

## **ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**

12:00 P.M., (Noon) Tuesday, December 10, 2024

East Grand Forks City Hall | 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. October 8th Regular Meeting
3. Bills and Communications
  - a. Review & Approval of Accounts Payable- Karla
4. Reports
  - a. Delinquencies Update: none
  - b. Director's Reports: October-November
  - c. Social Media Analytics
  - d. Financial Reports- Karla Anderson
5. Unfinished Business
6. New Business
  - a. Sunshine Terrace rent vote (increase or not; amount increase)- Nancy Ellis
  - b. Mowing invoice
  - c. Remaining city lots for sale
  - d. Social media management proposals
  - e. EDCForge CRM
  - f. Forx Builder event 2 volunteers 3.29 – 3.30 PurPur Arena
  - g. Curb appeal and entrance sign update
7. Adjournment

### *Upcoming Meetings:*

*12:00pm January 22, 2025*

*12:00pm February 26, 2025*

*12:00pm March 26, 2025*

*12:00pm April 23, 2025*

# **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 October 8, 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: Justin Hecht, Dale Helms, Ben Horken, and Penny Stai.

Absent: Daniel Black, and Brian Larson

Staff present: Paul Gorte (EDD), Economic Development Director; Maggie Brockling, (EDD) Economic Development Director, Brenda Ault (EA), Executive Assistant; Reid Huttunen (CA), City Administrator; Ron Galstad (CA), City Attorney arrived at 12:11 pm.

Also Present: Christine Anderson, Small Business Development Consultant, Barry Wilfahrt, Chamber Director

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

## **2. Approval of Minutes**

a. August 27, 2024, Regular Meeting

A Motion was made to approve August 27, 2024, Regular Meeting Minutes, by Board Member Horken, seconded by Board Member Hecht. M/S/P- Horken, Hecht; 5-0, mc.

## **3. Bills and Communications**

a. Review of Accounts Payable: September 3, 2024, September 17, 2024 and October 1, 2024: No Questions.

## **4. Reports**

a. Delinquencies – None

b. Director's Reports: August 2024 and September 2024; EDD Gorte stated that the reports are in the packet. No questions

c. Financial Reports: None

## **5. Unfinished Business**

None

## **6. New Business**

a. Beneficial Ownership Information Reporting Requirement -Christine Anderson SBDC EDD Gorte Anderson to speak to the group. Anderson stated that she had information for businesses on navigating new reporting obligations for US Businesses.

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

She stated that a beneficial owner is any individual who directly or indirectly owns or controls 25% or more of a company and has substantial control over its operations. The purpose of this new rule is to combatting money laundering, terrorist financing and corruption.

Businesses must report beneficial owners' names, birth dates, addresses and identification numbers. This information must be updated whenever there's a change in ownership or control. Corporations, LLCs and similar entities created in the IS or registered to do business here and small businesses must report.

New businesses must report upon creation starting January 1, 2024. Existing entities must comply by January 1, 2025. Civil penalties up to \$500 per day and criminal penalties fines up to \$10,000 and imprisonment for willful non-compliance. Businesses need to identify beneficial owners, collect the required information and submit to FinCEN. Maintain accurate records and stay informed. Legal counsel may be helpful to ensure full understanding of obligations.

Some additional information is that MN paid leave provides paid time off when a serious health condition prevents you from working when you need time to care for a family member or new child, for certain military-related events or for certain personal safety issues. October, 2024 the first quarterly reports are due from employers. July 2025 outreach grant funds for community based groups are available. December 2025 is the deadline for employers to update employers to notify employees about paid leave benefits. January 2026, employees can begin taking paid leave, and payroll deductions can begin for employers and employees. Small employers can apply for assistance grants. April 2026, first quarterly premiums due from employers.

Available resources; FinCEN.gov  
Corporate Transparency Act Overview-ABA  
ChristineA.sbdc@gmail.com

Wilfahrt stated that The Chamber will have several webinars about rules and helping Minnesota businesses comply.

**b. Public Hearing: Policies Regarding Lending, Assistance and Border Cities Tax Credits**

EDD Gorte stated that the policies have been updated.

Motion was made to open the Public Hearing by Board Member Hecht, seconded by Board Member Horken. M/S/P- Hecht, Horken; 5-0, mc.

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

EDD Gorte stated that the group reviewed the policies.

Motion was made to close the Public Hearing by Board Member Hecht, seconded by Board Member Stai. M/S/P- Hecht, Stai; 5-0, mc.

**c. Policies Update**

EDD Gorte stated that the group reviewed the policies and updated as needed and they will be available in the Economic Department.

A Motion was made to approve the policies regarding lending, assistance and border cities tax credits as presented, by Board Member Horken, seconded by Board Member Stai. M/S/P- Horken, Stai; RCV: Stai -Y, Grinde -Y, Hecht -Y, Horken -Y, Helms -Y; 5-0, mc.

**d. Curb Appeal and Entrance Sign Update**

EDD Gorte stated that the Committee has met several times. And these are the updates

Curb Appeal

- Up to a maximum of \$5000-\$10000 per forgivable loan
- Must stay in business for 5 years
- 20% forgiven each year for 5 years
- Restricted to industrial and commercial streets
- Could receive additional, regular loans for additional improvements:
  - 0% interest
  - 10-year term
  - Up to 50% of total cost
  - Maximum regular loan amount of \$24,999
- Eligible uses:
  - Façade improvements
  - Sign improvements
  - Lighting
  - Landscaping
  - Screening
  - Painting
  - Parking lot
- Coupled with enforcement program

Entrance Signs

- Dimensions? 4'x8' likely
- Materials: metal (weather tolerant)
- Required design elements: city brand
- Other design elements: school logos, generic business (sugar beet, potato, or something else)

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

- Locations and priorities:
  - Highway 2/Business 2
  - Highway 220 at 23<sup>rd</sup>
  - Bygland
  - New bridge
- Landscaping
- Lighting: ground lighting does not work because of the weather
- Maximum cost:
  - Sign: \$20000
  - Landscaping: \$5000
- Community input or design by sign company under discussion; amount and type of community involvement and input to be determined; to be determined

The Committee will continue to meet on this topic. Still to be determined: ongoing funding source

e. 2025 Meeting Calendar

After discussion the group felt Wednesdays would be a better day of the week to hold the monthly meeting.

Motion was made to approve the meeting date to the 4<sup>th</sup> Wednesday of the month, by Board Member Horken, seconded by Board Member Hecht; M/S/P- Hecht, Horken; 5-0, mc.

f. **Cancel October 22, 2024, meeting**

EDD Gorte questioned whether the October 22 meeting was needed.

Motion was made to cancel the October 22, 2024 Meeting, by Board Member Grinde, seconded by Board Member Horken. M/S/P- Grinde, Horken; 5-0, mc.

CA Huttunen stated that Gorte's retirement would be held on the 22<sup>nd</sup> from 2:30-4:30, in the Training Room and the Board thanked him for his service. Gorte stated that he would miss everyone.

**7. Adjournment**

Motion to adjourn the meeting was made at 12:40 p.m. by Board Member Hecht, seconded by Board Member Horken

The next regular meeting is December 10, 2024.

Respectfully Submitted,  
Brenda Ault, Executive Assistant

**Bills 10/01/2024**

<b>Account</b>	<b>Vendor</b>	<b>Description</b>	<b>GL Date</b>	<b>Check No</b>	<b>Amount</b>
620-49-870-43100	Page 1 Publications, Inc.	Competitors Applic for Tax Incentives	09/30/2024	43213	217.50
620-49-870-43100	Page 1 Publications, Inc.	Competitors Applic for Tax (Northern Valley Machine)	09/30/2024	43213	304.36
620-49-870-43100	Page 1 Publications, Inc.	Notice of Public Hearing	09/30/2024	43213	130.44
Report Total:					652.30
630-00-000-11140	EGF City Petty Cash Ckng	Dale Ovnnan - Return Security Deposit	09/30/2024	43190	410.17
630-46-410-43200	Allstream	Sunshine - Long Distance	09/30/2024	43176	12.05
630-46-440-43190	Thur-O-Clean	Janitorial services-September 2024 Sunshine Terrace	09/30/2024	43228	622.50
630-46-440-43800	Xcel Energy	Acct #51-5171995-8 Sunshine Terrace 8/15/24-9/16/24	09/30/2024	43234	213.71
630-46-440-43890	Midcontinent Communications	Cable 09/08/24-10/07/24 - Sunshine Terrace	09/30/2024	43203	2,693.61
630-46-440-44000	Eagle Electric	Automatic Door - Toubleshoot and repair	09/30/2024	43189	467.90
Report Total:					4,419.94

**Bills 10/15/2024**

<b>Account Number</b>	<b>Vendor</b>	<b>Description</b>	<b>GL Date</b>	<b>Check No</b>	<b>Amount</b>
620-49-870-43100	Page 1 Publications, Inc.	City EGF Adoption of criteria for Business	10/15/2024	43292	130.44
620-49-870-43100	Galstad Jensen & McCann PA	EDA Civil Services for September 2024	10/15/2024	43262	648.00
620-49-870-43100	Kennedy & Graven, Chartered	EDA Prof - Review and draft emails regarding border cit	09/30/2024	43271	69.00
620-49-870-44000	US Bank Corporate Payment Systems	Bldgs & EDA/CD-copier	10/15/2024	43309	88.69
620-49-870-44300	SJA Thunder Corp	EDA Business meeting over lunch	10/15/2024	43302	143.91
620-49-870-44300	US Bank Corporate Payment Systems	NCTC State of College - Gorte & Brockling	10/15/2024	43309	42.50
620-49-870-44390	US Bank Corporate Payment Systems	City Show Case	10/15/2024	43309	400.00
Report Total:					1,522.54
630-46-410-43040	Galstad Jensen & McCann PA	Sunshine Terrace Civil Services for September 2024	10/15/2024	43262	735.75
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine Supplies	10/15/2024	43309	55.98
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine-Misc. parts/items for apt. window screen mater	10/15/2024	43309	158.76
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine-Paint (single)	10/15/2024	43309	35.98
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine-Paint (single)	10/15/2024	43309	35.98
630-46-440-42000	US Bank Corporate Payment Systems	Sunshine-Paint, LED Bulbs	10/15/2024	43309	90.73
630-46-440-43800	Water and Light Department	005041-000/Sunshine Utilities/08/20/24-09/20/24	09/30/2024	43313	6,404.97
630-46-440-43800	Water and Light Department	005041-065/Sunshine 207/08/20/24-09/20/24	09/30/2024	43313	48.46
630-46-440-43800	Water and Light Department	005041-156/Sunshine 211/08/20/24-09/20/24	09/30/2024	43313	34.08
630-46-440-43800	Water and Light Department	005041-162/Sunshine 209/08/20/24-09/20/24	09/30/2024	43313	48.21
630-46-440-43800	Water and Light Department	005041-157/Sunshine 107/08/20/24-09/20/24	09/30/2024	43313	32.66
630-46-440-43800	Water and Light Department	005041-159/Sunshine 218/08/20/24-09/20/24	09/30/2024	43313	134.25
630-46-440-43800	Water and Light Department	005041-154/Sunshine 219/08/20/24-09/20/24	09/30/2024	43313	33.05
630-46-440-43800	Water and Light Department	005041-161/Sunshine 202/08/20/24-09/20/24	09/30/2024	43313	51.79
630-46-440-43800	Water and Light Department	005041-160/Sunshine 307/08/20/24-09/01/24	09/30/2024	43313	21.10
630-46-440-43800	Water and Light Department	005041-152/Sunshine 217/08/20/24-09/01/24	09/30/2024	43313	21.23
630-46-440-43890	US Bank Corporate Payment Systems	Sunshine - cable & internet	10/15/2024	43309	405.48
630-46-440-44000	Marco Technologies LLC	Agmt 018-1687950-000 HP Color Laserjet Pro Sunshine	10/15/2024	43278	97.62
630-46-440-44000	US Bank Corporate Payment Systems	Maintenance - Sunshine-sprinkler inspection	10/15/2024	43309	45.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine maintenance - pest control	10/15/2024	43309	53.69
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Door sweep, auto jack and catalyst spray	10/15/2024	43309	65.57

630-46-440-44000	US Bank Corporate Payment Systems	Sunshine- Anti-seize lubricant	10/15/2024	43309	6.99
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine- Wheel and spacer/caster (mower)	10/15/2024	43309	129.41
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine- Fridge door handle (2-pk)	10/15/2024	43309	72.49
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Wire 14-2Cu (elec), 15A recept, old work box	10/15/2024	43309	41.95
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Smoke alarm and combo and LED Bulbs	10/15/2024	43309	116.95
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Master Key	10/15/2024	43309	25.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-TOG Switch (elec), Moto mix	10/15/2024	43309	51.32
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Fridge Door gasket	10/15/2024	43309	130.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Master key	10/15/2024	43309	12.50
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-Cylinder Change, keys	10/15/2024	43309	40.00
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine-18" Roller and 18" Dual roll off (paint)	10/15/2024	43309	52.96
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Emerg lights, Mag cabinet catches, paint	10/15/2024	43309	94.96
630-46-440-44000	US Bank Corporate Payment Systems	City - Keys	10/15/2024	43309	9.18
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Paint returned	10/15/2024	43309	-28.98
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine- 12v Batts (simplex) and Jumper cables	10/15/2024	43309	109.65
630-46-440-44000	US Bank Corporate Payment Systems	Sunshine - Felt sliders	10/15/2024	43309	12.99
630-46-440-44300	Verizon Wireless	5Cell#5814 S.Perez-09/02/24-10/01/24	10/15/2024	43311	41.39
630-46-440-44380	Dakota TV & Appliance	Room Air Conditioner-Sunshine Terrace	09/30/2024	43256	1,449.90
630-46-440-44380	Dakota TV & Appliance	Top Load Washer - Sunshine Terrace	09/30/2024	43256	585.85
630-46-440-44380	Dakota TV & Appliance	Room Air Conditioner - Sunshine Terrace	09/30/2024	43256	2,152.80
Report Total:					13,717.65
682-46-503-43200	Midcontinent Communications	Acct #152354801 Infil Bldg 0205-09/16/24-10/15/24	09/30/2024	43282	48.42
682-46-503-43800	Water and Light Department	005003-000/Infill/08/20/24-09/20/24	09/30/2024	43313	805.56
682-46-503-44000	Northland Yard Service	Lawn Main. (Island) Sept. 6-26, 2026	09/30/2024	43288	400.00
682-46-503-44000	US Bank Corporate Payment Systems	Infill Maintenance-pest control	10/15/2024	43309	175.00
682-46-503-44230	Johnson Controls	Mike's Pizza water leak	09/30/2024	43268	263.68
Report Total:					1,692.66

**Bills 11/6/2024**

<b>Account</b>	<b>Vendor</b>	<b>Description</b>	<b>GL Date</b>	<b>Check No</b>	<b>Amount</b>
620-49-870-42000	Copy Cat Printing	Business cards - Maggie Brockling	10/31/2024	43343	60.00
620-49-870-44330	Northwest Minnesota Foundation	NW MN SBCD Assistance-Second Half of 2024	10/31/2024	43384	2,500.00
		Report Total:			2,560.00
630-46-410-43200	Allstream	Sunshine Terrace- Long Distance	10/31/2024	43327	12.18
630-46-440-43190	Thur-O-Clean	Sunshine Terrace - Services October 2024	10/31/2024	43400	622.50
630-46-440-43800	Xcel Energy	Acct#51-5171995-8-Sunshine Terrace 09/16/24-10/15/24	10/31/2024	43408	483.13
630-46-440-43890	Midcontinent Communications	Cable 10/08/24-11/07/24 - Sunshine Terrace	10/31/2024	43377	2,683.61
630-46-440-44000	Johnson Controls	Air separator leaking in boiler room - Sunshine Terrace	10/31/2024	43362	536.60
630-46-440-44000	Johnson Controls	Boiler 3 pump Bearing assembly - Sunshine Terrace	10/31/2024	43362	1,195.00
630-46-440-44000	Lumber Mart	2000 Power vent - Sunshine Terrace	10/31/2024	43369	225.23
630-46-440-44000	Marco Technologies LLC	CNCRP482C0 Sherlock Pkwy-Agmt#018-1687950-000	10/31/2024	43372	97.62
		Report Total:			5,855.87
682-46-503-43200	Allstream	Infill-elevator-- Long Distance	10/31/2024	43327	12.18
682-46-503-43200	Century Link	#1635 Infil Bldg Acct#333594128	10/31/2024	43335	49.88
682-46-503-43200	Midcontinent Communications	Acct#152354801-Infil Building 10/16/24-11/15/24	10/31/2024	43377	48.55
682-46-503-44000	MN Dept of Labor & Industry	ELV-06014 Elevator Annual Oper	10/31/2024	43379	100.00
682-46-503-44230	SJA Thunder Corp	October 2024 Cleaning	10/31/2024	43395	600.00
		Report Total:			810.61

**Bills12/03/2024**

<b>Account Number</b>	<b>Vendor</b>	<b>Description</b>	<b>GL Date</b>	<b>Check No</b>	<b>Amount</b>
620-49-870-43190	Appraisal Services Inc	Simplot Property Swap Appraisal	11/30/2024	43509	3,200.00
620-49-870-44330	The Chamber of EGF/GF	Annual Membership Dues 2025	11/30/2024	43572	283.00
620-49-870-44390	The Chamber of EGF/GF	2025 Community Profile/Membership-Directory Ad 8/1/	11/30/2024	43572	470.00
Report Total:					3,953.00
630-00-000-11140	Harold Alvarado	Security Deposit Refund	11/30/2024	43508	283.09
630-36-000-36901	Susan Cote	A Nominee for Tenants Christmas Dinner	11/30/2024	43519	800.00
630-46-410-43200	Allstream	Phone Services Sunshine- 11/23/24-12/22/24	11/30/2024	43507	12.18
630-46-410-43200	Page 1 Publications, Inc.	Sunshine Terrace/Advertising for rental units	11/30/2024	43557	65.25
630-46-440-43190	Thur-O-Clean	Janitorial Services for November 2024-Sunshine Terrace	11/30/2024	43573	622.50
630-46-440-43800	Xcel Energy	Acct#51-5171995-8 - Sunshine Terrace 10/15/24-11/13/	11/30/2024	43579	1,432.56
630-46-440-43890	Midcontinent Communications	Acct#109924501 - Sunshine Terrace 11/08/24-12/07/24	11/30/2024	43547	2,693.61
630-46-440-44000	Johnson Controls	Work on exhaust fans at Sunshine Terrace	11/30/2024	43536	1,097.50
Report Total:					7,006.69
682-46-503-43200	Allstream	Phone Services Infill-elevator-11/23/24-12/22/24	11/30/2024	43507	12.18
682-46-503-43800	Xcel Energy	302611407 - 411 2nd St NW-09/16/24-10/15/24	11/30/2024	43579	74.00
Report Total:					86.18

## **EXECUTIVE SUMMARIES OF ITEMS TO DISCUSS**

### ***Sunshine Terrace Rent Vote***

Annually, the rent is adjusted on the Sunshine Terrace property. The revenue covers upkeep, depreciation, staff salaries, CAM charges, utilities, and other building expenses. Typically increase rent by approximately 7% to 8% annually. The increase does not directly impact residents. Housing assistance is based on their salary/monthly benefit and the increase would mainly be covered by said housing assistance.

**Action Needed:** Two votes are required- increase the rent or not and what will the percent increase be.

### ***Mowing Invoice***

K&H Custom had to extend their mowing contract due to the extended warm weather in October. We paid them \$900 for the month of October from the Infill Building line item. May need to consider adjusting the contract for 2025 for extended mowing.

**No Action Needed**

### ***Remaining City Lots Sale***

There have been 3 inquires in the past months about purchasing multiple lots and the undeveloped land north of the golf course in Water's Edge. Based on our city's land sale process, we would need to do site surveys, samples, environmental; then determine a price through a closed meeting; land appraisals; public ad; notice to developers; and then arrange sale agreements. I attached the list of the remaining lots. If a buyer wants all would we offer a better deal? Considerations for multiple interested buyers, what is the best method (online process, sealed bid, auction with minimum floor)?

**Action Needed:** Discuss options for large bulk sales, selling the undeveloped lots with consideration toward expediency and future planning with EDA goals.

### ***Social Media Management Vote***

Two quotes are available for consideration: AE2S & small startup-Labradorly Marketing. A third option is available to have Brenda work on social media deliverables with an additional cost share from the EDA to support this. I am fully capable of doing social media management; however, it will take 1 week each month for me to effectively do the task, based on previous experience over the last 7 years.

**Action Needed:** Discuss and vote on proposals for the best outcome.

### ***EDCForge CRM***

The EDA needs a client relationship management program to track deals, conversations, projects, and other aspects of economic development for historical and future continuity. EDCForge offers these features for \$2k/year. Issues identified by legal: governing law listed in Iowa, not MN. Shared technical requirements with IT and ideally, they'd like us to use enterprise software that will be acquired in the future. However, the need is now. Other CRMs considered: Microsoft Dynamics \$70/tenant per month but designed for a business with inventory & supply chain aspects. Sugar CRM \$49/user/month a good alternative but not econ dev focused. Sage CRM \$45/month/user seemed a bit focused on sales. I placed a request for a quote through Convergence an econ dev focused HubSpot CRM product on 12/3/24.

**Action Needed:** Discuss other econ dev focused CRMs that are affordable and address any outstanding issues identified with EDCForge.



### ***Forx Home Show March 29 & March 30***

We are registered to attend again this year. Jordan and I have two tickets. There are two additional tickets that are available for the board to utilize to network at this event.

**Action Needed:** Please let me know how you'd like to split up attending the event in shifts for both days.

### ***Curb Appeal/Entry Sign***

I sent over draft sign images for the Mayor's consideration that would be printed on brushed aluminum with the city's logo & fonts. A 5ftx3ft sign costs \$240 through Signs.com and the draft would fit within our signage regulations for Todd's Trucking sign holder.

**No Action Needed**



## *Director's Report*

December 2024

### **Executive Summary:**

My first weeks were spent shadowing and learning topical information from Paul. I attended the utilities meeting, several City Council meetings, Polk Co. Housing Authority meeting, Coalition of Greater MN meeting, MN Small Business Call, AE2S marketing meeting, NCTC State of the College, BGEA (chamber), and CEDs meeting. I participated in many internal roundtables including weekly dept head, Mayor x Staff meeting, and planning meetings. I've been working on organization and visiting with community people.

- What's going well:
  - Getting out and meeting people.
  - Organizing files, cleaning up duplicates, and making things electronic.
- What I need help on:
  - I need a CRM to track deals, loans, outreaches, marketing emails, incentives, and reports generation.
  - Need an individual Facebook page to manage our EDA page. AE2S is trying to help.

### **Visits & Outreach:**

- 10/3/24: Visited with a manufacturing business owner
- 10/9/24: BGEA meeting
- 10/15/24: Visited with a UAS business
- 10/22/24: Visited with retail business
- 11/8/24: Meeting with service entrepreneur
- 11/12/24: Call with ag business owner
- 11/13/24: Tour of EGF Fire Station; BGEA meeting
- 11/14/24: Visited with a service business; GF Community Foundation; and a retail business
- 11/15/24: Meet & greet with ag business; meeting with financial institution; and visit with the chamber
- 11/19/24: Drop in at restaurant visit & attended local service provider open house event
- 11/20/24: Introductions meeting with MN Chamber of Commerce
- 11/20/24: Visit with a service scaleup business
- 11/25/24: Visit with commercial real estate entity re: childcare space available
- 12/2/24: Partnership building with GF EDC; Partnership building with Northarvest Bean Grower Assoc.
- 12/3/24: Meeting with DEED; MN Extension Office
- 12/5/24: Attended chamber breakfast; visit with GGFYP staff; Polk Co Health/Childcare
- 12/6/24: Visit with NW MN Foundation; visit with service provider

### **Community Impact:**

- 10/11/24: CEDs meeting
- 10/14/24: Mentored startup on City loan application
- 10/21/24: Childcare Committee meeting
- 10/28/24: Childcare SharePoint landing page goes live
- 11/12/24: Mentored startup on City loan application



- 11/18/24: Childcare Committee meeting

**Goals/Ideas:**

- Make SOPs for activities of the role
- Visit with business owners
- Visit with EDA board members individually
- Better organization of current loans & available programs
- Including the ag community more in the economic development of EGF
- Mapping the entrepreneurial ecosystem partners, champions, resources, and funding

**Project Support:**

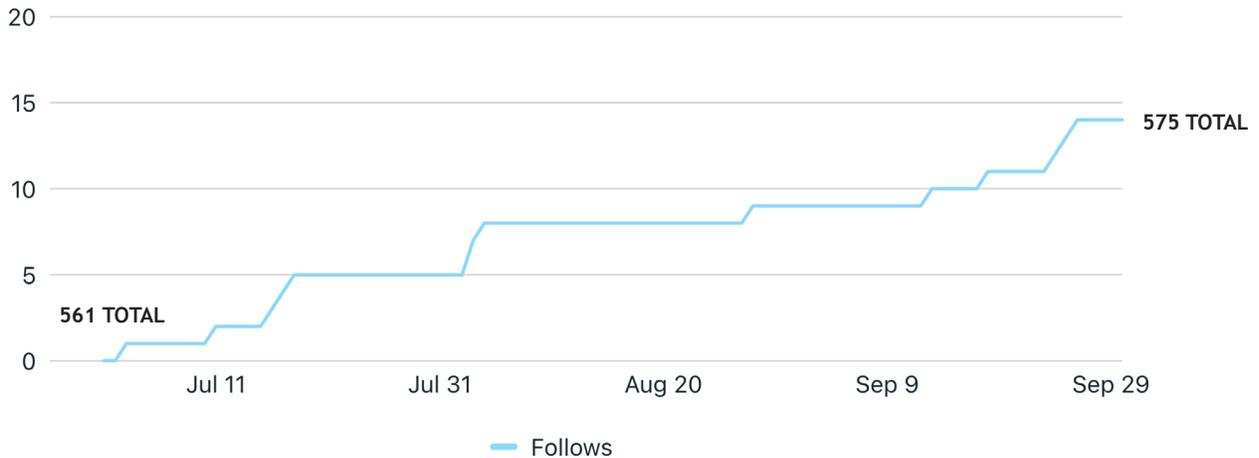
- 10/17/24: Discussions with company looking to expand
- Informal committee working to retool an agreement
- Checked around to find out which NPO will be applying for the Main St Revitalization Program
- Annual residential tax abatement process
- 2 individuals looking to start businesses in town- connected with contacts, ideas, and support
- Follow up calls from individuals interested in purchasing land
- 12/3/24 submitted grant request on behalf of RCCIP

# Analytics

JULY - SEPTEMBER

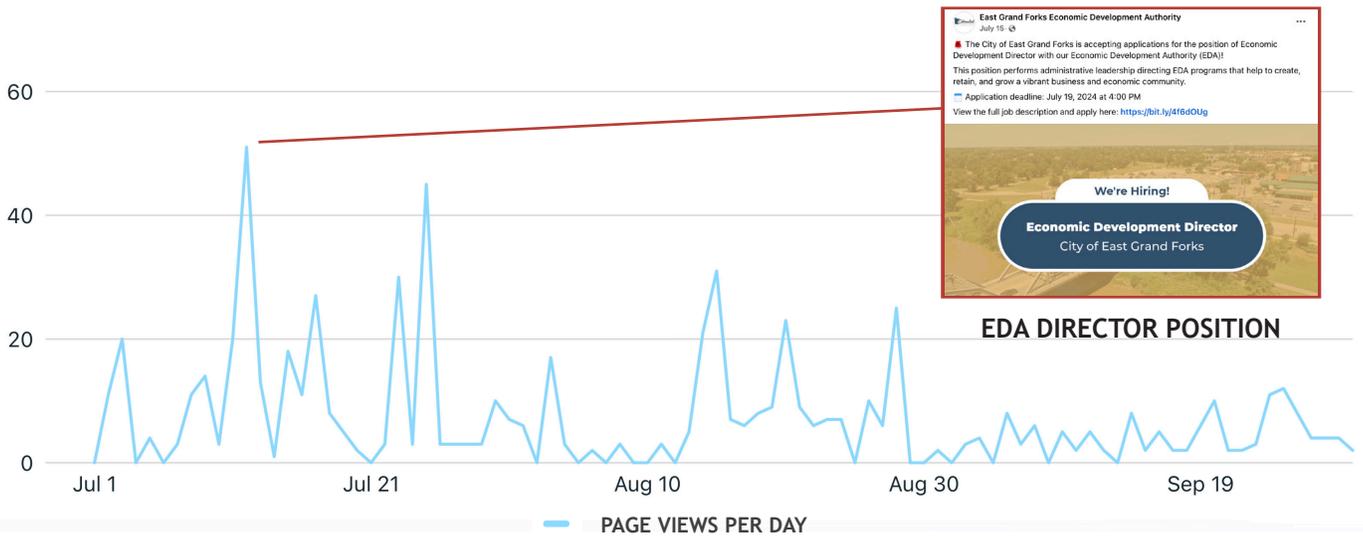
## FOLLOWERS

The East Grand Forks Economic Development Authority (EDA) Facebook page currently has 575 followers. 67% are women and 33% are men. A majority of the followers (58%) are between the ages of 35-54. The followers are mainly from East Grand Forks, MN; Grand Forks, ND; Crookston, MN; Fargo, ND; Thief River Falls, MN; Oslo, MN; Bemidji, MN; Emerado, ND; and Fosston, MN.



## PAGE VIEWS

During a 24-hour span, the EDA's Facebook page was viewed by a range of 0 to 51 profiles. The total number of page views during quarter 3 was 674.



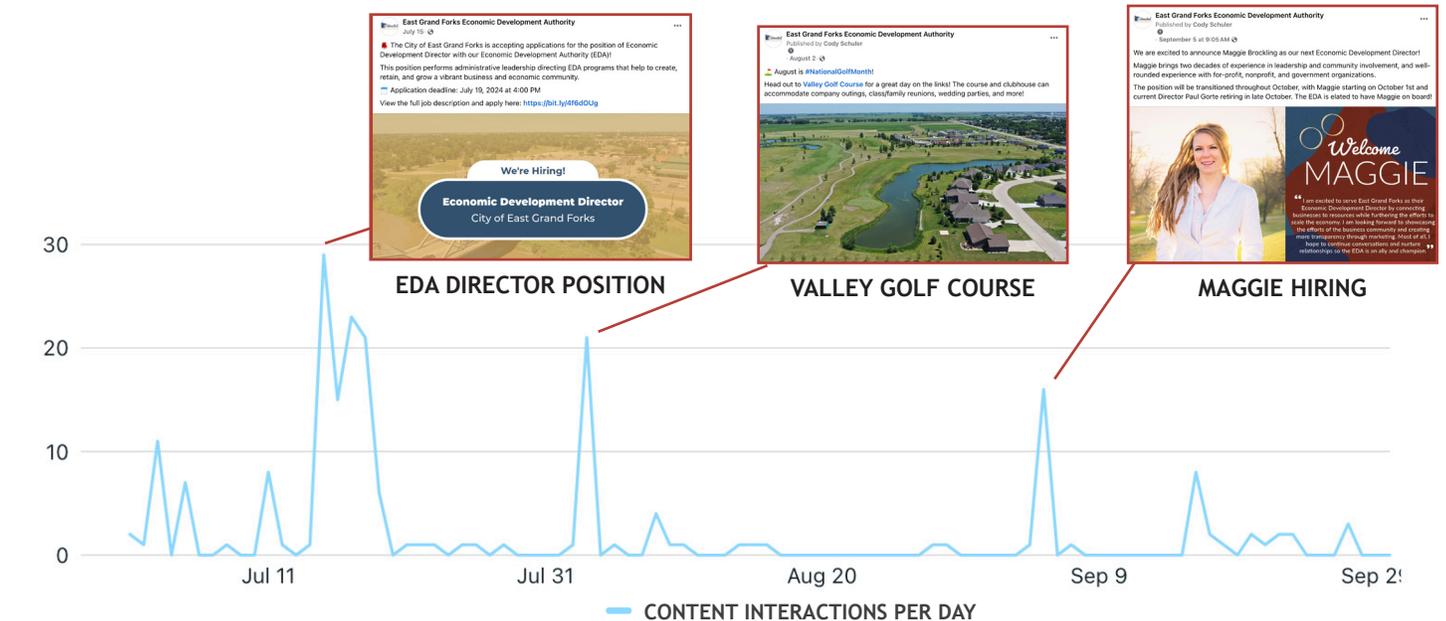
# REACH

From July to September, the EDA reached a total of 4,704 people. The largest number of people reached in one day was 1,243 on July 18th. Most of the people who see the posts are living in East Grand Forks, MN; Grand Forks, ND; Thief River Falls, MN; Oslo, MN; and Crookston, MN.



# REACTIONS, COMMENTS, & SHARES

The Economic Development Director hiring post generated 6,029 impressions, 89 link clicks, and 77 reactions. These are seen as key engagement metrics by social media algorithms. The EDA encourages you to continue interacting with the EDA posts.



# General Ledger

CASH

# City of East Grand Forks



Summary Trial Balance

As of September 31

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

User: kanderson

Printed: 12/05/2024 - 12:54PM

Period: 01 to 09, 2024

Account Number	Description	Bu	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
<b>Fund 280</b>	<b><u>Housing/Lot Sale</u></b>					
ASSETS						
280-00-000-10100	Cash In Banks	0.00	153,265.39	171,993.25	66,140.43	259,118.21
	ASSETS Totals:	0.00	153,265.39	171,993.25	66,140.43	259,118.21
	Fund 280 Totals:	0.00	153,265.39	171,993.25	66,140.43	259,118.21
<b>Fund 620</b>	<b><u>EDA General</u></b>					
ASSETS						
620-00-000-10100	Cash In Banks	0.00	0.00	2,010.00	169,900.06	-167,890.06
	ASSETS Totals:	0.00	0.00	2,010.00	169,900.06	-167,890.06
	Fund 620 Totals:	0.00	0.00	2,010.00	169,900.06	-167,890.06
<b>Fund 625</b>	<b><u>EDA IRP Loan Subfund</u></b>					
ASSETS						
625-00-000-10100	Cash In Banks	0.00	353,692.58	45,976.65	0.00	399,669.23
	ASSETS Totals:	0.00	353,692.58	45,976.65	0.00	399,669.23
	Fund 625 Totals:	0.00	353,692.58	45,976.65	0.00	399,669.23
<b>Fund 626</b>	<b><u>MIF (DRLF-97-0003-V-FY98)</u></b>					
ASSETS						
626-00-000-10100	Cash In Banks	0.00	1,769,224.56	160,381.66	190,361.16	1,739,245.06
	ASSETS Totals:	0.00	1,769,224.56	160,381.66	190,361.16	1,739,245.06
	Fund 626 Totals:	0.00	1,769,224.56	160,381.66	190,361.16	1,739,245.06
<b>Fund 627</b>	<b><u>MN DEED MIF</u></b>					
ASSETS						
627-00-000-10100	Cash in Bank	0.00	22,601.66	11,826.54	7,095.96	27,332.24
	ASSETS Totals:	0.00	22,601.66	11,826.54	7,095.96	27,332.24
	Fund 627 Totals:	0.00	22,601.66	11,826.54	7,095.96	27,332.24
<b>Fund 630</b>	<b><u>Sunshine Terrace</u></b>					
ASSETS						
630-00-000-10100	Cash In Banks	0.00	1,756,565.47	402,050.40	393,108.72	1,765,507.15
	ASSETS Totals:	0.00	1,756,565.47	402,050.40	393,108.72	1,765,507.15
	Fund 630 Totals:	0.00	1,756,565.47	402,050.40	393,108.72	1,765,507.15

**Downpayment Assistance**

**Fund 633**  
ASSETS  
633-00-000-10100

0.00	197,983.53	0.00	8,700.00	189,283.53
0.00	197,983.53	0.00	8,700.00	189,283.53
0.00	197,983.53	0.00	8,700.00	189,283.53

**Town Square**

**Fund 635**  
ASSETS  
635-00-000-10100

0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00

**Fund 635 Totals:**

0.00	0.00	0.00	0.00	0.00
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**Infill Building**

**Fund 682**  
ASSETS  
682-00-000-10100

0.00	521,090.31	60,816.25	34,597.13	547,309.43
0.00	521,090.31	60,816.25	34,597.13	547,309.43
0.00	521,090.31	60,816.25	34,597.13	547,309.43

**Fund 682 Totals:**

0.00	521,090.31	60,816.25	34,597.13	547,309.43
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# General Ledger

## CASH

Summary Trial Balance

As of October 31, 2024

User: kanderson

Printed: 12/05/2024 - 12:25PM

Period: 01 to 10, 2024



# City of East Grand Forks

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

Account Number	Description	B	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
<b>Fund 280</b>	<b>Housing/Lot Sale</b>					
ASSETS						
280-00-000-10100	Cash In Banks	0.00	153,265.39	175,493.25	70,850.93	257,907.71
	Fund 280 Totals:	0.00	153,265.39	175,493.25	70,850.93	257,907.71
<b>Fund 620</b>	<b>EDA General</b>					
ASSETS						
620-00-000-10100	Cash In Banks	0.00	0.00	2,010.00	189,878.44	-187,868.44
	ASSETS Totals:	0.00	0.00	2,010.00	189,878.44	-187,868.44
	Fund 620 Totals:	0.00	0.00	2,010.00	189,878.44	-187,868.44
<b>Fund 625</b>	<b>EDA IRP Loan Subfund</b>					
ASSETS						
625-00-000-10100	Cash In Banks	0.00	353,692.58	51,389.18	0.00	405,081.76
	ASSETS Totals:	0.00	353,692.58	51,389.18	0.00	405,081.76
	Fund 625 Totals:	0.00	353,692.58	51,389.18	0.00	405,081.76
<b>Fund 626</b>	<b>MIF (DRLF-97-0003-V-FY98)</b>					
ASSETS						
626-00-000-10100	Cash In Banks	0.00	1,769,224.56	178,758.55	190,361.16	1,757,621.95
	ASSETS Totals:	0.00	1,769,224.56	178,758.55	190,361.16	1,757,621.95
	Fund 626 Totals:	0.00	1,769,224.56	178,758.55	190,361.16	1,757,621.95
<b>Fund 627</b>	<b>MN DEED MIF</b>					
ASSETS						
627-00-000-10100	Cash in Bank	0.00	22,601.66	13,140.60	7,884.40	27,857.86
	ASSETS Totals:	0.00	22,601.66	13,140.60	7,884.40	27,857.86
	Fund 627 Totals:	0.00	22,601.66	13,140.60	7,884.40	27,857.86
<b>Fund 630</b>	<b>Sunshine Terrace</b>					
ASSETS						
630-00-000-10100	Cash In Banks	0.00	1,756,565.47	452,969.33	428,061.89	1,781,472.91
	ASSETS Totals:	0.00	1,756,565.47	452,969.33	428,061.89	1,781,472.91
	Fund 630 Totals:	0.00	1,756,565.47	452,969.33	428,061.89	1,781,472.91
<b>Fund 633</b>	<b>Downpayment Assistance</b>					

ASSETS									
633-00-000-10100	Cash In Banks	0.00	197,983.53	0.00	8,700.00	189,283.53			
	ASSETS Totals:	0.00	197,983.53	0.00	8,700.00	189,283.53			
	Fund 633 Totals:	0.00	197,983.53	0.00	8,700.00	189,283.53			
<b>Fund 682</b>	<b><u>Infill Building</u></b>								
ASSETS									
682-00-000-10100	Cash In Banks	0.00	521,090.31	68,051.75	36,376.49	552,765.57			
	ASSETS Totals:	0.00	521,090.31	68,051.75	36,376.49	552,765.57			
	Fund 682 Totals:	0.00	521,090.31	68,051.75	36,376.49	552,765.57			

## Rent increase report from Nancy Ellis

Our last rent increase at Sunshine Terrace was February 1, 2023. We increased the rent by approximately 7% to 8% to help with increased expenses. Last year we increased the amount they pay on cable to help meet the higher cable/internet costs rather than a rent increase. At that time, we felt that only the cable increase was needed, and we would review rent in 2024. We are now at the time to review. I have attached the rental breakdown for our current rent, the payment standard for housing assistance, and the rents for three East Grand Forks apartment complexes. If you agree to a rental increase, I feel we should consider either of the following changes:

### **\$50 increase**

1 Bedroom/Efficiency - Current rent is \$650.00 I would like to increase to \$700.00 (7.7%)

2 Bedroom Rent - Current rent is \$800.00 I would like to increase to \$850.00 (6.25%)

3 Bedroom Rent - Current rent is \$980.00 I would like to increase to \$1030.00 (5.1%)

This would be an additional \$38,400 per year at full capacity, **OR**

### **\$30 increase**

1 Bedroom/Efficiency - Current rent is \$650.00 I would like to increase to \$680.00 (4.6%)

2 Bedroom Rent - Current rent is \$800.00 I would like to increase to \$830.00 (3.75%)

3 Bedroom Rent - Current rent is \$980.00 I would like to increase to \$1010.00 (3.1%)

This would be an additional \$23040 per year at full capacity

(you could do an across-the-board percent increase (5% is a \$27,743 increase to the total rent at full capacity, 6% which would be an additional \$33292, or 7% is \$38840)

For your information, Housing assistance is based on their salary/monthly benefit and the increase would mainly be covered by said housing assistance.

If approved, the increases will begin March 1, 2025 because of the 60 day notice period required by the Housing Authority.

## **RENTAL INCREASE PROPOSAL**

### **SUNSHINE TERRACE**

**February 1<sup>ST</sup>, 2025**

Our last rent increase at Sunshine Terrace was February 1<sup>st</sup> 2023

Due to increased expenses and increased housing payment standards I feel we should implement a rental increase at Sunshine Terrace to go in effect on February 1<sup>st</sup> 2025

1 Bedroom and Efficiency – Current rent is \$650.00.

2 Bedroom Rent – Current rent is \$800.00.

3 Bedroom Rent – Current rent is \$980.00.

As per Emily from NWMNHRA, the Payment Standard in 2023 for our area is as follows:

1 Bedroom \$809.00

2 Bedroom \$1021.00

3 Bedroom \$1439.00

Comparison charges from neighboring apartment complexes in East Grand Forks are as listed

#### **BRENTWOOD ESTATES**

1 – Bedroom \$595.00 up \$100.00 from 2022

2 – Bedroom \$695.00 up \$50.00 from 2022

3 – Bedroom \$795.00 up \$50.00 from 2022

#### **GREEN ACRES APARTMENTS**

1 – Bedroom \$620.00

2 – Bedroom \$755.00 up \$10.00 from 2022

3 – Bedroom \$1030.00 stayed the same from 2022

#### **TOWN SQUARE APARTMENTS**

1 – Bedroom \$785.00 up \$22.00 from 2022

2 – Bedroom \$986.00 up \$64.00 from 2022

**SUNSHINE TERRACE HAS 64 RENTAL APARTMENTS**

**2 EFFICIENCY**

**35 – 1 Bedrooms one for the Mentor Network is at market rate**

**24 – 2 Bedrooms**

**3 – 3 Bedrooms**

**THE EFFICIENCY APARTMENTS AND THE 1 BEDROOM APARTMENTS RENT FOR THE SAME RATE**

**THE MENTOR NETWORK # 216 PAYS \$699.00 PER MONTH, THE MARKET RATE AT THE LAST INCREASE IN 2023**

**CURRENT RENTS AT FULL CAPACITY**

**\$46,239.00 per month, \$554,868.00 per year**

**Currently:**

**51 households are on housing**

**8 households pay full rent**

**5 vacancies possibly 3 apartments are rented for August and September**

**K & H Custom**  
Owner: Kenley Stordahl  
13174 State Hwy 220 NW  
East Grand Forks, MN 56721  
(218) 773-7901

**Bill**

**October 11, 2024**

**City of East Grand Forks**

RE: Lot Maintenance

Additional mowing past contract date of September 15th due to unseasonably warm weather.

Mowing of city owned lots North of 23<sup>rd</sup> Street NW

**\$900.00**

**Amount Due \$900.00**

**Waters Edge First Addition**

Parcel #	Legal Description	Price	Reduction	New Price after Discount	
83.04060.00	WE 1st Lot 7 Block 1	\$136,386.00	\$ -	\$136,386.00	
83.04072.00	WE 1st Lot 10 Block 2	\$48,650.00			
83.04073.00	WE 1st Lot 11 Block 2	\$48,650.00			
	combined amount	\$97,300.00			
	new price for Lot 10-11	\$78,699.00	\$ 8,700.00	\$69,999.00	
<del>83.04076.00</del>	<del>WE 1st Lot 14 Block 2</del>	<del>\$30,000.00</del>	<del>\$ 8,700.00</del>	<del>\$21,300.00</del>	Sold
83.04079.00	WE 1st Lot 17 Block 2	\$48,650.00	\$ 8,700.00	\$39,950.00	
<del>83.04095.00</del>	<del>WE 1st Lot 1 Block 3</del>	<del>\$38,650.00</del>	<del>\$ 8,700.00</del>	<del>\$29,950.00</del>	Sold
83.04099.00	WE 1st Lot 5 Block 3	\$38,650.00	\$ 8,700.00	\$29,950.00	
<del>83.04103.00</del>	<del>WE 1st Lot 9 Block 3</del>	<del>\$41,468.00</del>	<del>\$ 8,700.00</del>	<del>\$32,768.00</del>	Sold
<del>83.04104.00</del>	<del>WE 1st Lot 10 Block 3</del>	<del>\$38,650.00</del>	<del>\$ 8,700.00</del>	<del>\$29,950.00</del>	Sold
83.04110.00	WE 1st Lot 16 Block 3	\$42,972.00	\$ 8,700.00	\$34,272.00	
<del>83.04111.00</del>	<del>WE 1st Lot 17 Block 3</del>	<del>\$47,724.00</del>	<del>\$ 8,700.00</del>	<del>\$39,024.00</del>	Sold
83.04112.00	WE 1st Lot 18 Block 3	\$47,709.16	\$ 8,700.00	\$39,009.16	
<del>83.04113.00</del>	<del>WE 1st Lot 19 Block 3</del>	<del>\$38,650.00</del>	<del>\$ 8,700.00</del>	<del>\$29,950.00</del>	Sold
83.04118.00	WE 1st Lot 24 Block 3	\$38,650.00	\$ 8,700.00	\$29,950.00	

**Waters Edge Second Addition**

Parcel #	Legal Description	Price			
83.04141.00	WE 2nd Lot 1 Block 1	\$36,901.00	<del>\$ 8,700.00</del>	\$28,201.00	Sold
83.04143.00	WE 2nd Lot 3 Block 1	\$35,448.00	<del>\$ 8,700.00</del>	\$26,748.00	Sold
83.04144.00	WE 2nd Lot 4 Block 1	\$42,441.00	<del>\$ 8,700.00</del>	\$33,741.00	Pending
83.04146.00	WE 2nd Lot 6 Block 1	\$43,345.00	\$ 8,700.00	\$34,645.00	
83.04147.00	WE 2nd Lot 7 Block 1	\$42,250.00	\$ 8,700.00	\$33,550.00	
<del>83.04148.00</del>	<del>WE 2nd Lot 8 Block 1</del>	<del>\$37,692.00</del>	<del>\$ 8,700.00</del>	<del>\$28,992.00</del>	Pending
83.04150.00	WE 2nd Lot 10 Block 1	\$35,436.00	\$ 8,700.00	\$26,736.00	
<del>83.04151.00</del>	<del>WE 2nd Lot 11 Block 1</del>	<del>\$42,009.00</del>	<del>\$ 8,700.00</del>	<del>\$33,309.00</del>	Pending
83.04152.00	WE 2nd Lot 12 Block 1	\$43,790.00	\$ 8,700.00	\$35,090.00	
83.04153.00	WE 2nd Lot 13 Block 1	\$42,705.00	\$ 8,700.00	\$34,005.00	
<del>83.04155.00</del>	<del>WE 2nd Lot 15 Block 1</del>	<del>\$37,484.00</del>	<del>\$ 8,700.00</del>	<del>\$28,784.00</del>	Pending
83.04156.00	WE 2nd Lot 1 Block 2	\$27,662.00			
83.04157.00	WE 2nd Lot 2 Block 2	\$25,382.00			
	combined amount	\$53,044.00	\$ 8,700.00	\$44,344.00	

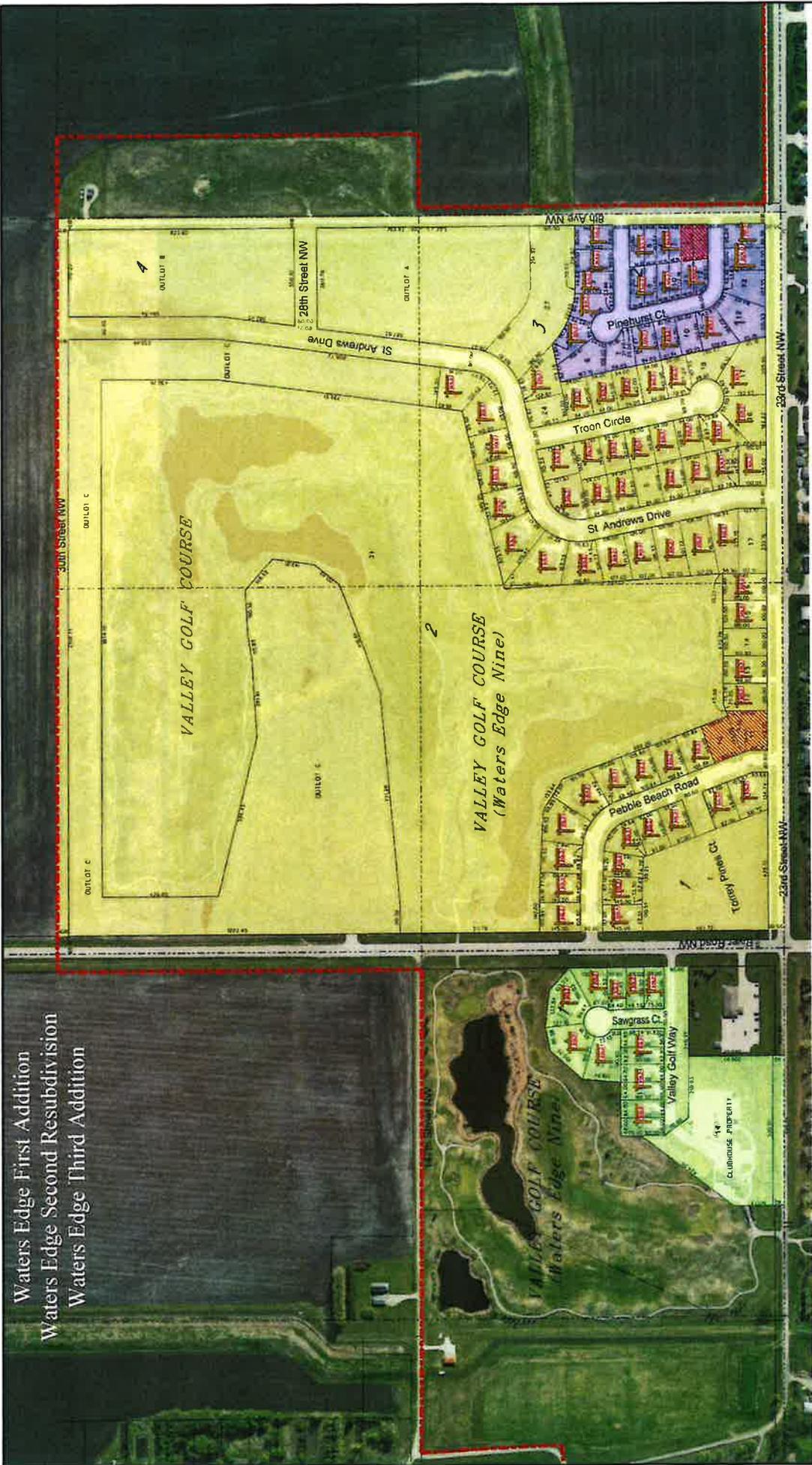
**Waters Edge Third Addition**

Parcel #	Legal Description	Price			
83.00114.18	WE 3rd Lot 6 Block 1	\$55,000.00	<del>\$ 8,700.00</del>	\$46,300.00	Sold

**Coulee View**

Parcel #	Legal Description	Price			
83.04393.00	CV Lot 6 Block 2	\$35,000.00	\$ —	\$35,000.00	Sold

Waters Edge First Addition  
 Waters Edge Second Resubdivision  
 Waters Edge Third Addition



**City of East Grand Forks**

Waters Edge Addition  
 For More Information Contact:  
 EDA 218-773-8939 www.egf.mn

**WIDSETH**  
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

- Key
- Waters Edge First Addition
  - Waters Edge Second Resubdivision
  - Waters Edge Third Addition
  - Lots To Be Sold As A Single Lot



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## MEMORANDUM

Date July 18, 2023  
To EDA  
From ED Director  
Subject FORX Buyback Request

---

FORX has been working with Northland Community and Technical College to build “project homes’ for several years. This spring FORX purchased Lot 1, Block 1, Waters Edge 2<sup>nd</sup>, for the next home. Unfortunately, Northland terminated its participation in the program, leaving FORX with a lot but no partner.

Now FORX is looking at its options for the lot.

One option would be to sell the lot back to the City. This option would have additional expenses: closing costs and legal document preparation and filing fees. The Director informed FORX that he would ask the EDA to require FORX to pay all such fees if the City were to buy back the property. There would be an estimated \$3500 in closing costs plus several hundred dollars in document and recording fees. Plus, the City would be responsible for paying these costs again, when the lot is resold, plus the realtor fee.

The Director asked FORX to consider selling the lot to one of its members. FORX would still be responsible for those closing costs, but the City would avoid additional costs. FORX agreed to discuss this alternative and get back to the Director. All incentives contained in the original sale to FORX would carry over to its sale to a member builder. That still leave s the City responsible for a second closing. It would be better if FORX reimbursed the City for all costs associated with the original closing to avoid additional costs to the taxpayers.

### Recommendation

That the EDA authorize the Director and EDA Attorney to work with FORX on an amicable solution at the least possible cost to the City, and that FORX be required to pay closing costs and document costs and filing fees and reimburse the City for all costs if the City were to buy the lot back.

# SERVICE QUOTE



City of East Grand Forks

ITEM	QTY	PRICE
<b>SOCIAL MEDIA MANAGEMENT</b>		
Facebook	4 posts	\$320
LinkedIn	4 posts	\$320
<b>MONTHLY MEETING</b>		
1 hour strategy meeting each month	----	INCLUDED
<b>SUB TOTAL</b>		\$640
<b>DISCOUNT</b>		\$0
<b>TOTAL</b>		\$640

	Cody Schuler Digital Marketing Specialist	Alizjah Swenson Social Media Specialist	Jacob Scully Graphic Designer	Budget Hours	Budget Labor Costs	Total AE2S Fee Budgeted
<b>Task 1: Project Management and Reporting</b>						
1.1	Quarterly Client Coordination Meetings (30 mins)			2	\$ 267	\$ 267
<b>TOTAL FOR TASK 1</b>		0	0	2	\$ 267	\$ 267
<b>Task 2: Marketing &amp; Social Media Support</b>						
2.1	Marketing Strategy & Support	2		4	\$ 533	\$ 533
2.2	Social Media Strategy & Support	8		20	\$ 2,667	\$ 2,667
2.3	Graphic Design		12	12	\$ 1,373	\$ 1,373
<b>TOTAL FOR TASK 2</b>		10	12	36	\$ 4,574	\$ 4,574
<b>TOTAL PROJECT HOURS/EXPENSES</b>		12	14	38	\$ 4,841	\$ 4,841

## Smart Solutions Group EDC Forge Subscriber Agreement

This is an agreement between Smart Solutions Group (“SSG”), and you, the "Subscriber".

1. License Grant. SSG grants a license to use EDC Forge (collectively “Licensed Product”) derived from such use, provided all titles, copyright, and proprietary rights notices shall be reproduced in all such copies.
2. Term. The term of this Agreement is two years from the date Subscriber executes it. It will automatically renew yearly unless Subscriber gives written notice at least sixty (60) days before the renewal date.
3. Fee. The annual subscriber fee is \$ 2,000. The price could increase after Year Two but SSG will communicate the increase at least sixty (60) days before the renewal date.
4. Content. Subscriber shall have the right, and are encouraged, to add or make changes to the data. However, SSG will function as the system administrator for the Site, and SSG reserves the right to add, modify, delete or publish system updates from time to time. SSG shall not be responsible for errors in published data and content provided by the Subscriber. SSG is granted the right to use Subscribers’ logos and content that is supplied by the Subscriber for the use of the application. SSG will not share any data with anyone without written permission of Subscriber. The Subscriber owns their data.

Proprietary Rights. Subscriber acknowledges and agrees that the copyright, patent, trade secret, and all other intellectual property rights of whatever nature in the Licensed Product shall remain the property of SSG, and nothing in this Agreement shall be construed as transferring any such rights. Subscriber acknowledges the confidential and proprietary nature of the Licensed Product, and Subscriber shall safeguard and protect the Licensed Product from theft or unauthorized access in a manner at least consistent with the protections Subscriber uses to protect your most confidential information. Subscriber shall inform its employees of their obligations under this Agreement and shall take such steps as may be reasonable under the circumstances, or as may be reasonably requested by SSG, to prevent any unauthorized disclosure, copying or use of the Licensed Product or the data.

5. Warranty. SSG EXPRESSLY DISCLAIMS ALL WARRANTIES IN BOTH THE LICENSED PRODUCT AND THE DATA, WHETHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SSG DOES NOT WARRANT THAT THE LICENSED PRODUCT WILL MEET SUBSCRIBER’S REQUIREMENTS, OR THAT SUBSCRIBER’S OPERATION OF THE LICENSED PRODUCT WILL BE UNINTERRUPTED, OR THAT THE LICENSED PRODUCT WILL BE ERROR-FREE, OR THAT ERRORS IN THE LICENSED PRODUCT WILL BE CORRECTED.
6. Indemnity. Subscriber agrees to indemnify SSG against any claim (1) for alleged infringement of any U.S. registered copyright or patent, arising out of the use of the Licensed Product by Subscriber in any manner prohibited by this Agreement and (2) related

to or arising out of the use of the Licensed Product by Subscriber. SSG agrees to indemnify Subscriber from any claims of infringement relating to the Software.

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8. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Iowa.
9. Affiliated Companies. Any indemnification of SSG or any limitation of liability herein shall to the same extent apply to SSG's respective directors, officers, employees, agents, and affiliated companies, including any directors, officers, employees and agents thereof.

SSG

**Subscriber:** City of East Grand Forks

By: *Clark A. Smith*

By: \_\_\_\_\_

Name: Clark A. Smith

Name: \_\_\_\_\_

Title: Partner, SSG

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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# Memorandum

Date: October 8, 2024

To: EDA Board

From: ED Director

RE: 2025 EDA Meeting Calendar with Loan Application Deadlines

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The meetings will be on the fourth Tuesday of each month, except in December when that Tuesday is Christmas Eve. The December meeting will be held on December 17.

<u>Month</u>	<u>Meeting Date</u>	<u>Application Deadline</u>
January	1/22	1/10
February	2/26	2/14
March	3/26	3/14
April	4/23	4/11
May	5/28	5/16
June	6/25	6/13
July	7/23	7/11
August	8/27	8/15
September	9/24	9/12
October	10/22	10/10
November/December	12/17	12/5
January 2026	1/28	1/16

Recommendation:

That the EDA approve the Meeting Calendar with the deadlines for loan applications.