewhere
 - M & W Services: loan for expansion
 - Mayo Manufacturing: new building
 - New Americans Integration Center (NAIC): loan to purchase Liberty Lanes
 - Tony Palmiscno: artwork on exterior building walls
 - Roger Scheving: referral for assistance for one of his tenants
- Worked with Chamber President and staff on various items
 - Business After Hours
 - 2024 State of the City
- Participated in DEED Workforce Wednesday: Top 5 Employee Benefits
- Participated in DEED Small Business Call: Workforce Issues
- Worked with AE2S regarding social media, Facebook posts
- Participated in Mayor Gander meetings on economic development
- Distributed information about the Promise Act Grants to be available through the Northwest Minnesota Foundation
- Prepared and submitted Border Cities tax credits report to DEED
- Sent for reprints of EGF resiliency article
- Prepare and submitted MBAF annual report; sent copy to City Administrator
- Requested information on commercial property comparables from Zach Finney
- Requested information regarding the Border Cities tax credits needed to assist Northern Valley Machine and LumberMart

Increasing Industrial Space – Land and Buildings

- Sent plat and cost information to Steve Emery

Workforce (Northern Valley Careers, NWPIC)

- No action

Child Care

- Worked with and local Team on childcare
- Conducted the monthly meeting
- Met with Stephen and Dee Decimus Holmes regarding a possible childcare center in Waters Edge

Wave Academy

- Sent grant formation to Stephanie Larson, EGF Senior High

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
- Responded to inquiries regarding Gate City Bank Home Improvement program; sent applications to Gate City Bank
- Provided historic property tax rebate information to City Administrator
- Caused the preparation of a new flyer advertising the City lots
- Provided information about the FORX-owned lot to Administrator
- Worked on reviving the \$100,000 Builder Incentive program
- Responded to inquiry regarding covenants on Waters Edge lots
- Provided information and input regarding the City participation in the Community Land Trust program
- Provided lot sales information to Finance Director
- Responded to inquiry about the sale of part of Outlot C at Waters Edge

Infill Building

- Participated in discussion of Boardwalk / Infill Building plats

Infrastructure/Bridges

- No action

Other

- Prepared reports and agendas
- Talked with Todd and Andrew Gregoire about entrance sign to City
- Provided information for auditors
- Attended Greater Grand Forks Young Professionals meeting
- Attended Minnesota 2030: What's Ahead for Minnesota Economy program presented by Minnesota Chamber
- Provided input on recruitment brochure and places to advertise for Economic Development Director position
- Applied for Minnesota Business Finance Corporation Grant (\$1500) for economic development organizations
- Posted updated economic development strategy on City web site
- Began researching eligible territories for participation on MN CDBG Small Cities Program
- Participated in Herald Business News Advisory Board meeting
- Discussed finding for possible playground with Becca Walk
- Worked on COVID Forgivable Loan spreadsheet
- Began reviewing and preparing 2025 EDA budget and funding sources

General Ledger

CASH

Summary Trial Balance

As of April 30, 2024

User: kanderson
 Printed: 05/23/2024 - 11:38AM
 Period: 01 to 04, 2024



City of East Grand Forks

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

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	161,965.39	34,948.68	4,418.29	192,495.78
	ASSETS Totals:	0.00	161,965.39	34,948.68	4,418.29	192,495.78
	Fund 280 Totals:	0.00	161,965.39	34,948.68	4,418.29	192,495.78
Fund 620	<u>EDA General</u>					
ASSETS						
620-00-000-10100	Cash In Banks	0.00	0.00	0.00	75,688.77	-75,688.77
	ASSETS Totals:	0.00	0.00	0.00	75,688.77	-75,688.77
	Fund 620 Totals:	0.00	0.00	0.00	75,688.77	-75,688.77
ASSETS						
625-00-000-10100	Cash In Banks	0.00	353,692.58	18,914.00	0.00	372,606.58
	ASSETS Totals:	0.00	353,692.58	18,914.00	0.00	372,606.58
	Fund 625 Totals:	0.00	353,692.58	18,914.00	0.00	372,606.58
Fund 626	<u>MIF (DRLF-97-0003-V-FY9)</u>					
ASSETS						
626-00-000-10100	Cash In Banks	0.00	1,769,224.56	68,936.88	110,000.00	1,728,161.44
	ASSETS Totals:	0.00	1,769,224.56	68,936.88	110,000.00	1,728,161.44
	Fund 626 Totals:	0.00	1,769,224.56	68,936.88	110,000.00	1,728,161.44
Fund 627	<u>MN DEED MIF</u>					
ASSETS						
627-00-000-10100	Cash in Bank	0.00	22,601.66	5,256.24	3,153.76	24,704.14
	ASSETS Totals:	0.00	22,601.66	5,256.24	3,153.76	24,704.14
	Fund 627 Totals:	0.00	22,601.66	5,256.24	3,153.76	24,704.14
Fund 630	<u>Sunshine Terrace</u>					
ASSETS						
630-00-000-10100	Cash In Banks	0.00	1,756,565.47	177,310.75	231,849.14	1,702,027.08
	ASSETS Totals:	0.00	1,756,565.47	177,310.75	231,849.14	1,702,027.08
	Fund 630 Totals:	0.00	1,756,565.47	177,310.75	231,849.14	1,702,027.08
Fund 633	<u>Downpayment Assistance</u>					
ASSETS						

633-00-000-10100	Cash In Banks	0.00	189,283.53	0.00	8,700.00	180,583.53
	ASSETS Totals:	0.00	189,283.53	0.00	8,700.00	180,583.53
	Fund 633 Totals:	0.00	189,283.53	0.00	8,700.00	180,583.53
	<u>Infill Building</u>					
682-00-000-10100	Cash In Banks	0.00	521,090.31	26,627.50	22,793.34	524,924.47
	ASSETS Totals:	0.00	521,090.31	26,627.50	22,793.34	524,924.47
	Fund 682 Totals:	0.00	521,090.31	26,627.50	22,793.34	524,924.47



MEMORANDUM

Date May 28, 2024
To EDA
From ED Director
Subject NAIC Loan Request – Liberty Lanes

The New American Integration Center (NAIC) is seeking a loan of \$93,000 to purchase Liberty Lanes and provide a small amount of operating capital (\$20,000) to begin commercial activities at the site. Individual tenants may also seek loans in the future. NAIC has assured the Director that the property will only be used in ways that conform to the purpose of an EDA loan during the term of the loan; that is, for commercial or industrial purposes. The total project cost is \$280,000.

On May 22 the Loan Committee discussed the request. The Committee has many questions before making a recommendation regarding the requested loan:

- How is the property being acquired? Is it a contract for deed? Clarify the anticipated ownership of the site.
 - As a matter of policy, should the EDA/City lend when the property involved is being acquired under a contract for deed?
- What are the other funding sources for the project?
- What type of non-profit organization is the New American Integration Center? Is it classified as a religious organization by the IRS?
 - As a matter of policy, should the EDA/City lend to a religious organization?
- Is NAIC saying that there will be a reduction from 3 jobs to 2 jobs if the loan is approved? The application shows a reduction in jobs.
 - As a matter of policy, should the EDA/City lend when there is a reduction in jobs?
- How will compliance be monitored to assure that the loan is used only for eligible uses? Will there be periodic spot checks for compliance?
- The loan documents must clearly state that the property may not be used for religious or residential purposes, except that the property owner may lease space to a religious entity. The EDA requires that it have prior approval of all tenants to assure compliance with the terms of the loan.
- Is there sufficient collateral to support the loan?

Recommendation:

That action be deferred until the Loan Committee and Director have received adequate answers to the questions. Both the EDA and City Council need more information prior to making a decision on this application.



Economic Development Authority Use Only	
Project #	_____
Date Received	_____
Amount of Loan	_____
Term of Loan	_____
Rate of Loan	_____

600 DeMers Avenue NW | East Grand Forks, Minnesota 56721
 218.773.8939 | www.egf.mn

General Information

Date of Application 4/29/2024

Firm/Applicant
 Name DUALE ABDIRISAK ABDULLAHI
 Address 1401 CENTRAL AVE NW APT 1 MN
 Type of Business NEW AMERICANS INTEGRATION CENTER
 Product/Service COMMUNITY CENTER SERVICES

Ownership
 Corporation _____
 Partnership _____
 Sole Proprietorship _____

Names of Principals _____, _____, _____

Proposal/Project Summary

Proposed Use of Assistance
 New Business _____
 Expansion EXPANSION NEW BUILDING
 Equipment _____
 New Building _____

Employment
 Current employment (FTE) 3
 Anticipated employment (FTE) 2
 Change _____

Payroll
 Current weekly payroll \$ 3,500
 Proposed weekly payroll \$ _____
 Change in payroll \$ _____

 TOTAL \$ 3,500

Please attach a brief description of the business proposal or project, its benefits to East Grand Forks, and other information that may assist in the processing and evaluation of the application.

We are taking new Building which plays major role for helping our community, the new project of this new building consist of Cafeteria, Restaurant and it has land service which allowed us for future expansion of Real state ~~housing~~ (Commercial). This project also plays major role together of our community, we include newsite for wedding halls events.

Proposal/Project Detail

We are taking New Building which plays major role for helping our community, the new project of this new building consist of cafeteria, restaurant, and it has land service which allowed us for future expansion of Real state ~~housing~~. Commercial

This project would help us connect entertain, employ East Grand Forks community present and future

- This project would allowed us the growth of our community East Grand Forks Minnesota.

This project plays major role together with of our community. we include new site for wedding halls events.

Contact Person/Agent

Name

Abdirisak DUALE

Title

PRESIDENT

Address

1401 CENTRAL AVE NW WEGF. MN 56721

Phone

612 707 6691

Mobile

Email

GOCONDHE@gmail.com

ABDIRISAK DUALE

Authorized Applicant Signature

4/29/2024

Date Signed

ABDIRISAK DUALE

Print Name, Title

If you wish to apply for financial assistance, please complete Part B.

PROJECT BUDGET AND FINANCING INFORMATION

PROJECT COSTS

DESCRIPTION OF COST	\$ 780,000
NEW CONSTRUCTION sf	
PROPERTY ACQUISITION (LAND) sf	
SITE IMPROVEMENTS	
BUILDING RENOVATION sf	
MACHINERY & EQUIPMENT	
FURNITURE & FIXTURES	
WORKING CAPITAL	30,000
OTHER	280,000
TOTAL COSTS	

FUNDING SOURCES, INTEREST RATE & TERM

SOURCE	\$	INTEREST RATE	TERM	% OF TOTAL PROJECT
BANKS/LENDERS				
OWNER EQUITY				
OTHER NEEDS				
TOTAL				100%

DISCLOSURE STATEMENT

The data which you supply on your application to the City of East Grand Forks Economic Assistance Funds will be used to assess your firm's qualifications for a business loan. We will not be able to process your financial application without it. There is a possibility this date might constitute a public record if and when a loan is approved, and at that time the data may be examined by anyone. Data will be kept confidential to the extent possible under state law.

TENNESSEN WARNING

I have read the above statement and I agree to supply the data to the City of East Grand Forks.

Abdirajak Duale _____ 05/02/24 _____ President
 Signature of Company Official Date Position

Abdirajak Duale _____
 Printed Name

Authorization for Release of Financial Information

Complete this form which authorizes the release of credit reports and other financial information to the City of East Grand Forks.

The undersigned prospective borrower hereby authorizes any third party to release to the City of East Grand Forks without any limit, any and all financial information regarding the undersigned that is requested by the City of East Grand Forks, its representatives, or employees, and that is in possession of that third party or readily accessible to that third party.

This authorization to release financial information specifically includes records and information prepared or compiled prior to the date of the signing of this Authorization. This Authorization also includes records and information prepared after the date of the signing of this Authorization.

The undersigned hereby authorizes release of said records and information by the City of East Grand Forks to a third party, and as the City of East Grand Forks deems necessary.

A photocopy of this signed authorization shall be treated in the same manner as the original.

Upon full repayment of the loan obligation of the undersigned to the City of East Grand Forks, this Authorization shall automatically expire without any express written revocation on behalf of the undersigned.

Business

Date

Signature of Owner or Chief Executive Officer and Title

Printed Name

1. 30,000 IS ~~from~~ capital cash
2. 157,000 IS loan for the landlord
3. 93,000 IS from EDA city of east grand forks

Total => 280,000

Complete this form which authorizes the release of credit reports and other financial information to the City of East Grand Forks.

The undersigned prospective borrower hereby authorizes any third party to release to the City of East Grand Forks without any limit, any and all financial information regarding the undersigned that is requested by the City of East Grand Forks, its representatives, or employees, and that is in possession of that third party or readily accessible to that third party.

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NEW AMERICANS INTEGRATION CENTER

Business

Date

ABDIRISAK DUALE

Signature of Owner or Chief Executive Officer and Title

ABDIRISAK DUALE

Printed Name

Authorization for Release of Financial Information

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NEW AMERICANS INTEGRATION CENTER

Business

Date

Abdirisak Duale / President

Signature of Owner or Chief Executive Officer and Title

Abdirisak Duale

Printed Name

Signature of Applicant

Abdirisak Duale

Authorized Applicant Signature

05/02/2024

Date Signed

Abdirisak Duale / President
Print Name, Title

CHECKLIST FOR BUSINESS PLAN SUBMISSION FOR LOAN REQUEST

NAME OF BUSINESS: NEW AMERICANS INTEGRATION CENTER

PERSON (S) SUBMITTING LOAN REQUEST: ABDIRISAK
DUALE

DATE: 4/29/2024

NEW BUSINESS START UPS

_____ EDA application with signed waivers and Tennessee Warning

_____ Three (3) years including projections of:
_____ market research
_____ income statements
_____ balance sheets
_____ cash flow analysis, and

_____ Two (2) years personal tax returns

_____ Current personal financial statement

_____ Signed lease agreements

_____ Incorporation documents

_____ Bank/private commitment letters

_____ Other agency commitment letters

EXPANSION OF EXISTING BUSINESS

_____ All of the above required documents apply to the expansion of an existing business

_____ Previous two (2) years business tax returns

_____ Previous two (2) years:
_____ income statements
_____ balance sheets
_____ cash flow analysis

All of the above **must** be submitted along with your Business Plan Submission for the Loan Request. All items except the EDA application with signed waivers and Tennessee Warning will be returned.



MEMORANDUM

Date May 28, 2024

To EDA

From ED Director

Subject Curb Appeal at City Entrances and Along Commercial and Industrial Corridors

During the update of the Economic Development Strategic Plan, many people commented on the poor appearance of the entrances to the City and on the need to improve the appearance of the commercial and industrial corridors. The comments were so prevalent that it would be appropriate to find ways to address the matter.

At present, the EDA lacks funds for a program to improve curb appeal.

Therefore, the Director asks the following questions:

- Is there a desire to create and implement a program to improve the curb appeal of the City's commercial and industrial corridors and the entrances to the City?
- If yes, how would the program be funded?
- Would the use of loans, grants, or forgivable loans be appropriate to encourage participation by businesses and property owners?

Recommendation:

The Director proposes that the matter be referred to an ad hoc Curb Appeal Committee to bring a proposal to the EDA by no later than the July EDA meeting. The EDA President should appoint no more than 3 members to the Committee.