

# APPROVED 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 September 1, 2020, as a virtual meeting

## 1. **Roll Call:**

Meeting was called to order by President Pokrzywinski at 12:00 pm.

EDA Board present at roll, Board President Mike Pokrzywinski, Board Members: Tim Johnson, Justin Hecht, Dale Helms Josh Grinde, Diane Blair, and Daniel Black via Zoom

Absent:

Staff present: Paul Gorte (EDD), Economic Development Director; Brenda Ault (EA), Executive Assistant; Ron Galstad (CA) City Attorney and Karla Anderson (FD) Finance Director. Via Zoom. David Murphy (CA) City Administrator arrived at 1:00.

Also Present: Zoom Barry Wilfahrt, Chamber; Christine Anderson, Small Business Development Center (SBDC) and Janelle Wald Kovar, NW Private Industry Council (NWPIC)

Roll Call: President Pokrzywinski determined a quorum was present.

## 2. **Approval of Minutes**

### a. July 7, 2020 Regular Meeting

A Motion was made to approve the July 7, 2020, Regular Meeting Minutes by Board Member Grinde, seconded by Board Member Hecht. M/S/P-Grinde, Hecht; 7-0, mc.

## 3. **Bills and Communications**

- a. Review of Accounts Payable July 21, 2020
- b. Review of Accounts Payable August 4, 2020
- c. Review of Accounts Payable August 18, 2020

No questions

## 4. **Reports**

- a. Delinquencies - None
- b. Financial Reports: May, June, July No questions
- c. Director's Reports – EDD Gorte reported that July was dominated by COVID 19, including the Emergency Loans and conversations with businesses. He also stated that information filtering and distribution was ongoing. Began meeting with Polk County and Fosston regarding the possible uses of CARES Act funds.

## 5. **Unfinished Business**

None

## 6. **New Business**

- a. AE2S Report – 2<sup>nd</sup> Quarter

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EDD Gorte stated that he will be sending the Board questions that they will need to respond to for social media. He would prefer a video response. The EDA page has 147 followers, 62% are female and 38% are male and the EDA has reached thousands of people this quarter; 584 people were reached on April 28<sup>th</sup>.

b. Small Business Development Center (SBDC) Report 1<sup>st</sup> half 2020

Christine Anderson was available via Zoom to talk to the Board, she stated that increased visibility with local and regional businesses was a goal the last time she talked to the Board. Currently she has been working with the CARES Act and SBDC resources during the pandemic.

Jan – August EGF had 10 clients served, long-term clients 3. Total hours 38, COVID calls 17, debit/equity investment \$994,900. Polk County had 65 clients served, long-term clients 24, total hours 314, debit/equity investment \$1,338,400.00. Funds received are SBA 50%, 25% DEED and 25% local support.

c. Northwest Private Industry Council (NWPIC) – Incumbent Worker Training program

Janelle Wald Kovar was present via Zoom to talk to the Board and stated that the program is a workforce training program designed to provide direct financial assistance to businesses to train current employees, with the ultimate goal of enhancing the economic competitiveness of regional businesses. An eligible business must be located in Minnesota and must be registered with the Minnesota Secretary of State's office. An incumbent worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through educational and training opportunities.

d. CARES Act Program update

EDD Gorte explained that aid for individuals and businesses will be available. The EDA will receive at least \$250,000 and possibly more if all the monies made available by the City. These grants would be COVID related and the monies would come from the Federal Government through the State of Minnesota. He has been working on an application for the program. The Board had several questions regarding how this program would operate, parameters that would be followed for fairness to all involved. They would like to see a 2 round program; the first being the \$250,000 and the second if another \$100,000 becomes available. This will be taken to the September 8<sup>th</sup> work session, with the amended application. CA Galstad will work on getting the necessary legal verbiage into the application.

e. 2021 Proposed Budget

EDD Gorte stated that the 620 account encompasses operating revenues and expenditures for the EDA. He proposed a few changes in 4 line items, with a total decrease of \$4600 in the budget.

In the 280 account which deals with City owned land; 4 line items will need adjustment, with a total of no monetary difference. He recommends that the EDA review, revise and recommend approval of the proposed budget.

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Board Member Hecht made the motion to approve the 2021 Budget; was seconded by Board Member Blair. M/S/P- Hecht, Blair; RCV: Johnson Y, Black Y, Blair Y, Pokrzywinski Y, Hecht Y, Grinde Y, Helms Y: 7-0, mc.

City Attorney Galstad stated that the EDA would hold a closed personnel meeting, pursuant to Minnesota Statutes, Section 13D.04, Subdivision 1.

Motion to close the meeting was made at 1:02 by Board Member Hecht, was seconded by Board Member Blair. M/S/P- Hecht, Blair; 7-0, mc.

EDA Board present at roll, Board President Mike Pokrzywinski, Board Members: Tim Johnson, Justin Hecht, Dale Helms Josh Grinde, Diane Blair, and Daniel Black via Zoom

Staff present: Brenda Ault (EA), Executive Assistant; Ron Galstad (CA) City Attorney and David Murphy (CA) City Administrator.

CA Murphy presented a goals worksheet for Mr. Gorte to the Board.

Goal 1: Implementation of the 4 goals identified in the EDA Strategic Plan. Provide monthly updates of progress in each of the 4 goals in the Director's Report.

Goal 2: Business List Update. Compile a list in a searchable and sortable form by business type, listing business name, owner's name and contact. Contact 25% of businesses annually.

Goal 3: Director's Report. Prepare monthly report to EDA Board for review. Report should include a brief summary of businesses visited, contacts made and summary of month's activities. Summary of any training or continuing education classes taken during the month and what was learned.

Goal 4; Increase working relationship with Chamber of Commerce. Monthly contact with Chamber President and Director.

Goal 5: Lot Sales Paperwork. Develop system with City Attorney to streamline City lot sale paperwork.

Goal 6: MIF Loan Collection. Prepare easily accessible and easy to read spreadsheet for tracking MIF loan status.

Goal 7: Office and Meeting Attentiveness. If you feel a need for revitalization, a break may be taken, you may leave a meeting for a short walk or not attend Council Meetings that you do not have anything on the agenda for discussion.

Goal 8: Keep interactions with businesses and clients professional and to the point. Refrain from injecting personal stories and comments into the meetings.

Motion to adjourn the closed meeting was made at 1:31 by Board Member Blair, was seconded by Board Member Hecht. M/S/P- Blair, Hecht; 7-0, mc.

CA Murphy stated that the EDA Board did an eval on Mr. Gorte, overall the review was satisfactory, he will move to the next step in salary and will be presented with a list of goals.

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DEVELOPMENT AUTHORITY (EDA) (continued)

7. **Adjournment:**

Motion to adjourn the meeting was made at 1:33 by Board Member Grinde, was seconded by Board Member Blair. M/S/P- Grinde, Blair; 7-0, mc.

The next regular meeting is **October 13, 2020.**

Respectfully Submitted,  
Brenda Ault, Executive Assistant