

**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

12:00 P.M., (Noon) Tuesday, June 25, 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. May 28, 2024, Regular Meeting
3. Notice to Competitors
 - a. Northern Valley Machine
 - b. Lumber Mart
4. Bills and Communications
 - a. Review of Accounts Payable: June 4, 2024; June 18, 2024
5. Reports
 - a. Delinquencies Update: none
 - b. Director's Reports: May 2024
 - c. Financial Reports:
6. Unfinished Business
 - a. New American Integration Center Loan Application update: no additional information provided by applicant
7. New Business
 - a. Loan request: The Spud, Jr.
 - b. Use of Border Cities tax credits for Northern Valley Machine (2 years)
 - c. Use of Border Cities tax credits for Lumber Mart (3 years)
 - d. Update on Director interviews / Use of Recruiter
8. Adjournment

Upcoming Meetings:

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 May 28, 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: Daniel Black, Dale Helms, Penny Stai, Justin Hecht, and Brian Larson.

Absent: Ben Horken

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

Also Present: Special Guest, Matthew Black, son of Board Member, Daniel Black. Abdirisak Duale, Executive Director, New Americans Integration Center, joined via TEAMS at 12:08.

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

2. Approval of Minutes

a. April 16, 2024, Regular Meeting

A Motion was made to approve the April 16, 2024, Regular Meeting Minutes, by Board Member Black, seconded by Board Member Hecht. M/S/P- Black, Hecht; 6-0, mc.

3. Bills and Communications

a. Review of Accounts Payable: May 7, 2024, May 21, 2024: No comments

4. Reports

a. Delinquencies – None

b. Director's Reports: April 2024- EDD Gorte stated that the report was in the packet. Board Member Larson asked for more information on the businesses that EDD Gorte worked with, which Gorte clarified. Board member Hecht asked about the possible childcare center in Water's Edge, Gorte clarified that it was zoned correctly for that but would require a Special Use Permit.

c. Financial Reports: FD Anderson stated that the reports were emailed, for January-April 2024. The cash balance sheets are in the packet for March/April. She stated that Fund 280 has a balance of \$192,495.78; Fund 620 has a balance of -75.688.77, but transfers at the end of the year will reconcile that. Fund 625 has a balance of \$372.606.58. Fund 626 has a balance of \$1,728,161.44, Fund 627 has a balance of \$24,704.14, Fund 633 has a balance of \$180,583.53 and Fund 682 has a balance of \$524,924.47. EDD Gorte pointed out that the Fund 620 remains within the budgeted amounts.

May 28, 2024

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

5. Unfinished Business

- a. Builder Incentives Update: EDD Gorte explained that there will be 3 \$100,000 loans available for builders, possibly more if needed.

6. New Business

a. New American Integration Center Loan Application

EDD Gorte stated he was contacted by The New American Integration Center (NAIC) and they are 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?
He then read the email answers he had received.

1. The property is being acquired through a contract for deed, with payments to be made over a five year period. Upon completion of these payments, NAIC will become sole ownership of the property.

2. The funding sources for the project include an initial capital of \$30,000, with the remainder to be fundraised throughout the community. Additionally, we expect to generate net profit from the property's future business operations.

May 28, 2024

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

3. NAIC is a 501c3 org and not a religious entity.
4. NAIC is anticipating job growth and new positions if the loan is approved. A mistake must have been overlooked in the application.
5. To ensure that the loan is being used for eligible purposes, NAIC will produce detailed reports outlining the specific uses of the funds. Additionally, we can set up periodic compliance checks to review and verify that the loan is being utilized appropriately.
6. NAIC intends to use the property exclusively for commercial purposes and not for residential or religious purposes.
7. Yes, there is sufficient collateral to support the loan.

The Board had several concerns.

Board Member Black inquired if the City Attorney had any thoughts about loaning funds for a Contract for Deed. EDD Gorte stated that CA Galstad had several reservations and the Board would need more information before making a decision. EDD Gorte also stated that the EDA does a 1/3 match and the borrower obtains the other 2/3 of the money needed from other lenders or sources. This loan request is outside of those parameters. The EDA is not the primary lender, it is a gap lender. Normally the lender has to secure 2/3 of the funds needed before the EDA steps in.

Board Member Hecht stated that the EDA Loan Program is for gap financing, where the lender has already gone to a financial institution for a loan. The Banks then do all the back work on loan qualifications, etc, so the EDA uses that knowledge in determining loan eligibility. In a Contract for Deed, we don't have that information. The EDA Board are not bankers, nor have the qualifications for determining loan eligibility.

NAIC Abdi stated that the building they have now, they had a Contract for Deed, which they paid off in 4 years. They need this building for growth and time is short to secure the building, they plan on fund raising to obtain the other 2/3 needed for this building.

Board Member/Council Member Larson stated that another way for NAIC to deal with this is to work with a bank, using the building they already own as collateral, so this is not a Contract for Deed. This request is out of the parameters for this loan. He suggested that they work with a bank and then come back for the gap financing.

Board Member Hecht mentioned that they could possibly obtain an equity loan with the existing building they now own.

Board Member Black stated that the EDA Board really counts on the bank to do the background work. He also said that he is not ok with the timeline, he feels the Board needs to follow the parameters outlined in the policy. This request does not work without cash in hand or a bank loan.

EDD Gorte explained to NAIC Abdi that he would need to secure funding, possibly using his current building as collateral, to secure a loan and then come back to the EDA for the other 1/3 gap financing. Currently only \$30,000 is secured for the loan. NAIC needs to secure not less the \$186,000 to obtain a \$93,000 loan from the EDA/City.

A Motion was made to table this until the NAIC has secured 2/3 funding for this loan, then this needs to go to the Loan Committee and then come back to a Board Meeting. by Board

May 28, 2024

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

Member Black, seconded by Board Member Larson. M/S/P- Black, Larson; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht -Y, Helms -Y; 6-0, mc.

Board Member Hecht said he feels that the Loan Parameters need to be looked at, the amounts, because of the increase in the cost of construction, needed to be increased and that Contract for Deed needs to be addressed in the policy. He doesn't feel that contract for deed should be eligible for a loan, because usually the seller takes care of that. The other Board Members agreed, and this will be looked at by the Loan Committee.

- b. Commercial and Industrial Corridor Curb Appeal Program, including City entrances. EDD Gorte explained that 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. He would like to have a committee created to address these issues.
- 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?

Board Members Black, Helms and Grinde volunteered for this Committee.

A Motion was made to create a Curb Appeal Committee, by Board Member Black, seconded by Board Member Hecht. M/S/P- Black, Larson; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht -Y, Helms -Y; 6-0, mc.

- c. Minnesota Business Finance Corporation \$1500 Grant to EDA. EDD Gorte stated he had applied and received this grant and the EDA is eligible to apply yearly for this grant.

7. **Adjournment**

Motion to adjourn the meeting was made at 12:51 p.m. by Board Member Black, was seconded by Board Member Larson. M/S/P- Black, Larson; mc.

The next regular meeting is June 25, 2024.

Respectfully Submitted,
Brenda Ault, Executive Assistant

**NOTICE TO COMPETITORS OF APPLICATION FOR
TAX INCENTIVES**

Notice is hereby given that the Economic Development Authority of the City of East Grand Forks, Minnesota (the "City") will meet at or after 12:00 p.m. (noon) on Tuesday, June 25, 2024, at City Hall, 600 East DeMers Ave, East Grand Forks, Minnesota, to consider the application of Walski Properties, L.L.C., Northern Valley Machine, or any affiliate thereof, for tax incentives to retain jobs and investment for a business located at 1510 Gateway Dr NE and 1124 15th Ave NE, all in the southeast quadrant of the intersection of 15th Avenue NE and the US 2 Frontage Road in the City, legally described as follows:

Block 2 Lot A INDUSTRIAL PARK 1ST ADDITION RE-PLAT, Section 31, T 152 N R49 W 5th PM

Parcel Number: 83.34394.00

and

Block 2 Lot B INDUSTRIAL PARK 1ST ADDITION RE-PLAT, Section 31, T 152 N R49 W 5th PM

Parcel Number: 83.34395.00

and

Block 2 Lot C INDUSTRIAL PARK 1ST ADDITION RE-PLAT, Section 31, T 152 N R49 W 5th PM

Parcel Number: 83.34396.00

All Economic Development meetings are open to the public. A competitor of the applicant or any other interested person or governmental unit may provide written comments to the City of East Grand Forks prior to the above referenced EDA meeting date by mailing the same to the City of East Grand Forks, Attention: Economic Development Director, 600 East DeMers Ave, East Grand Forks, Minnesota 55721. This notice is given by the above-named applicant/project operator pursuant to the provisions of Minnesota Statutes, Section 469.1734, Subdivision 7. Published 5/29/2024 and 6/5/2024.

Dated: May 29, 2024

**BY ORDER OF THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE
CITY OF EAST GRAND FORKS,
MINNESOTA**

/s/ Paul Gorte
Economic Development Director
City of East Grand Forks, Minnesota

**NOTICE TO COMPETITORS OF APPLICATION FOR
TAX INCENTIVES**

Notice is hereby given that the Economic Development Authority of the City of East Grand Forks, Minnesota (the "City") will meet at or after 12:00 p.m. (noon) on Tuesday, June 25, 2024, at City Hall, 600 East DeMers Ave, East Grand Forks, Minnesota, to consider the application of Lumber Mart, Inc., or any affiliate thereof, for tax incentives to retain jobs and investment for a business located at 1910 Business Highway 2 in the City, legally described as follows:

5.83 acres west of the east 500 feet of the NE ¼ NW ¼ Section 07 Township 151 Range 049

Parcel Number: 83.03239.00

All Economic Development meetings are open to the public. A competitor of the applicant or any other interested person or governmental unit may provide written comments to the City of East Grand Forks prior to the above referenced EDA meeting date by mailing the same to the City of East Grand Forks, Attention: Economic Development Director, 600 East DeMers Ave, East Grand Forks, Minnesota 55721. This notice is given by the above-named applicant/project operator pursuant to the provisions of Minnesota Statutes, Section 469.1734, Subdivision 7. Published 5/29/2024 and 6/5/2024.

Dated: May 29, 2024

**BY ORDER OF THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE
CITY OF EAST GRAND FORKS,
MINNESOTA**

/s/ Paul Gorte
Economic Development Director
City of East Grand Forks, Minnesota

Bills 06/04/2024

Account Number	Vendor	Description	GL Date	Check No	Amount
630-46-440-43190	Thur-O-Clean	Cleaning Services Sunshine Terrace May 2024	05/31/2024	42582	622.50
630-46-440-43800	Xcel Energy	Acct 51-5171995-8 Sunshine Terrace	05/31/2024	42586	905.30
630-46-440-44380	Brian's Flooring Inc	New Flooring Installed Apt 224	05/31/2024	42543	2,007.50
		Report Total:			3,535.30
682-46-503-43800	Water and Light Department	005003-000/Infill/04/20/24-05/20/24	05/31/2024	42583	782.17
682-46-503-43800	Xcel Energy	302611407 - 411 2nd St NW	05/31/2024	42586	28.65
682-46-503-44230	SJA Thunder Corp	Cleaning Services May 2024	05/31/2024	42579	600.00
		Report Total:			1,410.82

Bills 06/18/2024

Account Number	Vendor	Description	GL Date	Check No	Amount
620-49-870-43080	US Bank Corporate Payment Systems	EDAM Conference Registration	06/18/2024	42659	365.00
620-49-870-43100	Galstad Jensen & McCann PA	EDA Civil Services May 2024	06/18/2024	42612	1,107.00
620-49-870-43190	Page 1 Publications, Inc.	Notice to Competitors for Tax Incentives - Walski Proper	06/18/2024	42642	347.84
620-49-870-43190	Page 1 Publications, Inc.	Notice to Competitors for Tax Incentives - Lumber Mart	06/18/2024	42642	217.40
620-49-870-43300	US Bank Corporate Payment Systems	Conference Lodging	06/18/2024	42659	277.53
620-49-870-44000	US Bank Corporate Payment Systems	Com Dev/EDA Copier Lease	06/18/2024	42659	88.34
620-49-870-44300	Forum Communications Company	EDA Director Job Announcement	05/31/2024	42611	217.00
620-49-870-44300	SJA Thunder Corp	EDA Board Lunch Meeting Meal	05/31/2024	42651	110.96
Report Total:					2,731.07
630-46-410-43200	Allstream	Long Distance Service	05/31/2024	42592	11.87
630-46-440-42000	Keith's Security World	Keys for Sunshine Terrace	05/31/2024	42626	34.75
630-46-440-43190	US Bank Corporate Payment Systems	Sunshine Terrace - Cintas - Mats	06/18/2024	42659	171.29
630-46-440-43800	Water and Light Department	005041-000/Sunshine Utilities/04/20/24-05/20/24	05/31/2024	42665	4,864.64
630-46-440-43800	Water and Light Department	005041-065/Sunshine 207/04/20/24-05/20/24	05/31/2024	42665	37.96
630-46-440-43800	Water and Light Department	005041-139/Sunshine 117/04/20/24-05/20/24	05/31/2024	42665	29.76
630-46-440-43800	Water and Light Department	005041-157/Sunshine 107/04/20/24-05/20/24	05/31/2024	42665	22.54
630-46-440-43800	Water and Light Department	005041-152/Sunshine 217/04/20/24-05/20/24	05/31/2024	42665	30.26
630-46-440-43800	Water and Light Department	005041-154/Sunshine 219/04/20/24-05/20/24	05/31/2024	42665	32.49
630-46-440-43800	Water and Light Department	005041-151/Sunshine 102/04/20/24-05/20/24	05/31/2024	42665	31.37
630-46-440-43800	Water and Light Department	005041-156/Sunshine 211/04/20/24-05/20/24	05/31/2024	42665	33.12
630-46-440-43800	Water and Light Department	005041-158/Sunshine 224/04/20/24-05/20/24	05/31/2024	42665	21.87
630-46-440-43800	Water and Light Department	005041-159/Sunshine 218/05/01/24-05/20/24	05/31/2024	42665	20.32
630-46-440-43800	Water and Light Department	005041-155/Sunshine 119/04/20/24-05/01/24	05/31/2024	42665	14.15
630-46-440-43890	US Bank Corporate Payment Systems	Sunshine Terrace Midco Services	06/18/2024	42659	403.24
630-46-440-44000	Marco Technologies LLC	Sunshine Terrace Copier Lease	05/31/2024	42632	91.61
630-46-440-44000	US Bank Corporate Payment Systems	Hedge Trimmer	06/18/2024	42659	27.88
630-46-440-44000	US Bank Corporate Payment Systems	Bath Tissue	06/18/2024	42659	84.95
630-46-440-44000	US Bank Corporate Payment Systems	Background Checks	06/18/2024	42659	110.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace Sprinkler Inspection & Maintenance	06/18/2024	42659	303.00

630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Terrace Pest Control	06/18/2024	42659	225.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Exterior Screws & Anchors	06/18/2024	42659	21.94
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Toilet Install Supplies & Electric Ballast	06/18/2024	42659	140.88
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Wax Ring & Toilet Bolts & Water Shutoff Valve	06/18/2024	42659	87.10
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Waste Disposal & Parts #217	06/18/2024	42659	131.54
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine Smoke & CO2 Alarm Apt 222	06/18/2024	42659	47.38
630-46-440-44000	US Bank Corporate Payment Systems	Weed Killer & Trimmer Supplies	06/18/2024	42659	106.83
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Adhesives & Blades for Flooring	06/18/2024	42659	55.38
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Replacement of Cabinet Door	06/18/2024	42659	126.95
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Mower Deck Belts	06/18/2024	42659	192.21
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Electric Clutch	06/18/2024	42659	320.57
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine -Paint & Supplies for Apt 217	06/18/2024	42659	104.45
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Electric Ballasts & Bulbs Apt 127	06/18/2024	42659	58.97
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Paint Rollers & Ext Pole	06/18/2024	42659	57.94
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Hearing Protectors	06/18/2024	42659	23.99
630-46-440-44300	Susan Cote	Reimb for Piano Tuning	05/31/2024	42603	70.00
630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez	06/18/2024	42662	41.22

Report Total:

8,189.42



MONTHLY REPORT
May 2024

Working with the Businesses & Chamber

- Worked with businesses
 - A & L Potato: responded to inquiry
 - Gornowicz: responded to inquiry
 - Grand Forks Snow Removal (Scheving tenant): responded to inquiry; referred to SBDC for additional assistance
 - Hawkes Manufacturing: responded to inquiry
 - Lumber Mart: worked on request for use of Border Cities tax credits
 - Mayo Manufacturing: responded to inquiry
 - New Americans Integration Center (NAIC): loan to purchase Liberty Lanes; met with Abdi and Mayor about request; asked for additional information
 - Northern Valley Machine: worked on request for Border Cities tax credits
 - Spud, Jr.: responded to inquiry
 - Valley Golf: responded to inquiry
- Worked with Chamber President and staff on various items
 - Business After Hours
- Participated in DEED Workforce Wednesday: Improved Employee Engagement Through Authentic Leadership
- Participated in DEED Small Business Call: MPCA; sent reminder to businesses
- Sent Forgivable Loan compliance letters to businesses; worked with one business regarding employment
- Asked EDA to identify primary businesses
- Obtained TIF information from Finance Director for upcoming report
- Responded to inquiry about using Border Cities tax credits for a project outside the City (not available for projects outside the City)
- Responded to inquiry about Infill Building
- Worked with AE2S regarding social media, Facebook posts
- Sent Promise Act Grant marketing information to Megan Nelson for invoicing NMF for reimbursement
- Participated in Mayor Gander meetings on economic development
 - Worked on expansion projects and sites
- Received reprints of EGF resiliency article
- Received MBFC \$1500 grant
- Met with Loan Committee
- Began gathering information about EDA Lending Policies
- Distributed EDA Director job posting to various sites
- Participated in EDAM webinar: Evolution of the RFI (Request for Information): Understanding the Site Selection Process and How It Is Changing

Increasing Industrial Space – Land and Buildings

- (Included above)

Workforce (Northern Valley Careers, NWPIC)

- Participated in Northern Valley Career Expo Steering Committee activities

Child Care

- Worked with local Team on childcare
- Conducted the monthly meeting
- Met with Stephen and Dee Decimus Holmes and City regarding a possible childcare center in Waters Edge
- Worked with First Children's Finance regarding childcare grants in EGF

Wave Academy

- Participated in Wave Academy student interviews for Freshmen

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
- Shared information about the \$100,000 Builder Incentive program; updated City website
- Provided information and input regarding the City participation in the Community Land Trust program; responded to inquiry about commissions and earnest money for CLT lots
- Responded to inquiry about housing rehab programs
- Worked with contractor on Waters Edge mowing
- Responded to inquiries about loan on FORX lot
- Responded to inquiry about the availability of the \$100,000 Builder Incentive on a non-City lot
- Responded to inquiry about the availability of the \$100,000 Builder Incentive on a self-build home
- One Waters Edge lot sold
- Responded to an inquiry about putting a mobile home on a lot in Waters Edge
- Resolved an issue involving a lot in Emerson Estates 3rd
- Researched information about residential property tax rebate programs in MN

Infill Building

- No action

Infrastructure/Bridges

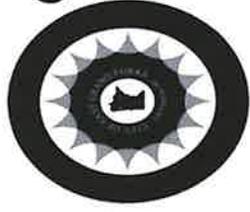
- No action

Other

- Prepared reports and agendas
- Worked on COVID Forgivable Loan spreadsheet
- Began reviewing and preparing 2025 EDA budget and funding sources
- Participated in NMF webinar: The Future of Volunteerism
- Responded to request for information for FORX article

General Ledger

CASH



City of East Grand Forks

Summary Trial Balance

As of May 31, 2024

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

User: kanderson
Printed: 06/20/2024 - 12:16PM
Period: 01 to 05, 2024

Account Number	Description	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 280	Housing/Lot Sale				
ASSETS					
280-00-000-10100	Cash In Banks	153,265.39	37,948.68	4,418.29	186,795.78
	ASSETS Totals:	153,265.39	37,948.68	4,418.29	186,795.78
	Fund 280 Totals:	153,265.39	37,948.68	4,418.29	186,795.78
Fund 620	EDA General				
ASSETS					
620-00-000-10100	Cash In Banks	0.00	2,000.00	101,226.54	-99,226.54
	ASSETS Totals:	0.00	2,000.00	101,226.54	-99,226.54
	Fund 620 Totals:	0.00	2,000.00	101,226.54	-99,226.54
Fund 625	EDA IRP Loan Subfund				
ASSETS					
625-00-000-10100	Cash In Banks	353,692.58	24,326.53	0.00	378,019.11
	ASSETS Totals:	353,692.58	24,326.53	0.00	378,019.11
	Fund 625 Totals:	353,692.58	24,326.53	0.00	378,019.11
Fund 626	MIF (DRLF-97-0003-V-FY98)				
ASSETS					
626-00-000-10100	Cash In Banks	1,769,224.56	85,372.75	110,000.00	1,744,597.31
	ASSETS Totals:	1,769,224.56	85,372.75	110,000.00	1,744,597.31
	Fund 626 Totals:	1,769,224.56	85,372.75	110,000.00	1,744,597.31
Fund 627	MN DEED MIF				
ASSETS					
627-00-000-10100	Cash in Bank	22,601.66	6,570.30	3,942.20	25,229.76
	ASSETS Totals:	22,601.66	6,570.30	3,942.20	25,229.76
	Fund 627 Totals:	22,601.66	6,570.30	3,942.20	25,229.76
Fund 630	Sunshine Terrace				
ASSETS					
630-00-000-10100	Cash In Banks	1,756,565.47	222,350.75	275,895.27	1,703,020.95
	ASSETS Totals:	1,756,565.47	222,350.75	275,895.27	1,703,020.95
	Fund 630 Totals:	1,756,565.47	222,350.75	275,895.27	1,703,020.95
Fund 633	Downpayment Assistance				

ASSETS						
633-00-000-10100	Cash In Banks	197,983.53	0.00	8,700.00	189,283.53	
	ASSETS Totals:	197,983.53	0.00	8,700.00	189,283.53	
	Fund 633 Totals:	197,983.53	0.00	8,700.00	189,283.53	
Fund 682	<u>Infill Building</u>					
ASSETS						
682-00-000-10100	Cash In Banks	521,090.31	33,391.25	24,046.91	530,434.65	
	ASSETS Totals:	521,090.31	33,391.25	24,046.91	530,434.65	
	Fund 682 Totals:	521,090.31	33,391.25	24,046.91	530,434.65	



MEMORANDUM

Date June 25, 2024
To EDA
From ED Director
Subject Spud Jr Loan Request

The Spud Jr. is seeking to refinance high-interest debt. The restaurant opened just prior to COVID and was eligible for only a few of the COVID relief programs. The restaurant now seeks to refinance its debt to facilitate future growth by the Spud Jr.

Spud Jr. is seeking a loan of \$80,361.16. This amount is less than 1/3 of the sum of its bank loan (\$130,942.63), short-term loan (\$77,046.07), and investments in the restaurant (\$101,972.94). Bank financing is also involved.

On June 12 the Loan Committee reviewed this request and recommended approval of an \$80,361.16 loan for 10 years at 4% annual interest.

Recommendation:

That the EDA recommend that the City Council approve a loan of \$80,361.16 at 4% interest for a term of 10 years to Spud Jr.



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 6-6-24

Firm/Applicant

Name THE SPUD JR LLC
 Address 302 Demers, EGF, MN 56721
 Type of Business Restaurant
 Product/Service Food / Beverages

Ownership

Corporation _____
 Partnership X
 Sole Proprietorship _____

Names of Principals

Justin LaRocque, Ryan Swanson, Cole Swanson
Ryan Swanson

Proposal/Project Summary

Proposed Use of Assistance

New Business _____
 Expansion _____
 Equipment _____
 New Building _____

Refinance X

Employment

Current employment (FTE) 5 FT 19 PT
 Anticipated employment (FTE) _____
 Change _____

Payroll

Bi-
 Current weekly payroll \$ 22,392.47
 Proposed weekly payroll \$ _____
 Change in payroll \$ _____

 TOTAL \$ 22,392.47

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 seeking to refinance a portion of existing debt, currently held on a short term, high interest loan that is lingering still from covid.

Proposal/Project Detail

Contact Person/Agent

Name

Justin LaRoque

Title

co-owner

Address

8 Kenzie Cir EGT MN 56221

Phone

701-306-2166

Mobile

Email

justin.laroque04@gmail.com


Authorized Applicant Signature

6-1-24
Date Signed

Justin LaRoque co-owner
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	<i>Refinance</i>	\$ <i>80,361.16</i>
NEW CONSTRUCTION	sf	
PROPERTY ACQUISITION (LAND)	sf	
SITE IMPROVEMENTS		
BUILDING RENOVATION	sf	
MACHINERY & EQUIPMENT		
FURNITURE & FIXTURES		
WORKING CAPITAL		
OTHER		
TOTAL COSTS		

FUNDING SOURCES, INTEREST RATE & TERM

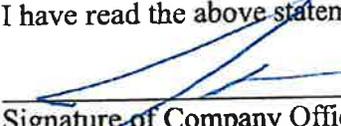
SOURCE	\$	INTEREST RATE	TERM	% OF TOTAL PROJECT
BANKS/LENDER S	<i>Ultima</i>	9.25% <i>9.25%</i>	<i>10/yr</i>	<i>13.10%</i> <i>130,942.63</i>
Peak Solutions	<i>Peak Solutions</i>	<i>16%</i>	<i>15 months</i>	<i>77,046.07</i>
OWNER EQUITY				
OTHER NEEDS				
TOTAL				100%

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.


6-6-24
Co-owner
 Signature of Company Official Date Position

Justin Lohman Co-owner
 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.

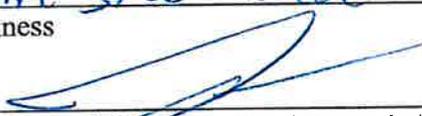
This authorization to release financial information specifically includes records and information prepared or compiled prior to the date of the signing of this Authorization. This Authorization also includes records and information prepared after the date of the signing of this Authorization.

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.

THE SPUD JR LLC 6-6-24
Business Date


Signature of Owner or Chief Executive Officer and Title

Justin LeRocque co-owner
Printed Name

Hello Paul,

Please find the attached documents for The Spud Jr LLC:

1. 2021 Tax Return
2. 2022 Tax Return
3. 2023 Financial Statements
4. YTD 2024 Financial Statements
5. Amendment showing Justin is the decision maker for the partnership

The following is a list of the other information that was requested:

1. Leasehold Improvement Total – 54,173.94
2. Equipment Purchased – 47,799.00
3. Original Loan Balance at Ultima Bank – 141,545.74



MEMORANDUM

Date June 25, 2024
To EDA
From ED Director
Subject Northern Valley Machine Use of Border Cities Tax Credits

Northern Valley Machine is one of the primary businesses in East Grand Forks. The business is a target for other cities and states to recruit because it is an excellent business to have in a community. It is important for the City to allocate resources to retain the business and the jobs it provides. One of the ways to do that is to reduce the property tax burden. The Border Cities tax credits provide a possible means to do that.

Northern Valley Machine is seeking tax relief for two years. To provide that relief, the Director recommends that \$67,000 in tax credits be allocated to Northern Valley Machine for 2 years of relief. The City has a balance of \$580,037.65 in available tax credits. The City receives about \$106,000 in additional tax credits each year. The use of the tax credits would retain the business and its 68 high-paying jobs as well as provide for steady job growth over the 2 years. The use of the tax credits will also provide resources for Northern Valley Machine to invest in the equipment it needs for its business.

Recommendation

Recommend that the City Council approve the request to use \$67,000 Border Cities tax credits for Northern Valley Machine for two years of property tax relief.



MEMORANDUM

Date June 25, 2024
To EDA
From ED Director
Subject Lumber Mart Use of Border Cities Tax Credits

Lumber Mart is an important business in East Grand Forks. The business has been investing significantly in its truss manufacturing operation in the form of a new saw, a stocker, electrical work to accommodate the new equipment, a new semi, and a new trailer with a Moffitt forklift. The City has assisted businesses that are investing locally by providing property tax relief. The Border Cities tax credits provide a possible means to do that.

Lumber Mart is seeking tax relief for 3 years. To provide that relief, the Director recommends that \$130,000 in Border Cities tax credits be allocated to Lumber Mart for 3 years of relief. The City has a balance of \$580,037.65 in available tax credits. The City receives about \$106,000 in additional tax credits each year. The use of the tax credits would retain the business and its high-paying jobs as well as provide for steady job growth over the 3 years. The use of the tax credits will also provide resources for Lumber Mart to continue to invest in the community.

Recommendation

Recommend that the City Council approve the request to use \$130,000 in Border Cities tax credits for Lumber Mart for 3 years of property tax relief.



MEMORANDUM

Date June 25, 2024

To EDA

From City Administrator and ED Director

Subject Economic Development Director Position Update

The City advertised to fill the position and received applications from five candidates. Three of the five applicants withdrew their applications before any interviews were conducted. Due to having such a small pool of remaining applicants, we decided to pause the interview process and will need to re-advertise the position. The two remaining applicants from the initial process will be carried into the new application period, if they desire to.

The City Administrator reached out to several recruiters for assistance in obtaining qualified candidates. Proposals for recruiting services were received from two firms.

- DDA Human Resources: \$12,000.00
- The Next Move Group: \$20,750.00

In the proposal from DDA Human Resources, they will conduct the advertisement and recruitment portion of the search process. The position will be advertised through their forums and the consultant will make specific recruitment calls on our behalf. The list of qualified candidates will then be handed to the City Human Resources staff for execution of the interview process.

While this option does come at less cost than a full search process, it does come with some risk. It does not include hiring guarantee.

Proposals to complete a full executive search come at a higher cost, but they do include a hiring guarantee. The Next Move Group, as an example, includes a replacement search 100% free of charge if the hire leaves within 12 months of their start date.

Recommendation:

That the EDA authorize the use of a recruiter and authorize the use of funds for that recruiter and that EDA advise the City Administrator about the timetable and how to proceed until the new Director comes on board.



DDA

Human Resources, Inc.
a David Drown Associates Company

Waconia Office:
P.O. Box 534
Waconia, MN 55387
(612) 920-3320 x111 | fax: (612) 605-2375
liza@daviddrown.com
www.ddahumanresources.com

June 13, 2024

Sent via email only

Reid Huttunen
City of East Grand Forks
600 Demers Avenue
East Grand Forks, MN 56721

Dear Mr. Huttunen,

Thank you for the opportunity to submit a proposal to assist the City of East Grand Forks in the recruitment of an Economic Development Director. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by local governments, especially in today's job market.

In the attached proposal, you will find the details of the services that will be provided to you. We will make every effort to present the City with a qualified pool of candidates with the hope that the City will find the right candidate that they are looking for and a successful match will be made. To accomplish this, we will spend significant time and resources. However, this service package does not guarantee that a successful recruitment and hire will be achieved.

We would be happy to answer any questions you may have regarding our process. Thank you for your consideration.

Sincerely,

Liza Donabauer
DDA Human Resources, Inc.

Enclosures



CITY OF EAST GRAND FORKS

Economic Development Director Recruitment Proposal

Submitted by **DDA Human Resources, Inc.**

June 13, 2024



Prepared by:
Liza Donabauer
Management Consultant

CONTENTS OF THE QUOTE

- Description of the Firm
- Service Details
- Optional Services
- Timeline
- Service Team
- Fees

DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 25 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs eleven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 125 cities and counties throughout Minnesota. We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

SERVICE DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information from the City to understand the expectations, challenges, requirements, and responsibilities of the position.

Deliverables:

- DDA receives information from the City such as existing job description, salary, etc.

STEP 2: DEVELOPMENT OF POSITION ADVERTISEMENT MATERIALS

Based on the information received from the City, DDA will develop a position advertisement that presents information about the position and organization. A draft will be presented to the City for consideration and approval prior to advertising.

Deliverables:

- Draft advertisement sent to City for approval

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities,

Association of Minnesota Counties, National Association of Counties, DDA's LinkedIn page, LinkedIn's Job Board, ICMA, Indeed, municipal associations in Iowa, Wisconsin, and South Dakota, as well as a large number of colleges and universities. In addition, the posting will be advertised with the Economic Development Association of Minnesota, the Minnesota Association of Professional County Economic Developers, and the American Planning Association.

We also utilize advanced recruiting efforts on LinkedIn's robust recruiter platform. This platform offers us the use of advanced recruiting filters and provides us with access to and 100% visibility of the more than 850 million LinkedIn users.

We are known for our communication with both the applicant and our client which engages and informs both parties of each step.

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: DELIVERING OF APPLICANT MATERIALS

DDA will provide the City with a link to each applicant's profile where they can view their application materials.

Deliverables:

- Links to Applicant Profiles which includes cover letter and resume, or
- PDF file of cover letters and resumes of all applicants

OPTIONAL SERVICES

Option A: Background Check (administered through American DataBank)

- If requested, and for an additional fee, DDA can complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items.

Option B: Assessments (Work Personality Index and Intellect Profile)

- If requested, and for an additional fee, DDA can also administer a Work Personality Index (provides insight into working relationships and other work-related personality characteristics) and Intellect Profile (measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude).

Deliverables:

- If these optional services are used, DDA will provide reports to City including:
 - American DataBank's background check report
 - Work Personality Index and Intellect Profile reports

TIMELINE

This timeline is tentative. The final timeline will be set after the City's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by City to Proceed		June 26, 2024
Information Gathering	<ul style="list-style-type: none"> Gather all pertinent background information Gather salary information and job description 	July 10, 2024
Develop Advertisement	Develop one-page advertisement	July 15, 2024
Approve Advertisement	City approves advertisement	July 17, 2024
Candidate Recruitment	<ul style="list-style-type: none"> Post position immediately upon approval of advertisement Comprehensively advertise and recruit Email and phone calls to prospective candidates 	July 18, 2024- August 14, 2024
Candidate Application Materials Packet	DDA will provide the City information including: <ul style="list-style-type: none"> Cover Letter & Resume 	August 15, 2024
Finalist Assessments (optional)	DDA will administer Work Personality Index and Intellect Profile Assessments	TBD
Finalist Background Checks (optional)	Background check through American Databank includes: criminal background (county, state, and national), sex offender registry, social security number verification, education verification, credit check	TBD

SERVICE TEAM

LIZA DONABAUER – PROJECT LEAD

Liza is a Management Consultant and specializes in Executive Search services. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department. This path led her into city management for Clearwater, Kansas, and Arlington, Minnesota. Throughout the years, her work has centered on human resource management, strong community participation, and leadership development. Liza received her MBA with an emphasis in public administration from the College of St. Scholastica.

Since joining DDA, Liza has conducted over 60 Administrator/Manager, Department and Executive Director searches.

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA.
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)



Contact Information:

liza@daviddrown.com
612-920-3320 x111
P.O. Box 534
Waconia, MN 55387

LIZ FOSTER

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. As a Certified Professional Recruiter, Diversity and Inclusion Recruiter, and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.

Liz will provide administrative support for this project.



Contact Information:

liz@daviddrown.com

612-920-3320 x108

605 25th Ave NW

Austin, MN 55912

FEES

The base fee for the process is \$12,000, payable at the completion of the process. This does not include expenses for the optional services. If the City chooses to add any of those services, the cost for each of those services would be:

- Background Check through American DataBank: \$500/person
- Assessments (Work Personality Index & Intellect Profile): \$125/person

NO GUARANTEE

Though DDA Human Resources, Inc. will devote significant time and resources on this recruitment, we acknowledge that this service involves a degree of risk for the client. We cannot guarantee that a successful hire will be achieved.

ACCEPTANCE

Your signature below indicates acceptance of the terms of the proposal state herein.

Client Representative Name: _____

Client Representative Signature: _____

Date: _____



Next Move Group

EXECUTIVE SEARCH OVERVIEW

East Grand Forks
Economic Development Director



June, 2024

www.nextmovegroup.com

Next Move Group's Mission

Next Move Group exists to create economic growth for small to mid-sized companies, communities, and nonprofit organizations.

Check out our website to learn about our mission: www.thenextmovegroup.com

Why is our mission to create economic growth for small to mid-sized organizations?

When our Co-Founder Chad Chancellor was 9 years old, his small town was crushed economically, and his dad lost his job when Sunbeam moved a blanket factory from his hometown to China. Ever since, he has been passionate about helping small towns create economic growth, so others don't have to go through the pain he saw in his town.

Our other Co-Founder Alex Metzger was raised in a mid-sized community by an entrepreneurial family. His family-owned meat processing facilities from the 1920s through the 1990s. Metzger saw them eventually exit this market as Wal-Mart and other big box retailers put them out of business. Ever since, he has been passionate about helping small to mid-sized companies create economic growth due to seeing the economic realities of how times are always changing.

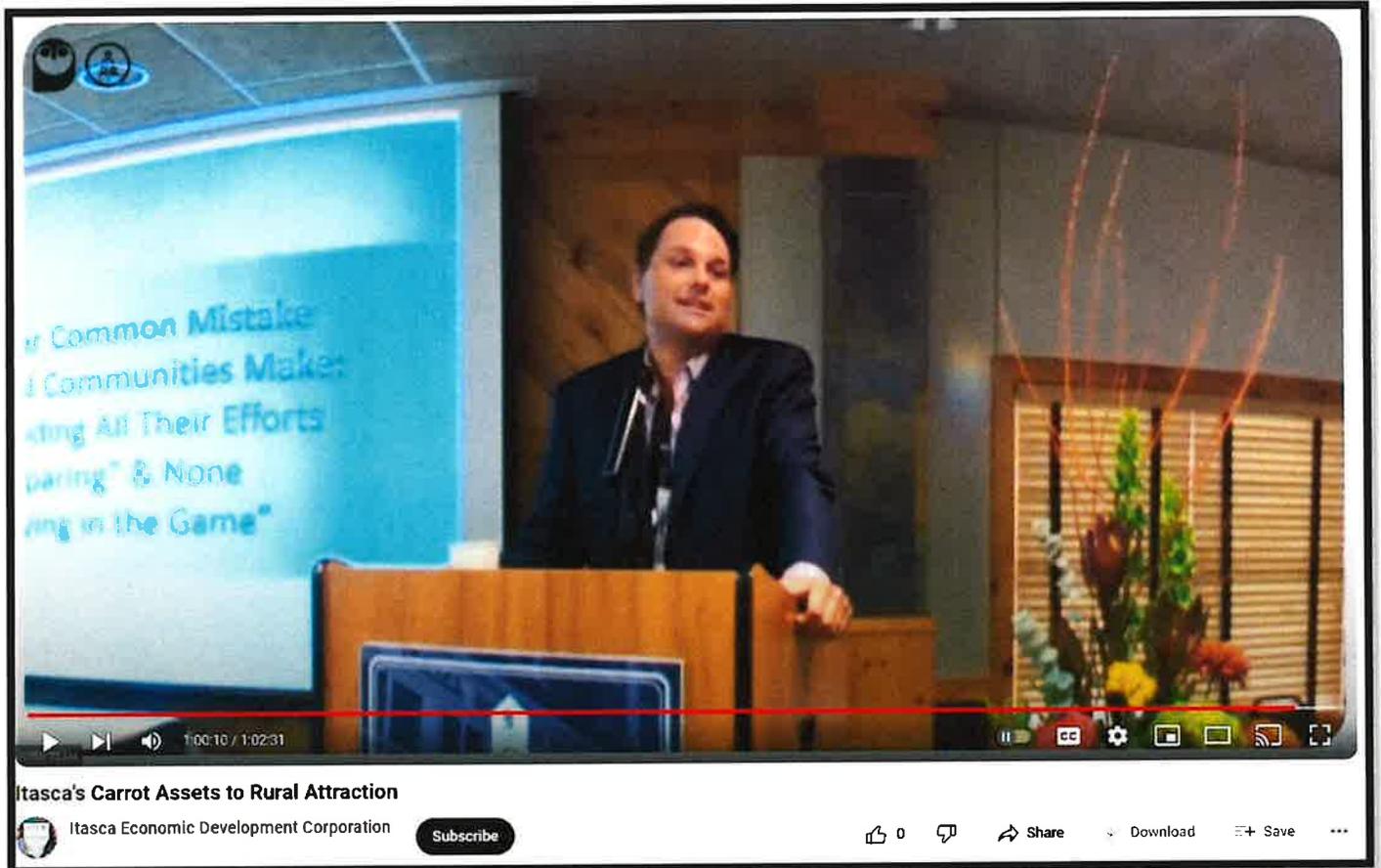
What services do we offer to pursue our mission to create economic growth for small to mid-sized organizations?

We do executive searches for small to mid-sized economic development organizations, chambers, communities, and nonprofit organizations. We do site selection consulting for small to mid-sized manufacturers, food processors, and distribution companies. Additionally, we offer economic development marketing & board training products to small to mid-sized communities.



Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



Co-Founder, Chad Chancellor, Speaking At The Itasca Economic Development Summit In Grand Rapids, Minnesota



Watch A Recording Of Chad's Presentation At The Itasca Summit Here:

<https://youtu.be/FAePDcSmeqA?si=bQ-WxQWnen3h1Uq2>

Top 9 Reasons to Partner with Next Move Group for this Search, continued....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



We are members of the Economic Development Association of Minnesota.

Additionally, We Are Members Of The Following Economic Development Associations Which Are In Your Region:



South Dakota



Top 9 Reasons to Partner with Next Move Group for this Search, continued....

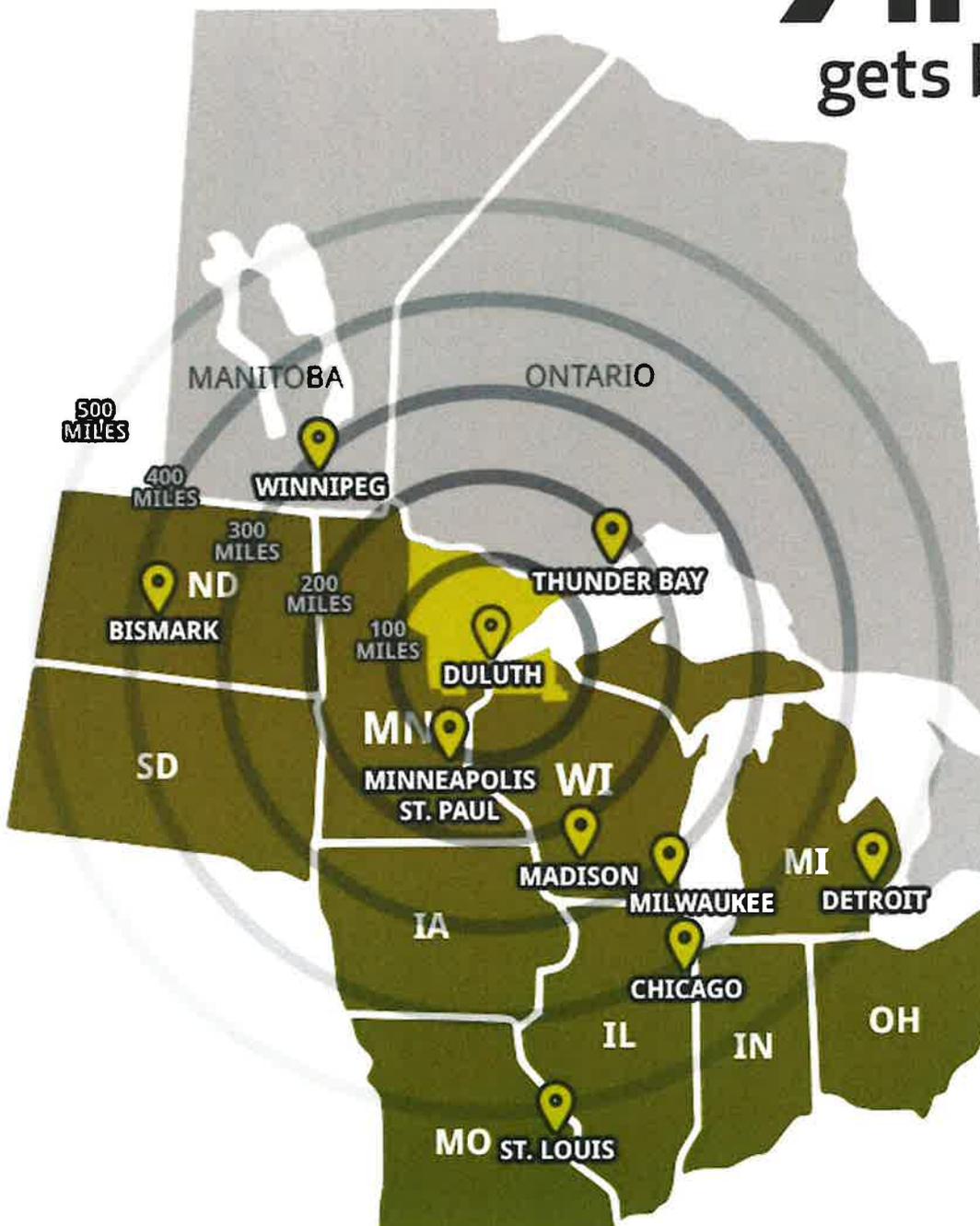
1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



*Co-Founder Alex Metzger speaking at the North
Dakota Economic Development Association
Conference in 2023.*

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



APEX is the economic development engine for Northeast Minnesota & Northwest Wisconsin. Next Move Group has provided economic development marketing & training services to APEX.

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



*Our Co-Founder Speaking At The Minnesota Vikings
Headquarters In St. Paul.*

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



*In Minneapolis Metro Area, Executive
Search Completed 2023*



*North Dakota
Economic Development
Comprehensive Strategic Plan
Completed 2022*



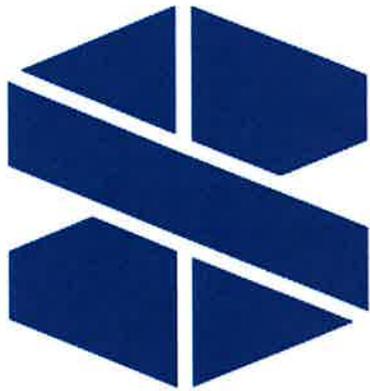
Next Move Group
We Are Jobs

Top 9 Reasons to Partner with Next Move Group for this Search, continued....

1. **SAMPLING OF CLIENTS WITHIN YOUR REGION.** We have had a number of clients near you within your region:



**We Also Do Site Selection Consulting
For Manufacturers, Below Is A
Company Out Of Winnipeg We
Helped Expand Into The USA.**



Sterling
P A C K A G I N G



Top 9 Reasons to Partner with Next Move Group for this Search, continued....

2. **OUR GUARANTEE.** We give a guarantee up to 6 years, most search committees tell us they like this as it proves we don't recycle the same candidates.

Guarantee

- Replacement Search 100% Free of Charge – If your hire leaves for whatever reason within 12 months
- 70% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 13 – 23
- 50% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 24 – 36
- 30% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 37 – 60
- 20% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 61 – 72



Top 9 Reasons to Partner with Next Move Group for this Search

3. OUR CLIENTS CONSTANTLY TELL US THEY LOVE HOW EASY AND CONVENIENT OUR VIDEO INTRODUCTION PROCESS IS FOR THEM.

We record 2 to 3-minute video introductions with all the candidates who express interest so you can watch in the comfort of your home or office to preview these people before you spend a penny bringing them to your community. These are designed to be easy and convenient for you. We ask candidates 3 questions, 1) Tell us about yourself; 2) Why do you want this job, 3) Describe your qualifications for this job.

You then get to watch these on your iPad, iPhone, or computer while in the comfort of your own home or office at a convenient time and place for you.

How the video introductions will be delivered to you:



Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

4. WE REDUCE YOUR RISKS MORE THAN OUR COMPETITORS. HOW?

We see communities make a huge mistake whether doing a search on their own or using one of our competitors. The mistake is not doing background checks on candidates **BEFORE** you interview them in person.

- We conduct credit and criminal background checks on everyone you will interview **BEFORE** you interview them. Our competitors typically conduct these checks only on the candidate you wish to name as your finalist.
- How does this reduce your risk?
 - If we find a candidate has an issue in their background, let's use a DUI for an example, we want to know this before you interview them.
 - A) you can decide to eliminate them if you find the issue to be a deal killer
 - or B) we can ask the candidate about it directly in the interview
 - Either way, you are aware of this issue before members of your search committee meet the candidate and "fall in love with them."
 - If you wait and learn an issue after you chose a candidate as your finalist, you run the risk of being embarrassed if you find an issue as your community leaders will have already made up, they want a certain candidate, then you have to explain to them why you eliminated this person.

Criminal Checks

NW, SSN, 7yr Counties, MVR, Emp Credit		
Search ID	Service	Status
2230484	Driving History (MVR)	ALERT
2230473	Employment Credit Report	COMPLETE
2230472	SSN Trace	COMPLETE
2230476	County Criminal Search	NO RECORD
2230475	County Criminal Search	NO RECORD
2230474	Nationwide Criminal Search	NO RECORD

Don't take an unnecessary risk, run background checks on candidates before your in-person interviews.



Next Move Group
We Are Jobs

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

4. WE REDUCE YOUR RISKS MORE THAN OUR COMPETITORS CON'T...

We see communities make a huge mistake whether doing a search on their own or using one of our competitors. The mistake is not doing background checks on candidates BEFORE you interview them in person.

Credit Check Issues to Worry About

1. Bankruptcy
2. Collections
3. Current Negative Trades
4. History of Negative Trades
5. High Amounts of Credit Card Debt
6. High Amounts of Total Debt Balance
(Student Loans, Car, Credit Card,
Mortgage, etc.)





REFERENCE SERVICES INC
The Professional Background Screening Company

Report ID. 1924336
Order Date
Completion Date
Ordered by

COMPLETE

Search ID: 6349763 - EMPLOYMENT CREDIT REPORT

Name Screened: [REDACTED]
Date of Birth: [REDACTED]
SSN: [REDACTED]

Subject Details on File
[REDACTED]

Street Address	City / State / Postal Code	Report Date
[REDACTED]	[REDACTED]	[REDACTED]

***Regular hit on file -- all files are returned
***No consumer statement on file

Credit Summary From 08/10/2013

Public Records	0	Collections	0	Negative Trades	0
Hist Neg Trades	0	# Trades	4	Revolving	4
Hist Neg Occurr	0	Installment	0	Mortgage	0
Open Trades	0	Inquiries	0		

Type	High	Limit	Balance	Past Due	Payment
Revolving or check credit account	\$14,564	\$48,200	\$3,433	\$0	\$50
Totals	\$14,564	\$48,200	\$3,433	\$0	\$50

Acc Name/Address	Rptd DLA ECOA	Opened Cld/PD	High Limit	Pmt Term	\$Bal	\$Past Due	Current Status		Rating
							Mths 30 60 90	M.O.P.	
USAA SVG BK Subscriber: [REDACTED] Type: Flexible Spending Credit Card	02/21A	05/14	5406 20000	15	164	0	48	Paid or paying as agreed	R1
USAA SVG BK Subscriber: [REDACTED] Type: Flexible Spending Credit Card	02/21A	05/17	2627 7500	20	1950	0	44	Paid or paying as agreed	R1
SYNCB/BANANA	02/21A	05/15	150 700		0	0	48	Paid or paying as	R1

Subscriber: C0235056F Type: Charge Account	I								agreed
USAA SVG BK Subscriber: B03112025 Type: Flexible Spending Credit Card	02/21A	04/90	6381 20000	15	1299	0	48	Paid or paying as agreed	R1
Revolving Totals				50	\$3433	\$			

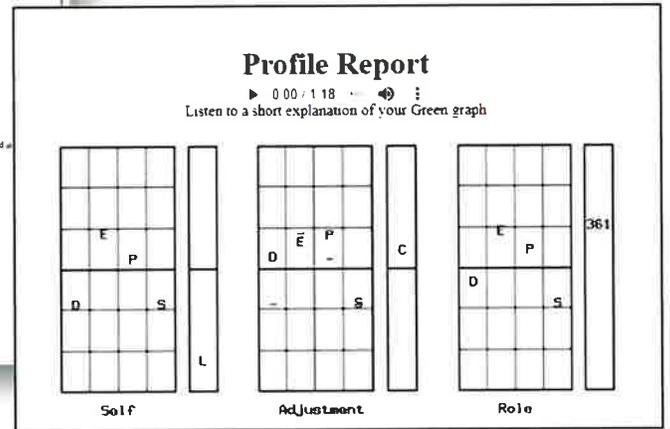
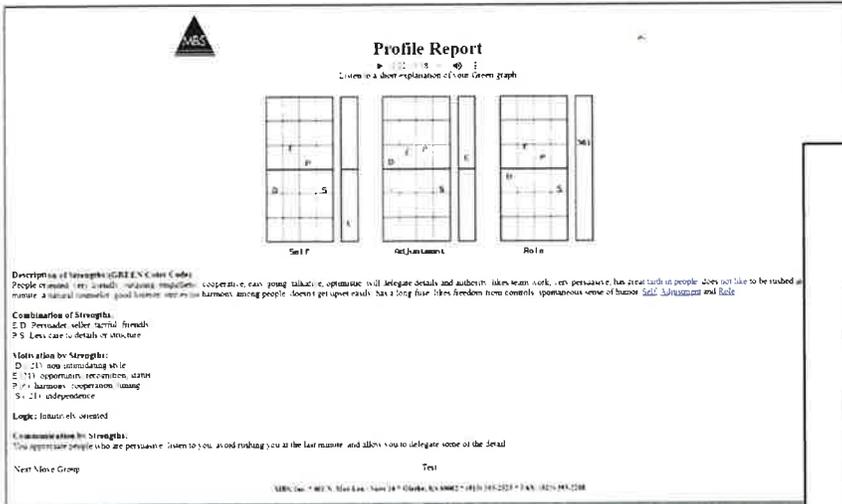
Inquiries				
Date	Name/Address	Code	Type Inq/Loan	Amount
03/09/21	REFERENCE SV	Z PA06359320	I	
08/24/20	REFERENCE SV	Z PA06359320	I	

Top 9 Reasons to Partner with Next Move Group for this Search, continued....

4. WE REDUCE YOUR RISKS MORE THAN OUR COMPETITORS CON'T...

We see communities make a huge mistake whether doing a search on their own or using one of our competitors. The mistake is not doing background checks on candidates BEFORE you interview them in person.

Personality Profiles



MBS, Inc. 601 N. Mur-Len Suite 16 Olathe, KS 66062 www.strengths.com mbs@strengths.com (913) 393-2525 FAX: (913) 393-2288			
Directness (Red) Characteristics of the High D	Extroversion (Green) Characteristics of the High E	Pace (Blue) Characteristics of the High P	Structure (Yellow) Characteristics of the High S
A. Focus is on results, being in control, solving problems. B. They act on their environment rather than reacting to it. C. Naturally self-confident, high ego people. D. Hard driving and decisive. E. They are candid (which others may take as criticism). F. Take pride in solving problems. G. Hate having anyone looking over their shoulder.	A. Focus is on people. B. Outgoing, friendly, cheerful. C. Talkative, fluent. D. They like people and want to be liked in return. E. Usually are enthusiastic and pleasant. F. Natural delegators (of both detail and responsibility). G. Like teamwork, will involve people	A. Focus is on timing, harmony and cooperation. B. Appear calm, cool and controlled under pressure. C. Have a long fuse. D. Do not like to be rushed at the last minute... plan ahead. E. Noted for good memory and being a good listener. F. Time, schedules and deadlines are important. G. Steady, easygoing and relaxed.	A. Focus is on being right and doing right; hate to make mistakes. B. Naturally good organizers. C. Usually careful and accurate. D. Will double-check themselves and others. E. Like to gather many facts before making a decision. F. Actively resist change (unless reasons are explained & valid). G. Appreciate knowing the rules, expectations and instructions.
Working with Direct People	Working with Extroverted People	Working with Paced People	Working with Structured People
A. Be direct and to the point. B. Explain WHAT . C. Focus on results and control. D. Support their goals. E. Talk about taking action. F. Provide freedom and options. G. Act businesslike, time conscious and factual.	A. Be interactive and enthusiastic. B. Explain WHY . C. Focus on people and teamwork. D. Support their intentions. E. Talk about people & opinions. F. Provide feedback. G. Act friendly, open and flexible.	A. Be calm and under control. B. Explain WHEN . C. Focus on timing and harmony. D. Support their schedule. E. Talk about cooperation. F. Provide deadlines and agree as to "when". G. Act patient and unhurried.	A. Be detailed with facts in writing. B. Explain WHY . C. Focus on doing the right thing. D. Support their methods. E. Talk about documented facts. F. Provide opportunity to ask questions and check the facts. G. Act organized and specific.
D Below the line: Non-threatening	E Below the line: Private	P Below the line: Urgent	S Below the line: Flexible
A. Low key. B. Non-threatening and Non-intimidating. C. Often are modest.	A. Use fewer words. B. LIKE PEOPLE , but in smaller groups (one on one). C. May wish High E would use fewer words.	A. Have a great sense of urgency to accomplish goals. B. Often rushing at the last minute. C. Not as good a listener.	A. Dislike details and will delegate them to others. B. Independent. C. Can adjust the rules to reach goals.

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

- 5. **WE ARE THE MOST AGGRESSIVE DIRECT NETWORKING FIRM IN THE ECONOMIC DEVELOPMENT EXECUTIVE SEARCH SPACE.** Because we built our business and reputation first helping small towns, we learned how to aggressively recruit for positions based on direct networking to good economic developers we know. Now, our reputation has grown to the extent that we do searches for worldwide known organizations such as the World Trade Center of New Orleans, but the recruiting principles we put in place are what we learned helping the smallest of the small towns.

Steps in our Aggressive Direct Networking Recruiting Approach:

STEP 1: Build a more attractive job profile than our competitors

- o Professionals care just as much about the community they live in as the actual job, we leave no stone unturned in building a job profile which sells your community to prospective candidates all while describing the job.

Example Job Profile:



STEP 2: Marketing the job profile to 40,000 economic development, chamber, and non-profit professionals across America:

- o We have a database of over **40,000** economic development, chamber, and non-profit professionals
 - We email your attractive job profile to these professionals 3 times and have analytics that shows us which ones are interacting with the job profile.
 - Next Move Group’s talent recruiter contacts each person that interacts with the job profile email to gauge their interest and recruit them into the mix.

Performance of some of our recent job advertisements:

Successful deliveries	40,793	99.7%	Clicks per unique opens	41.1%
Total opens	8,048		Total clicks	17,797

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

5. WE ARE THE MOST AGGRESSIVE DIRECT NETWORKING FIRM IN THIS SPACE, continued...

STEP 3:

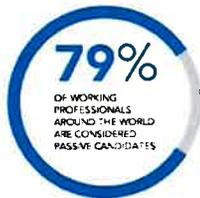
- Our recruiter contacts a A-list economic developers and government/nonprofit leaders who may or may not want your job describing the job to them. If they tell us they are not interested we ask them to refer us to someone in their network they are impressed with, this helps us find passive candidates who would not apply if we did not find them, seek them out, recruit them, and call them to ask them to apply.

- You may wonder why would we do such hard work as 200 personal calls? Well to be honest this grows our business. Not only do we find candidates for you, as we make these calls people will tell us about other searches we pursue.
 - Also, because we also do site selection there is virtually no economic developer in America who will not take our call. When we call them, we could either have a manufacturing project for them, or have a good paying job we are representing, why wouldn't they take our call?

Getting to know

PASSIVE TALENT

Your next great hire may require a different approach.



THE OTHER 21% ARE ACTIVELY SEEKING A NEW JOB

While most top professionals today look for similar things when evaluating a career move, there are some key areas of difference.

LinkedIn Recruiting Solutions

Why do we take such an aggressive approach to recruiting for your position?

According to LinkedIn, 79% of all candidates worldwide for any search are “passive” candidates. “Passive” candidates might have interest in your position but are not currently seeking a new job. In order to find passive candidates, we have to approach them, communicate with them, and recruit them to apply.



Top 9 Reasons to Partner with Next Move Group for this Search, continued....

6. WE ALSO TRAIN ELECTED OFFICIALS, MUNICIPAL STAFF, AND ECONOMIC DEVELOPMENT BOARDS.

We are so well known in the economic development industry, we have an entire division of our company that trains elected officials, municipal staff, and economic development boards, see here:



Above, Co-Founder Alex Metzger speaking at the North Dakota Economic Development Association Conference in 2023.



**Arizona Association for
Economic Development**

Co-Founder Chad Chancellor Speaking In Flagstaff In 2023 At The Arizona Association For Economic Development Conference.

Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

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On Dec 17, 2021, at 11:39 AM, Diane Scholz <dscholz@log.fsu.edu> wrote:

Good afternoon, Alex! Everyone was thoroughly impressed with your presentation at the FREDA Rural Summit and we thank you for substituting for Chad due to his illness. I hope he is much improved. I left you a voicemail yesterday morning to give me a call back to discuss the possibility of doing some in person training for some of the NFEDP counties. Will your please give me a call, or perhaps one of the Next Move Group staff can call me to discuss options? Thanks!

Diane Scholz
 Florida Institute of Government-FSU
 North Florida Economic Development Partnership
 Director, Rural & Economic Development Services
 3200 Commonwealth Blvd., Suite 7
 Tallahassee, FL 32303
 Mobile: 850.728.5191

Jeff Petry • 2nd
 Project Engineer at B.L. Robinson Engineering
 Can we submit Chad Chancellor for "Best of Show"?
 Like Comment Reply

Shane Hooper • 1st
 shane@shelbyvillebedford.com
 Chad Chancellor
 You forwarded this message on 2/18/2022 12:53 PM

Chad,
 It was great! I have heard nothing but great compliments from board members and staff. I thought you connected with them very well even over zoom. I plan to see you next week! I may have to adjust a name on the invite list.
 Thanks,
 Shane Hooper | President/CEO
 Shelbyville-Bedford Economic Development
 100 Public Square West, Suite 219 | Shelbyville, TN 37169
 P: 615.729.9225 | M: 615.492.2211 ext 1
 www.sbc.com | www.shelbyvillebedford.com

Top 9 Reasons to Partner with Next Move Group for this Search, continued....

6. WE ALSO TRAIN ELECTED OFFICIALS, MUNICIPAL STAFF, AND ECONOMIC DEVELOPMENT BOARDS.

We are so well known in the economic development industry, we have an entire division of our company that trains elected officials, municipal staff, and economic development boards, see here:



Next Move Group CEO, Chuck Sexton, most recently spoke on a site selection panel at the Lyceum's 'Behind the Pine Curtain: The Opportunities and Future of the Heart of East Texas' in November 2023. Pictured (L to R) Jenna Saucedo-Herrera, President & CEO, Greater San Antonio Texas Regional Economic Partnership, Rep. Trent Ashby HD-57, Wayne Mansfield, CEO, Longview Texas Economic Development, and Pam Pearson Wills Point Texas EDC.

Thanks, Chuck! You were the highlight of our panel. Truly appreciated your insights and more importantly, your candor.

Happy holidays to you and yours as well!

Regards,

Jenna Saucedo-Herrera (she/her)
President & Chief Executive Officer

C: [210.854.9223](tel:210.854.9223) | P: [210.802.4856](tel:210.802.4856)
112 E. Pecan St., Suite 2635, San Antonio, TX 78205
greateratx.com



Next Move Group
We Are Jobs



Next Move Group Co-Founder Chad Chancellor, CEO Chuck Sexton, and COO Ivy Stanley speaking about site selection and the importance of being work ready at the 2022 ACT Workforce Summit in New Orleans in October.



Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

6. WE ALSO TRAIN ELECTED OFFICIALS, MUNICIPAL STAFF, AND ECONOMIC DEVELOPMENT BOARDS.

We are so well known in the economic development industry, we have an entire division of our company that trains elected officials, municipal staff, and economic development boards, see here:

From: Diane Scholtz <dscholtz@nextmovegroup.com>
Date: May 4, 2022 at 11:40:19 AM EDT
To: Chad Chancellor <chad@nextmovegroup.com>
Subject: Next Move Group - NFEDP Economic Development Discussions

Good morning, Chad! I am emailing you to let you know the final payment of \$11,000 was mailed to you this morning. The feedback regarding your discussions has been overwhelmingly positive and how do we get him back for a whole day! Jimmy Norris, Suwannee County, had close to 40 people who attended and almost every last one of them have gone by Jimmy's office, texted, emailed or called him to tell him it was the best 2-3 hours they had spent in a long time! You might consider having him do a testimonial because he felt the same way! We will be keeping in touch! Hope all went well and that you were on time at your medical appointment last Friday!

Diane Scholtz
Florida Institute of Government-ESU
North Florida Economic Development Partnership
Director, Rural & Economic Development Services
3100 Commonwealth Blvd., Suite 7
Tallahassee, FL 32303
Mobile: 850.723.5191

 Jennifer Goff <jgoff@columbiacountyfla.com>
5/5/2022 4:10 PM

To: Chad Chancellor; Glenn Hunter

Good afternoon Chad,

Thank you for the presentation; it was both informative and entertaining! During the Board of County Commissioners meeting earlier today, Commissioner Witt (who attended your session in Union County as well as here) made the statement that it was the best training he had attended and encouraged the other commissioners to watch the video. He also recognized the value in establishing relationships with teams such as yours so we will be in touch about what opportunities could be available.

Thank you again for your time and we look forward to speaking with you again soon!
Jennifer

Jennifer L. (Goff) Daniels
Economic Development Specialist
Board of County Commissioners
Columbia County
971 W Duval St Suite 150
Lake City, FL 32055
O (386) 758-1033
M (386) 697-6541



Testimonial on our speaking engagements:
"Next Move Group's session rated number 1 of 30 sessions rated from attendees at our annual conference."
-Matt Tackett, Kentucky Association for Economic Development



Top 9 Reasons to Partner with Next Move Group for this Search, continued.....

7. RESPECTED NATIONWIDE. Our brand extends nationwide.



Our Podcast Channel

www.nextmovepodcast.com



*Listen Now! Scan
the QR Code with
your smartphone
camera!*

Some of our recent podcast guests:

 <p>Episode 153 with Jody Lassiter Business Development Manager, KY-MD-VA-WV-DC CSX Transportation</p>	 <p>Episode 152 with Erran Persley President & Managing Partner Euphrates International Investment Company</p>	 <p>Episode 151 with Matt Tackett Southern Economic Development COuncil</p>	 <p>Episode 150 with Chuck Sexton and Chad Chancellor Next Move Group</p>
 <p>Episode 149 with Nathan Schneigder Vice President Bismarck Mandan Chamber EDC</p>	 <p>Episode 148 with John Marshall President Golden Shovel Agency</p>	 <p>Episode 147 with Susan Donkers VP Strategic Development Global Location Strategies</p>	 <p>Episode 146 with Chuck Sexton CEO Next Move Group</p>



Top 9 Reasons to Partner with Next Move Group for this Search, continued....

8. **INDUSTRY ASSOCIATION MEMBERSHIPS.** We are, or have been, members of all the following associations, meaning we will email your job profile to our database which includes emails of the memberships of all these associations:



**PLUS, DOZENS &
DOZENS MORE...**

Top 9 Reasons to Partner with Next Move Group for this Search, continued....

9. **WE ALSO DO SITE SELECTION CONSULTING FOR MANUFACTURING COMPANIES.** Because we do site selection consulting for manufacturers, we get to see economic developers in action as they negotiate incentives, present properties, and complete RFPs for our site selection clients. Here is our most recent site selection client announcement from February, 2024. 500 jobs, \$500 million battery plant.

Next Move Group Site Selection Project Location Announcement: 500 Jobs, \$500 Million Capital Investment

EnerSys selects Greenville, South Carolina to develop a lithium-ion cell gigafactory to advance battery production in the United States.



EnerSys is a long-standing company operating for over a century. It is headquartered in Reading, Pennsylvania, USA, and operates globally, serving a diverse customer base across more than 100 countries. With a workforce exceeding 11,000 employees, EnerSys is a significant employer in its industry boasting an impressive annual revenue of over \$4 billion.

Testimonials on Our Executive Search Process, continued...

Jefferson City, Missouri, liked us so much they hired us to do an economic development search after we had placed their Chamber CEO.

Sent: Tuesday, April 13, 2013 11:26 AM
To: Katherine [mailto:kath@nextmovegroup.com]
Subject: RE: Referral Request for The Next Move Group

Hi Katherine,

Yes! We were extremely happy with the services provided by the Next Move Group. We contracted with them to provide an Executive Search for the Chamber President/CEO. They were very responsive, made the search and the process very easy for our search team and NMG was very organized. Our new Chamber President started a week ago.

We would be happy with them, they are once again helping with an Executive Search for an Executive Director (and his Member newly created Economic Development Organization, Jefferson City Regional Economic Partnership).

I would highly recommend Chad, Alex and their team.

Please let me know if I can help in any way.

Mike

Misty Bonawit
Director of Economic Development
Jefferson City Area Chamber of Commerce



From: Peter Mills [mailto:pmills@mainelegal.net]
Sent: Saturday, July 8, 2017 10:02 AM
To: mpardue@kennebunkmaine.us; costerrieder@kennebunkmaine.us
Cc: Chad Chancellor <chad@thenextmovegroup.com>; Alex Metzger <alex@thenextmovegroup.com>
Subject: Economic development

Mike & Chris,

I understand that Kennebunk may be looking for a specialist in Economic Development. In our search for a new Executive Director for Kennebunk Economic Development Authority (I'm a board member), the 24 town consortium that owns and manages FirstPark in Oakland, we have been using Chad Chancellor and Alex Metzger whose firm is called Next Move Group out of New Orleans. They do both site selection and recruitment for economic developers and thus know both ends of the trade.

They have done fabulous work for us. I strongly recommend that you talk to them. Chad's phone is 504-648-7716.

Attached is a draft of the job profile that they helped us put together to advertise for the position. We now have a number of excellent candidates to interview from around the nation. We will be sure to send some of our second choices in your direction.

Peter Mills
207-858-6400 cell



Peter Mills
Search Committee Chair
Former Gubernatorial Candidate

Testimonials on Our Executive Search Process:

"Galveston County has a strong, unique, and diverse economy, so it was vitally important to us to find a search firm that was more than just a search firm, we wanted one that truly understood all aspects of economic development. We found that in the Next Move Group. We appreciate how they listened to all our leaders, and researched our area thoroughly before they searched the market rather than coming to us with preconceived ideas of the type person to hire."



Tyler Drummond
Chief Staff

**Oswego County, New York, wanted
to hire two candidates from their
executive search!**

progressing with the search for our next Executive Director.

week. Following the schedule your staff put together, we interviewed each of the three Board of Directors during our quarterly meeting on September 12.

First, I want to compliment you and your organization for presenting us with three quality finalists. The Board of Directors was quite pleased with all three candidates. At the conclusion of the presentations, the Board directed the Search Committee to present its recommendation for consideration.

Friday of this week, the Search Committee met and discussed the pros and cons of each candidate and ultimately settled on a primary ED candidate to offer up to the Board. However, the committee was impressed with two candidates in particular, and see both fitting into the organization quite well - with a clear distinction of titles and roles. I would like to discuss this matter with you directly, and draw from your experience on how best to handle this fortuitous dilemma. Do you have time this weekend or early next week to speak with me? My cell phone # is (315) 591-3737. Please confirm at your earliest convenience.

Thank you
Kevin

Kevin C. Caraccioli
CARACCIOLI LAW, P.C.

175 East Seventh Street | Oswego, New York 13126
Tel: 315 343 1939 | Fax: 315 343 1822 | Email: cc@caracciolilaw.com



Operation Oswego County



Next Move Group
We Are Jobs

Other Key Steps in Our Process:

1. We coordinate all aspects of the in-person interviews and like to interview people in three settings: boardroom, meal, and one-on-one tour.



We recommend a 3-step interview process (these 3 steps test the candidates in various formats all which will be important to the performance of the job):

- 45-minute interview in a board room setting
- 1-hour tour of the community in a 1-on-1 setting
- Meal with 3-4 people in an informal setting

You will be shocked how often a community avoids making a hiring mistake after a candidate "Aces" the formal interview by learning more about the candidate in the informal settings of a meal and tour.

2. We negotiate the salary and benefits and hire the best fit.



Our Entire 24-Step Proprietary Process in its Entirety (Note, some communities choose to skip the first 3 steps):

1. Schedule an interview with the search committee to understand the position.
2. Meet with the search committee to understand what success looks like in years 1, 3, and 20, as well as to understand what the bad parts of this job are.
3. Share with the search committee the skills and experiences we believe will be needed to do the job; identify the salary and benefits we think will need to be offered to get a candidate with the skills to do the job; and discuss the goals and performance metrics for the position to build candidate profile.
4. Draft the job profile to send to the search committee for edits.
5. Once the job profile is approved, post it on our website, post it on LinkedIn, and Twitter.
6. Have board members share the job profile on their LinkedIns to multiply our connections to include not only our connections but all those of the board members.
7. Advertise the job with IEDC, EDAM, and Mid-America EDC.
8. Market the job profile to all of the economic development executives in our database via email.
9. Resend the email to those who did not open the email in Step 8 after 4 days pass.
10. Contact economic development super connectors AND all of the economic development professionals that open the job profile email more than 5 times.
11. Repeat step 8 the week we close the application process.
12. Repeat step 9 the week we close the application process.
13. Video interview all applicants in 2 to 3-minute, quick interviews.
14. Schedule a meeting with the search committee to review applicants.
15. Prepare and share all applicant resumes and supporting documents with the search committee so they can review and watch the quick video 2 to 3-minute interviews and then we recommend our top 5 to 10 candidates.
16. Meet with the search committee to discuss applicants and choose the candidates to interview in person.
17. Complete personality profiling, and background and credit checks on all of the candidates that will be interviewed in person.
18. Coordinate and schedule the in-person interviews.
19. Prepare and share the sample interview questions, resumes, personality profiles, and background and credit checks with the search committee in advance of the in-person interviews.
20. Conduct in-person interviews. We like to interview 3 ways: in a formal board room setting, in a casual meal setting, and during a one-one-1 tour. These 3 very different settings test the candidates in multiple ways.
21. Begin negotiations with the preferred candidate.
22. Draft the contract for the preferred candidate.
23. Hire the candidate.
24. If the candidate and our client cannot come to terms, immediately repeat steps 21-23 with the backup candidate.



Your Team For This Project



Ali Watson (Executive Vice President, Client Success) - Watson serves as the primary project manager for our executive search projects.

Ali is strategy and client-focused, bringing over a decade of experience in executive-level account management and marketing to her role.



Alex Metzger (Co-Founder) - Metzger has managed more than 100 chamber and/or economic development executive searches for Next Move Group from Maine to Washington to Florida and all parts in between.



Beau Giles (VP) - Giles has a Master's in Urban Planning degree from the University of South Florida with an undergraduate from Auburn. Prior to joining Next Move Group, Giles worked for the economic development organizations in Miami, Tampa, and St. Petersburg FL. Giles manages Next Move Group's technical work exposing him to economic developers nationwide as they work on projects. Giles will manage your job advertising and build your job ads.

Pricing for Executive Search Services

Option 1:

\$20,750

Payable in three installments:

1. \$6,916, due upon signing of the contract kicking off the project.
2. \$6,917, due when Next Move presents video interviews of prospective candidates to you.
3. \$6,917, upon hiring for the position.

The only other foreseen costs are Client agrees to reimburse potential candidates for the pre-approved travel costs of them to come to its community to interview for the in-person interview portion of the process. Provider agrees to pay its own travel.

Option 2:

7% discount for contracts paid in full, upfront, upon contract acceptance.

NEW TOTAL: \$19,297

The only other foreseen costs are Client agrees to reimburse potential candidates for the pre-approved travel costs of them to come to its community to interview for the in-person interview portion of the process. Provider agrees to pay its own travel.

Proof of Insurance

Next Move Group carries the following insurance policies to protect us and our clients:

- \$1 million Errors & Omissions liability policy
- \$1 million cyber liability policy (covers against if somehow a candidate's personal information was stolen off our servers)
- \$500,000 workers comp policy
- \$2 million general liability policy

Guarantee

- Replacement Search 100% Free of Charge – If your hire leaves for whatever reason within 12 months
- 70% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 13 – 23
- 50% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 24 – 36
- 30% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 37 – 60
- 20% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 61 – 72

Contact

Alex Metzger

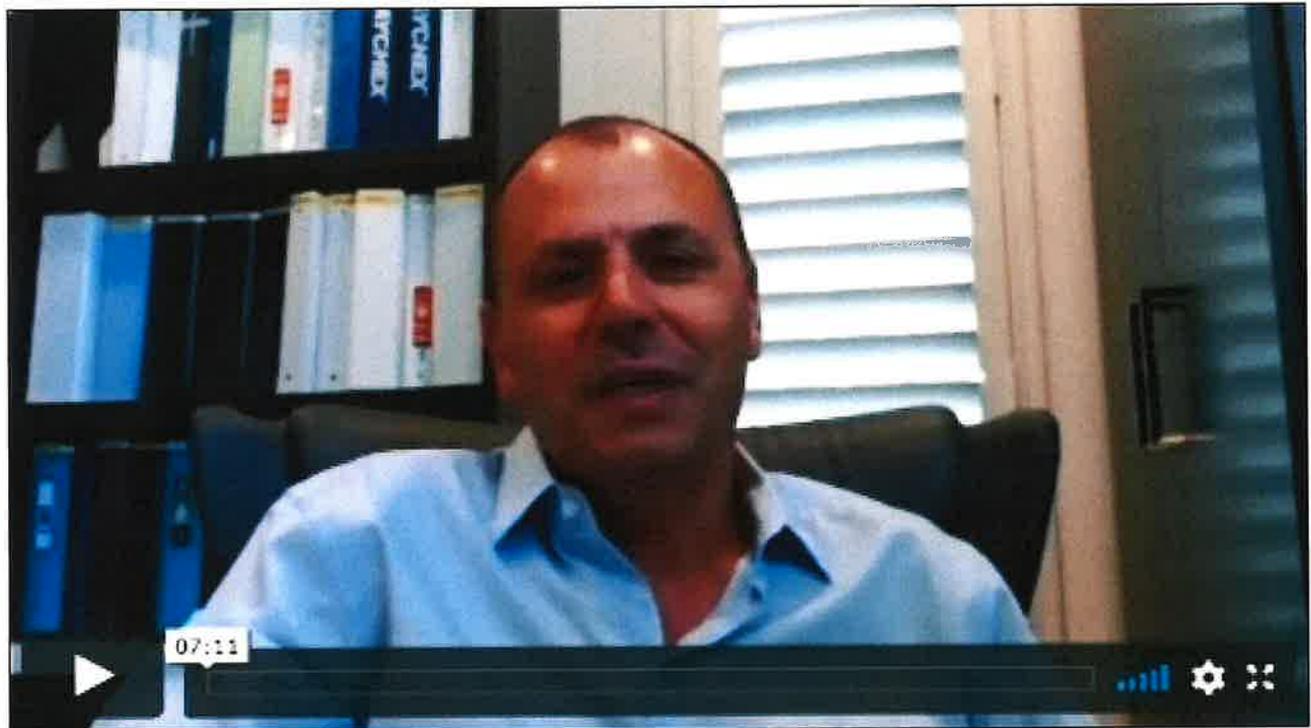
Co-Founder, Next Move Group

1-314-421-9110

alex@nextmovegroup.com

www.nextmovegroup.com

**Testimonials from Site Selection, Executive Search, and Economic Development Clients
(7-minutes)**



<https://vimeo.com/361208588>



Scan the QR Code to
watch the complete
video

