

**City of Moorhead**  
**Economic Development Authority**  
**Meeting Minutes**  
**June 24, 2013 at 11:45 AM**  
**1st Floor, Council Chambers, Moorhead City Hall**

Pursuant to due call and notice thereof, a regular meeting of the Economic Development Authority was held in the 1st Floor, Council Chambers, Moorhead City Hall, on June 24, 2013, at 11:45 AM.

**Roll call of the members was made as follows:**

Board Member:	Les Bakke	Present
Board Member:	Bob Buth	Present
Board Member:	Violet Deilke	Present
3rd Ward Council Member:	Brenda Elmer	Present
Board Member:	Jeff Frider	Present
4th Ward Council Member:	Steve Gehrtz	Present
Board Member:	Ray Grefsheim	<i>Absent</i>
Board Member:	Kris Gulsvig	Absent
Board Member:	Charley Johnson	Present
Board Member:	Jim Steen	Present
Board Member:	Dave Sederquist	Present

**Others Present:**

Chuck Chadwick, Moorhead Business Association	John Shockley, City Attorney
Scott Hutchins, Director of Community Services	Les Stenerson, Moorhead Business Association
Matt Maslowski, Business Development Manager	Amy Thorpe, ED Program Administrator

**1. Call meeting to Order / Roll Call**

**2. Agenda Amendments – None**

**3. Approve Minutes**

A [May 27, 2013](#)

B [June 10, 2013 - Special Meeting](#)

**Motion to Approve made by Brenda Elmer and seconded by Les Bakke**

Motion to Approve Minutes of May 27, 2013 and June 10, 2013 – Special Meeting

*Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2*

Minutes: Frider requested the following addition to the end of the minutes section of Item 6: "He requested that staff contact the railroad to discuss ways to address noise concerns in that area."

**4. Citizens Addressing the Board – None**

**5. [Commissioners' Reports](#) – None**

**6. [Receive Report of Moorhead Business Association - Chuck Chadwick & Les Stenerson](#)**

Minutes: Les Stenerson, Moorhead Business Association (MBA), provided a report on activities and membership growth of the Moorhead Business Association.

- Membership growth has been slow but steady. Retention of members has been strong. Quality vs. quantity. Encourage active membership.
- Opportunities for collaboration between MBA and City's Business Development Manager
  - Business retention visits
  - Moorhead Business Registry
  - Business survey requesting feedback on city services
- Membership level as a percentage of all Moorhead Businesses
  - There are an estimated 800 businesses in Moorhead
  - Approximately 10% of the business community are MBA members

7. **Director's Report - Maslowski**

Minutes: Maslowski provided the board with a summary his activities which occurred since the last meeting as detailed in his report found in the packet materials.

8. **2014 EDA Preliminary Budget & Levy - Discussion Only**

Minutes: Hutchins provided a general overview for board members of the proposed 2014 EDA levy and budget as found in packet materials. More budget discussion will be on the agenda in July and a preliminary budget recommendation to the City Council at the August meeting.

Commissioners requested that staff provide more detailed marketing budget at the July meeting.

9. **Amendment to EDA Bylaws - John Shockley, City Attorney**

Minutes: Shockley explained the process by which the EDA Bylaws may be amended and provided a draft amendment to allow a non-Moorhead resident fill one of the three "At Large" positions on the EDA board. Commissioners requested an additional condition that the non-resident member also be a business owner. Shockley will provide draft amendment for July meeting.

10. **Information / Update**

- A **Building & Permit Valuation Summary**
- B **Communication & Marketing Plan Update**
- C **GFMEDC Activity Reports**

11. **Adjourn**

Minutes: Meeting adjourned at 12:58 p.m.

APPROVED BY:



ATTEST:



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Jim Steen, Chair

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Charley Johnson, Secretary

The proceedings of this meeting are digitally recorded and are available for public review.

Respectfully submitted by:

Amy Thorpe, Economic Development Program Administrator