

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.

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- 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

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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