

Memorandum

TO: Economic Development Authority
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: October 6, 2025
SUBJECT: Acceptance of August 2025 Financial Reports
ITEM NUMBER: 4.a
SECTION: FINANCES AND BUDGET

REQUESTED MOTION

To accept the monthly financial reports for EDA Fund 240 and HRA Fund 241; and approve the following payments of claims and purchases:

1. Oliver's - EDA Meeting Supplies June - \$251.56 - (Fund 240) - Date Paid: 8/4/2025
2. Allen, Deanne - Meeting Minutes - \$200.00 - (Fund 240) - Date Paid: 8/1/2025
3. Kirstin Chatfield - August 1-15 Econ Dev Consulting- \$1062.50 - (Fund 240) - Date Paid: 8/22/2025
4. Kirstin Chatfield - July 1-16 Econ Dev Consulting- \$562.50 - (Fund 240) - Date Paid: 8/22/2025
5. Kirstin Chatfield - Invoice 625 Part 2- \$562.50 - (Fund 240) - Date Paid: 8/22/2025
6. Allen, Deanne - Meeting Minutes - \$200.00 - (Fund 240) - Date Paid: 8/28/2025
7. Scandia Shores - 4D Affordable Housing Program - \$1,000 (Fund 241) - Date Paid: 7/11/2025
8. Verizon Wireless - Cellular Phone Service - Jun 11-July 10 \$344.31 (Fund 241) - Date Paid: 7/10/2025

INTRODUCTION

Staff is presenting to the EDA board the EDA and HRA financial reports from August 2025 and Home Loan Funds 305 and 307.

DISCUSSION

The monthly financial reports for the EDA Fund 240, and HRA Fund 241, and Home Loan Funds 305 and 307 are attached for your review.

RECOMMENDATION

It is recommended the EDA review and accept the monthly financial fund reports, and approve the payment of claims and purchases.

ATTACHMENTS

[Fund 305 - August 2025](#)
[Fund 307 - August 2025](#)
[EDA Fund 240 - August 2025](#)
[HRA Fund 241 - August 2025](#)