

APPROVED MINUTES OF THE SPECIAL MEETING OF THE BOARD MEMBERS OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

A special meeting of the Board Members of the East Grand Forks Economic Development Authority was held at Noon on July 9, 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. Brian Larson joined virtually at 12:10 pm. Ben Horken joined virtually at 12:12 pm.

Absent: Ben Horken

Staff present: Paul Gorte (EDD), Economic Development Director; Karla Anderson (FD), Finance Director; Reid Huttunen (CA), City Administrator; Ron Galstad (CA), City Attorney (virtual); Terry Knudson (HR), HR Specialist (virtual).

Also Present: Chad Chancellor, Alex Metzger, and Ali Watson (all virtual), Next Move Group (NMG); Liza Donabauer (virtual), David Drown Associates (DDA)

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

2. **Unfinished Business**

a. Update on Director interviews/Use of Recruiter

CA Huttunen updated the EDA about the process and stated that the position had been readvertised on the City web site as open until filled. Some people have expressed interest in the position since the last meeting. DDA submitted a full proposal, as requested. Both firms were asked whether they could perform within the proposed timetable. Both firms thought they could but that the timetable would be tight. Each firm was asked about the impact on pricing if the City did not use their services for the entire recruitment process. Each firm responded about possible price reductions.

The EDA discussed the next steps and decided to review applications received by July 19 before deciding whether to retain a search firm at its July 23 meeting. The EDA also requested that the City reserve sufficient funds to pay for a recruiter if it decided to take that route on July 23.

Motion to Ask City Council for funds up to \$24,000 should they be needed after the local search process and review of applications at the July 23rd EDA meeting by Board Member Black, was seconded by Board Member Stai. M/S/P- Hecht; Stai; mc.

7. **Adjournment**

Motion to adjourn the meeting was made at 12:58 p.m. by Board Member Hecht seconded by Board Member Hecht. M/S/P- Black; Hecht; mc.

The next regular meeting is July 23, 2024.

Respectfully Submitted,
Paul Gorte, Economic Development Director