

**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

12:00 P.M., (Noon) Tuesday, August 27, 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. July 23, 2024, Regular Meeting
 - b. August 14, 2024, Special Meeting
3. Bills and Communications
 - a. Review of Accounts Payable: August 6, 2024; August 20, 2024
4. Reports
 - a. Delinquencies Update: none
 - b. Director's Reports: July 2024
 - c. Financial Reports:
5. Unfinished Business
 - a. Approval of Maggie Brockling as the new Economic Development Director at a salary of \$87,214.40 (Grade 20 Step 2), with a start date of October 1, 2024
6. New Business
 - a. Meet the new Building Inspectors
 - b. Jordan Midgarden: Water & Light Energy Programs
 - c. 2025 EDA Budgets
 - d. Vonesh Update
7. Adjournment

Upcoming Meetings:

*1200 pm September 24, 2024
1200 pm October 22, 2024
1200 pm December 10, 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 July 23, 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: Ben Horken, Dale Helms, Penny Stai, Justin Hecht, and Brian Larson.

Absent: Daniel Black

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:

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

2. Approval of Minutes

a. June 25, 2024, Regular Meeting

A Motion was made to approve the June 25, 2024, Regular Meeting Minutes, by Board Member Hecht, seconded by Board Member Horken. M/S/P- Hecht, Horken; 6-0, mc.

b. July 9, 2024, Special Meeting

A Motion was made to approve the July 9, 2024, Special Meeting Minutes, by Board Member Larson, seconded by Board Member Stai. M/S/P- Larson, Stai; 6-0, mc.

3. Bills and Communications

a. Review of Accounts Payable: July 2, 2024; July 16, 2024: No comments

4. Reports

a. Delinquencies – None

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

i. AE2S Quarterly update: in packet, no comments

ii. Loan Portfolio Quarterly update: no comments

iii. COVID Forgivable Loans update: several loans have met the requirements and Satisfactions were issued and delivered. One will come to term in October and 3 next March.

July 23, 2024

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

- c. Financial Reports: FD Anderson stated that the reports were emailed, for June 2024. The cash balance sheets are in the packet. The 620 Fund is in a negative balance of -\$115,823.49, but this is off-set and back-filled by the end of the year transfer and is still within budget.

5. Unfinished Business

- a. Director Job Search update

CA Huttunen stated he had handed out the result of the meeting held on Monday night with himself, EDD Gorte and 3 board members. He reminded the group that they had asked the Council for additional funds, in case they needed to hire a firm to continue the search. But they had tried advertising more and that the funds were no longer needed. They had received 11 applications; from the results from the meeting last night, they narrowed that down to 7 candidates. They are planning to interview, with a panel of 3 EDA Members and City staff, on Wednesday, July 31st and then hold the final interviews, along with a meet and greet on Wednesday, August 14th.

Huttunen further explained that the EDA by-laws state that the EDA does not need to use the Civil Service for interviews and they do not need Council approval to hire.

A Motion was made to move forward with interviews on July 31st, with final interviews held on August 14th, by Board Member Hecht, seconded by Board Member Stai. M/S/P-Hecht, Stai; RCV: Larson-Y, Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 6-0, mc.

6. New Business

- a. 2025 Budgets

EDD Gorte explained the budget he had worked on, these are the changes from last year's budget.

Administration

- No personnel costs included; data to be populated by Finance
- General Supplies down \$300
- Legal Professional Services down \$2000
- Repairs & Maintenance up \$500
- Dues & Subscriptions up \$1500

The next change is a reduction of \$300.

Housing

- Legal Professional Services down \$3000
- Miscellaneous up \$1600
- Promotion & Advertising down \$300
- Real Estate Taxes down \$300
- Lot Purchases/Loans down \$1000

July 23, 2024

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

EDD Gorte further explained that the net change is a reduction of \$3000.

All changes and revisions reflect historic expenditures. The new Director may need to adjust future budgets to reflect revised spending priorities.

A Motion was made that the EDA accept and submit the budget changes to the City Council for approval, by Board Member Horken, seconded by Board Member Hecht. M/S/P- Horken, Hecht; RCV: Larson-Y, Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 6-0, mc.

b. Other:

- a. Gorte informed the EDA that he and the EDA President submitted a letter in support of the airport service expansion at the Grand Forks Airport. Not all EDA members support the use of City funds to expand air service, questioning the payback to the City.
- b. Board Member Helms asked about the status of the Vonesh lot sale. There was discussion, including the possible use of EDA/City funds, in the form of a loan, to expedite the sale. Staff was asked to look further into the issue to try to resolve it as soon as possible.

7. Adjournment

Motion to adjourn the meeting was made at 12:30 p.m. by Board Member Hecht

The next regular meeting is August 27, 2024.

Respectfully Submitted,
Brenda Ault, Executive Assistant

UNAPPROVED 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 August 14, 2024.

Roll Call:

Meeting was called to order by President Grinde at 8:00 am.

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

Absent:

Staff present: Paul Gorte (EDD), Economic Development Director; Brenda Ault (EA), Executive Assistant; Terry Knutson, HR Director (HR), Reid Huttunen (CA), City Administrator

Also Present:

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

2. New Business

a. Interview Director Candidates

- | | | |
|------|------------|---|
| i. | 8:30 a.m. | A |
| ii. | 9:30 a.m. | B |
| iii. | 10:30 a.m. | C |
| iv. | 11:30 a.m. | D |

b. Discuss and Evaluate Applicants and Authorize Background Check for Preferred Candidate (s)

Interviews were held and minutes began at Noon, after the last interview.

President Grinde stated that they were all good candidates but felt that the important points to think about were longevity, knowledge, ability, style approach and wage.

The Board discussed the applicants, wage offers and then they discussed who they felt were the top 2 applicants.

CA Huttunen stated that there is a weeklong course that they would be sending whoever was hired for the position. EDD Gorte stated that there are several on-line programs available as well for additional information.

A vote was held and the Board vote applicant C as #1 and applicant B as #2.

A Motion was made to offer applicant C the position, by Board Member Black, seconded by Board Member Horken. M/S/P- Black, Horken; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 7-0, mc.

August 14, 2024

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

A Motion was made to offer applicant B the position, if applicant C did not take the job, by Board Member Hecht, seconded by Board Member Larson. M/S/P- Hecht, Larson; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 7-0, mc.

A Motion was made to offer applicant C, a step 1 on the wage scale, with ability to negotiate up to step 3, if needed, by Board Member Horken, seconded by Board Member Hecht. M/S/P- Horken, Hecht; RCV: Larson-Y, Black -Y, Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 7-0, mc.

7. **Adjournment**

Motion to adjourn the meeting was made at 12:48 p.m. by President Grinde

Respectfully Submitted,
Brenda Ault, Executive Assistant

Bills 08/06/2024

Account	Vendor	Description	GL Date	Check No	Amount
620-49-870-43100	Galstad Jensen & McCann PA	EDA Civil Services June 2024	07/31/2024	42878	843.75
620-49-870-43200	Water and Light Department	2024 2nd QTR Network - EDA	07/31/2024	42950	270.50
620-49-870-43200	Water and Light Department	2024 2nd QTR Postage - EDA	07/31/2024	42950	17.28
620-49-870-43200	Water and Light Department	2024 2nd QTR Phone - EDA	07/31/2024	42950	70.88
620-49-870-44300	SJA Thunder Corp	EDA Board Lunch meeting	07/31/2024	42936	176.88
Report Total:					1,379.29
630-46-410-43040	Galstad Jensen & McCann PA	Sunshine Terrace Services June 2024	07/31/2024	42878	40.50
630-46-440-43190	Thur-O-Clean	Janitorial Services for July 2024 Sunshine Terrace	07/31/2024	42943	622.50
630-46-440-43800	Water and Light Department	Sunshine Utilities/06/20/24-07/20/24	07/31/2024	42950	5,886.77
630-46-440-43800	Water and Light Department	Sunshine 207 - 06/20/24-07/20/24	07/31/2024	42950	47.46
630-46-440-43800	Water and Light Department	Sunshine 219 - 06/20/24-07/20/24	07/31/2024	42950	32.34
630-46-440-43800	Water and Light Department	Sunshine 307 - 06/15/24-07/20/24	07/31/2024	42950	31.73
630-46-440-43800	Water and Light Department	Sunshine 211 - 06/20/24-07/20/24	07/31/2024	42950	33.27
630-46-440-43800	Water and Light Department	Sunshine 107 - 06/20/24-07/20/24	07/31/2024	42950	45.59
630-46-440-43800	Water and Light Department	Sunshine 217 - 06/20/24-07/20/24	07/31/2024	42950	30.45
630-46-440-43800	Water and Light Department	Sunshine 218 - 06/20/24-07/20/24	07/31/2024	42950	32.21
630-46-440-43800	Water and Light Department	Sunshine 202 - 06/27/24-07/20/24	07/31/2024	42950	24.40
630-46-440-43800	Water and Light Department	Sunshine 117 - 07/01/24-07/31/24	07/31/2024	42950	7.39
630-46-440-43800	Xcel Energy	Acct 51-5171995-8 Sunshine Terrace 06/17/24-07/17/24	07/31/2024	42952	223.06
630-46-440-43890	Midcontinent Communications	Cable 7/8/24-8/7/24 Sunshine Terrace	07/31/2024	42904	2,683.61
630-46-440-44000	Johnson Controls	West AHU - check out west air handler	06/30/2024	42891	671.17
630-46-440-44000	Johnson Controls	Water heater - replaced stack damper and wiring harness	07/31/2024	42891	172.18
630-46-440-44000	Johnson Controls Fire Protection, LP	Alarm & Detection Monitoring Sunshine Terrace	07/31/2024	42892	710.45
630-46-440-44000	Northern Plumbing Supply	Bradford Flue Damper & Wire Harness	07/31/2024	42914	784.32
630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez	07/31/2024	42947	41.23
630-46-440-44380	Dakota TV & Appliance	Top-Freezer Refrigerator for Sunshine Terrace	07/31/2024	42872	1,449.96
Report Total:					13,570.59
682-46-503-43190	Galstad Jensen & McCann PA	Infill Civil Services June 2024	07/31/2024	42878	310.50

682-46-503-43800	Midcontinent Communications	Phone Service Infill Building 218-399-0205	07/31/2024	42904	48.30
682-46-503-43800	Water and Light Department	005003-000/Infill/06/20/24-07/20/24	07/31/2024	42950	777.17
682-46-503-43800	Xcel Energy	302611407 - 411 2nd St NW	07/31/2024	42952	25.51
682-46-503-44000	Johnson Controls	AC at Mike's Pizza	07/31/2024	42891	562.23

Report Total: 1,723.71

Bills 08/20/2024

Account Number	Vendor	Description	GL Date	Check No	Amount
620-49-870-43100	Page 1 Publications, Inc.	TIF Report	07/31/2024	42990	293.49
620-49-870-43100	Galstad Jensen & McCann PA	EDA Civil Charges for July 2024	08/20/2024	42971	1,188.00
Report Total:					
630-00-000-11140	EGF City Petty Cash Ckng	Vicki Tormanen-Security Deposit Refund - Sunshine	08/20/2024	42968	346.66
630-34-000-34100	EGF City Petty Cash Ckng	Vicki Tormanen-Security Deposit Refund - Sunshine	08/20/2024	42968	144.76
630-46-410-43200	US Bank Corporate Payment Syste	Long Distance Services	08/20/2024	43005	24.28
630-46-440-43190	Michael R. Mansfield	All Exterior Glass Cleaned at Sunshine Terrace	08/20/2024	42981	725.00
630-46-440-43190	Northland Yard Service	Lawn Maint. string trimming weekly mowing (6-3-24)	07/31/2024	42986	300.00
630-46-440-43190	SimplyMaid, Inc	Sunshine Terrace Cleaning 7/31/24 #202	07/31/2024	43000	405.00
630-46-440-43890	US Bank Corporate Payment Syste	Cable, internet, phone-Sunshine Terrace Office	08/20/2024	43005	401.03
630-46-440-44000	Johnson Controls Fire Protection, I	Service Agreement - Sunshine Terrace 09/01/24-08/31/24	08/20/2024	42976	857.39
630-46-440-44000	Marco Technologies LLC	Agmt 018-1687950-000-HP Color LaserJet Pro Sunshine Ten	08/20/2024	42982	97.62
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-weed trimmer fuel and hallway air freshner	08/20/2024	43005	101.94
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-master key	08/20/2024	43005	22.00
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Garden hose and gas can shutoff	08/20/2024	43005	53.97
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Pea gravel, knobs and smoke/co alarm	08/20/2024	43005	61.39
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Floor fans, T8 Bulb (2pk)	08/20/2024	43005	142.96
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Water shutoff valves and AC Battery	08/20/2024	43005	39.16
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Vinyl blinds, kitchen faucet and valve stem key	08/20/2024	43005	190.53
630-46-440-44000	US Bank Corporate Payment Syste	City - Drop Ceiling tiles (R86785)	08/20/2024	43005	299.76
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Paint roller and drywall repair window screen roll	08/20/2024	43005	93.48
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-paint conditioner, toilet lever and flap, potting soil	08/20/2024	43005	66.92
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Paint Gallons	08/20/2024	43005	45.98
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Paint Gallon	08/20/2024	43005	35.98
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Hallway bulbs, smoke/co alarm, basecove adhesive/ε	08/20/2024	43005	170.53
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Tenant keys	08/20/2024	43005	41.00
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Kitchen faucet and hole covers	08/20/2024	43005	133.36
630-46-440-44000	US Bank Corporate Payment Syste	Sunshine-Toilet(Ada), showerhead and toilet water conn.	08/20/2024	43005	246.28
630-46-440-44300	EGF City Petty Cash Ckng	Local Ace - Closure of Local Ace Acet-Sunshine	08/20/2024	42968	183.65

630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez	08/20/2024	43007	41.23
682-46-503-43200	Century Link	#1635 Infil Bldg Acct#333594128	08/20/2024	42956	5,271.86
682-46-503-43200	US Bank Corporate Payment Syste	Long Distance Services	08/20/2024	43005	49.62
682-46-503-44000	Northland Yard Service	Lawn Maint. string trimming weekly mowing	07/31/2024	42986	24.27
682-46-503-44000	US Bank Corporate Payment Syste	Infll rodent & fly pest control	08/20/2024	43005	400.00
682-46-503-44230	SJA Thunder Corp	August Cleaning	08/20/2024	43001	175.00
					600.00
					Report Total:
					1,248.89



MONTHLY REPORT
July 2024

Working with the Businesses & Chamber

- Worked with businesses
 - A & L Potatoes: responded to inquiry
 - Eagles: obtained Forgivable Loan information
 - Folsom Farms: responded to inquiry
 - “Liberty Lanes”: talked with Abdi Duale about the loan for the acquisition; Duale did fundraising in the Twin Cities; no longer wants the loan
 - Mayo Manufacturing: responded to inquiry
 - Lumber Mart: worked on request for use of Border Cities tax credits; responded to inquiry
 - Northern Valley Machine: worked on request for Border Cities tax credits
 - Spud, Jr.: worked on loan approval process
- Worked with Chamber President and staff on various items
 - Business After Hours
 - Provided pictures to Chamber
 - Participated in City to Farm event
- Worked with possible new businesses and business expansions
- Participated in DEED Small Business Call: Economic Analysis Unit
- Finalized first Forgivable Loans; prepared Satisfactions; distributes Satisfactions
- Worked with ad hoc Curb Appeal / Entrance Sign committee on program, criteria, funding
- Worked with as hoc Loan Committee on Lending and Assistance Policies, businesses qualifying for 1% and 2.5 % loan rates
- Transmitted information about the MN leave program to the businesses
- Researched Islamic loans
- Prepared and submitted Border Cities tax credits use projections to DEED
- Worked with AE2S regarding social media, Facebook posts
- Participated in Mayor Gander meetings on economic development
 - Worked on expansion projects and sites
- Participated in TIF webinars:
 - Introduction to TIF
 - TIF Authority Administrator Training

Increasing Industrial Space – Land and Buildings

- No action

Workforce (Northern Valley Careers, NWPIC)

- Participated in Northern Valley Career Expo Steering Committee activities
- Participated in Industry Engagement Subcommittee activities; identified additional business contacts
- Provided Exponent contact information for marketing activities

Child Care

- Worked with local Team on childcare
- Conducted a Team meeting
- Prepared and submitted report on Gold Child Care Center grant to FCF
- Obtained information about the number of students graduating from Northland with childcare degrees (57 in 3 years)
- Participated in child care grant recap
- Shared information about potential site with child care team

Wave Academy

- No action

Residential Growth & Sale of City Lots

- Provided information about City lots and incentives
- Worked on Polk County Housing Advisory Board loans
- Worked with realtors and public on lot sales
- Responded to inquiries regarding Gate City Bank Home Improvement program; sent applications to Gate City Bank
- Provided input regarding the City participation in the Community Land Trust program
- Obtained payment for a Coulee View lot
- Two lots sold

Infill Building

- No action

Infrastructure/Bridges

- No action

Other

- Prepared reports and agendas
- Updated COVID Forgivable Loan spreadsheet
- Updated 2025 EDA budgets
- Participated in annual showcase planning; shared information with MPO
- Prepared notice for special EDA meeting
- Met with Grand Forks EDC about ways to collaborate
- Updated web site
- Responded to Moorhead request about TIF
- Attended GGFYP Advisory Board meeting
- Coordinated with Water & Light regarding ad for upcoming Herald special section
- Talked with Gail Lererson (Widseth) about funding for Curb Appeal and Entrance Sign funding opportunities
- Prepared letter of support for expanded air service
- Participated in review of Director applications and initial interviews
- Provided pictures of restaurant row to Administrator



MEMORANDUM

Date August 27, 2024

To EDA

From ED Director

Subject Approval of Maggie Brockling as Economic Development Director

The City received 11 applications for Economic Development Director. A committee reviewed the applications and selected four finalists. The EDA interviewed the four finalists on August 14 and authorized the City Administrator to offer the position to Maggie Brockling. She has agreed to accept the position at a salary of \$87,214.40 (Grade 20 Step 2) and begin work on October 1, 2024.

Recommendation:

That the EDA approve the hiring of Magie Brockling as the new Economic Development Director at a salary of \$87,214.40 (Grade 20 Step 2), to begin work on October 1, 2024.



MEMORANDUM

Date August 27, 2024
To EDA
From ED Director
Subject EDA Budgets

The EDA is responsible for four budgets: EDA Administration (620 account), New Home Incentive (280 account), Sunshine Terrace (630 account), and Infill Building (682 account). Attached are the proposed 2025 budgets for each account. The EDA Administration budget has been adjusted slightly to accommodate some training and travel expenses for the new Director.

Recommendation:

That the EDA approve the proposed 2025 EDA budgets as submitted.

EDA Adminstration

Expenditure	2022 Actual	2023 Actual	2024 Budget	2025 Budget
EDA Admin	\$ 202,658	\$ 217,076	\$ 222,363	\$ 181,215
Total	\$ 202,658	\$ 217,076	\$ 222,363	\$ 181,215

Expenditure Type	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Personnel	\$ 164,787	\$ 165,183	\$ 180,963	\$ 133,215
Supplies	113	151	600	300
Other operating	37,758	51,742	40,800	47,700
Capital Outlay	-	-	-	-
Total	\$ 202,658	\$ 217,076	\$ 222,363	\$ 181,215

Funding Source	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Transfers In	228,416	211,705	222,363	181,215
Total	\$ 228,416	\$ 211,705	\$ 222,363	\$ 181,215

PERSONNEL (FTE'S) SUMMARY BY ACTIVITY

	2022 Actual	2023 Actual	2024 Budget	2025 Budget
EDA Admin	1.25	1.25	1.25	1.25
Total	1.25	1.25	1.25	1.25

City of East Grand Forks, Minnesota
EDA Administration

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Revenues					
620-36-000-36210	Interest Earnings	0	0		
620-36-000-36241	Workers comp refund	0	0		
620-36-000-36299	Misc Revenue	10	10		
620-39-000-39201	Transfers In	228,416	211,705	222,363	181,215
Total Revenues		228,426	211,715	222,363	181,215
Expenditures					
620-49-870-41010	Salaries & Wages	133,000	131,683	142,761	109,787
620-49-870-41210	PERA Contributions	9,881	10,079	10,707	8,234
620-49-870-41220	FICA Contributions	10,005	10,189	10,921	8,399
620-49-870-41300	Insurance Contributions	11,900	13,232	16,574	6,796
		164,787	165,183	180,963	133,215
620-49-870-42000	General Supplies	113	151	600	300
620-49-870-42400	Small Tools and Equipment	0	0	0	
		113	151	600	300
620-49-870-43080	Educational/Training Fees	740	410	2,000	4,000
620-49-870-43100	Legal Professional Services	4,860	8,496	12,000	10,000
620-49-870-43190	Professional Services	9,116	21,846	5,000	6,000
620-49-870-43200	Communications	1,306	2,135	1,900	2,200
620-49-870-43300	Travel Expenses	2,424	844	3,000	5,000
620-49-870-44000	Repairs & Maintenance	1,498	1,160	1,000	1,500
620-49-870-44300	Miscellaneous	1,889	2,777	2,400	4,000
620-49-870-44330	Dues & Subscriptions	12,061	12,099	7,500	9,000
620-49-870-44390	Promotion	3,865	1,976	6,000	6,000
		37,758	51,742	40,800	47,700
Total Expenditures		202,658	217,076	222,363	181,215

New Home Incentive

Expenditure	2022 Actual	2023 Actual	2024 Budget	2025 Budget
New Home Loans	\$ 142,812	\$ 105,357	\$ 112,400	\$ 107,800
Total	\$ 142,812	\$ 105,357	\$ 112,400	\$ 107,800

Expenditure Type	2022 Actual	2023 Actual	2024 Budget	2025 Budget
General Supplies	\$ -	\$ -	\$ 300	\$ 300
Other Operating	97,287	79,152	45,500	42,500
Transfers Out	45,526	26,205	66,600	65,000
Total	\$ 142,812	\$ 105,357	\$ 112,400	\$ 107,800

Funding Source	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Interest Earnings	\$ 5,306	\$ 4,944	\$ -	\$ -
Lots Sold	\$ 13,688	\$ 54,844	\$ 20,000	\$ 20,000
Miscellaneous Revenue	\$ 10,000	\$ 109,749	\$ 10,000	\$ 10,000
Transfers In	\$ -	\$ -	\$ -	\$ -
Total	\$ 28,994	\$ 169,536	\$ 30,000	\$ 30,000

PERSONNEL (FTE'S) SUMMARY BY ACTIVITY

	2022 Actual	2023 Actual	2024 Budget	2025 Budget
New Home Incentive	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of East Grand Forks, Minnesota New Home Incentive

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Revenues					
280-36-000-36210	Interest Earnings	5,306	4,944		
280-36-000-36220	Lots Sold	13,688	54,844	20,000	20,000
280-36-000-36299	Miscellaneous Revenue	10,000	109,749	10,000	10,000
280-39-000-39204	Transfers In	-	-		
		\$ 28,994	\$ 169,536	\$ 30,000	\$ 30,000
Total Revenues					
Expenditures					
280-47-501-42000	General Supplies	-	-	300	300
280-47-501-43040	Legal Services	1,377	3,051	12,000	9,000
280-47-501-43190	Professional Services	8,265	25,598	12,000	12,000
280-47-501-43200	Communications	-	-		
280-47-501-44300	Miscellaneous	10,420	11,826	10,400	12,000
280-47-501-44390	Promotion & Advertising	756	-	1,200	900
280-47-501-44420	Real Estate Taxes	234	240	900	600
280-47-501-45300	Lot Purchases/Loans	7,364	7,559	9,000	8,000
280-47-501-45310	Bldg Project 1	0	-	-	-
280-47-501-45320	Bldg Project 2	68,871	30,878	-	-
280-47-501-45330	Bldg Project 3	-	-	-	-
280-47-501-45340	1224 23rd St NW	-	-	-	-
		\$ 97,287	\$ 79,152	\$ 45,800	\$ 42,800
280-49-300-47200	Transfers Out	45,526	26,205	66,600	65,000
		\$ 45,526	\$ 26,205	\$ 66,600	\$ 65,000
Total Expenditures					
		\$ 142,812	\$ 105,357	\$ 112,400	\$ 107,800

Sunshine Terrace

Expenditure	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Sunshine Terrace	\$ 585,873	\$ 598,466	\$ 586,306	\$ 616,801
Total	\$ 585,873	\$ 598,466	\$ 586,306	\$ 616,801

Expenditure Type	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Personnel	\$ 112,850	\$ 125,359	\$ 116,707	\$ 131,626
Other operating	473,023	473,107	469,599	485,175
Capital Outlay	-	-	-	-
Total	\$ 585,873	\$ 598,466	\$ 586,306	\$ 616,801

Funding Source	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Rent	\$ 483,201	\$ 506,141	\$ 510,000	\$ 500,000
Other Revenue	14,902	17,012	14,500	16,700
Interest - Misc	23,009	40,932	12,000	14,000
Total	\$ 521,111	\$ 564,085	\$ 536,500	\$ 530,700

PERSONNEL (FTE'S) SUMMARY BY ACTIVITY

	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Sunshine Terrace	2.00	2.00	2.00	2.00
Total	2.00	2.00	2.00	2.00

	\$	54,965	\$	56,670	\$	49,046	\$	54,928
630-46-440-41010	Salaries & Wages	60,557		67,399		42,721		45,328
630-46-440-41015	Salaries & Wages - Bldng M	656		-		23,742		27,780
630-46-440-41020	Salaries & Wages - Overtir	-		612				
630-46-440-41210	PERA Contributions	4,546		5,012		5,198		5,521
630-46-440-41220	FICA Contributions	4,473		4,910		5,302		5,631
630-46-440-41300	Insurance Contributions	13,402		15,796		13,914		19,963
630-46-440-42000	General Supplies	7,402		7,582		7,500		7,500
630-46-440-42120	Fuels and Lubricants	1,166		1,212		700		700
630-46-440-42400	Small Tools & Equipment	-		-		700		700
630-46-440-43190	Professional Services	34,130		26,987		25,000		26,000
630-46-440-43300	Travel Expenses	-		-				
630-46-440-43800	Utilities	90,079		92,491		90,000		90,000
630-46-440-43890	Other	27,406		33,779		38,000		38,000
630-46-440-44000	Repairs & Maintenance	51,183		46,998		40,000		50,000
630-46-440-44200	Depreciation	150,687		151,117		152,000		152,000
630-46-440-44300	Miscellaneous	852		797		700		750
630-46-440-44380	Property Betterment/improv	19,553		25,319		30,000		30,000
630-46-440-44420	Real Estate Taxes	64,814		61,782		61,782		62,000
630-46-440-44490	Loss On Asset Disposal	-		-				
630-46-440-45700	Equipment	-		-				
		\$ 530,908	\$	541,796	\$	537,260	\$	561,873

Capital Expenditures

630-46-470-45300	Capital Improvements	-		-		-		-
630-46-470-46110	Interest Expense	-		-		-		-
630-46-470-47200	Transfers Out	-		-		-		-
		\$ -	\$	-	\$	-	\$	-

Total Expenditures

		\$ 585,873	\$	598,466	\$	586,306	\$	616,801
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Infill Building

Expenditure	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Infill Building	42,781	43,153	49,774	47,153
Depreciation	\$ 40,291	\$ 35,291	\$ 40,500	\$ 36,000
Total	\$ 83,072	\$ 78,444	\$ 90,274	\$ 83,153

Expenditure Type	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Personnel	\$ 846	\$ 1,764	\$ 3,389	\$ 2,001
Supplies	-	86	100	100
Other operating	41,935	41,303	46,285	45,052
Capital Outlay	-	-	-	-
Depreciation	\$ 40,291	\$ 35,291	\$ 40,500	\$ 36,000
Total	\$ 83,072	\$ 78,444	\$ 90,274	\$ 83,153

Funding Source	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Infill Building-Rent	86,804	89,887	81,029	83,275
General Fund - Transfer In	-	-	-	-
Total	\$ 86,804	\$ 89,887	\$ 81,029	\$ 83,275

PERSONNEL (FTE'S) SUMMARY BY ACTIVITY

	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Infill Building	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of East Grand Forks, Minnesota
Infill Building

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Revenues					
682-36-000-36210	Interest Earnings	11,234	14,168		1,000
682-36-000-36220	Rental Revenue	75,570	75,719	81,029	82,275
682-36-000-36299	Miscellaneous Revenue	-	-		
		\$ 86,804	\$ 89,887	\$ 81,029	\$ 83,275
Total Revenues					
Expenditures					
682-46-503-41015	Saly &Wages-Bldng Mnt	658	1,279	2,773	1,515
682-46-503-41210	PERA Contributions	49	100	208	114
682-46-503-41220	FICA Contributions	49	96	212	116
682-46-503-41300	Insurance Contributions	89	290	195	256
682-46-503-43610	L/P/F Insurance	2,623	3,097	2,885	3,252
682-46-503-42000	General Supplies	-	86	100	100
682-46-503-43200	Communications	968	1,031	1,100	1,100
682-46-503-43800	Utilities	14,633	13,477	15,000	15,000
682-46-503-44000	Repairs & Maintenance	8,118	7,374	11,000	8,000
682-46-503-44200	Depreciation	40,291	35,291	40,500	36,000
682-46-503-44230	Custodial Services	6,965	7,423	7,200	7,500
682-46-503-44300	Miscellaneous	-	-	100	100
682-46-503-44350	Real Estate Taxes	8,628	8,902	9,000	10,100
		\$ 83,072	\$ 78,444	\$ 90,274	\$ 83,153
Total Expenditures					
		\$ 83,072	\$ 78,444	\$ 90,274	\$ 83,153