



**City of Moorhead
Economic Development Authority**

**Meeting Agenda
December 21, 2015 at 11:45 AM
1st Floor, Council Chambers, Moorhead City Hall**

<u>ITEM</u>	<u>REMARKS</u>
1. Call meeting to Order / Roll Call	_____
2. Agenda Amendments	_____
3. Approve Minutes	_____
A November 9, 2015	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. Items Related to EDA Executive Director Position	_____
A Resolution to Enter into Employment Contract Negotiations with Cynthia Graffeo as finalist for the EDA Executive Director Position	_____
B Motion to Move into Executive Session for the Purpose of Contract Negotiations	_____
7. Information / Update	_____
A GFMEDC Activity Report - November	_____
B Building & Permit Valuation Summary - November	_____
8. Adjourn	_____

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Economic Development Authority meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).



City of Moorhead Economic Development Authority

Meeting Agenda
November 09, 2015 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 November 09, 2015, at 11:45 AM.

Roll call of the members was made as follows:

Board Member:	Bob Buth	Present
Board Member:	Violet Deilke	Present
Council Member:	Steve Gehrtz	Present
Board Member:	Charley Johnson	Present
Board Member:	Pat Kovash	Present
Board Member:	Dave Sederquist	Present
Board Member:	James Steen	Present
Council Member:	Del Rae Williams	Present
Board Member:	John Rogalla	Absent
Board Member:	Bruce Bekkerus	Present
Board Member:	Marsha Weber	Present

Others Present:

Scott Hutchins, Deputy City Manager
Amy Thorpe, Economic Development Program Administrator
John Shockley, City Attorney
Jill Wenger, Human Resources Director
Bob Zimmerman, City Engineer

1. Call meeting to Order / Roll Call

2. Agenda Amendments

3. Approve Minutes

A September 28, 2015

Motion to Approve made by Violet Deilke and seconded by Del Rae Williams

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

B October 12, 2015

Motion to Approve made by Violet Deilke and seconded by Del Rae Williams

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

4. Citizens Addressing the Board - None

5. Commissioners' Reports - None

6. Resolution to Receive and Approve Recommendation of the MCCARA Development Control Board

Regarding Construction of a Package Distribution Center Located at 4201 34 Ave S

Minutes: Hutchins summarized the project as found in packet materials. Project received unanimous approval of the MCCARA Development Control Board and was found to be consistent with covenants of the MCCARA Industrial Park.

Motion to Approve made by Steve Gehrtz and seconded by Pat Kovash

Approved finding that the construction of a package distribution center located at 4201 34 Ave S as submitted by Ruedebusch Development and Construction is consistent with the covenants of the MCCARA Industrial Park.

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

7. Resolution Approving and Authorizing the Execution of Assignment and Assumption of Rights and Obligations Agreement of Downtown Tax Increment Notes from Sterling Development Group Four LLC to Kassenborg Partners LLC

Minutes: Hutchins provided background regarding an assignment and assumption of rights of tax increment notes.

Motion to Approve made by Del Rae Williams and seconded by Violet Deilke

Resolution Approving and Authorizing the Execution of Assignment and Assumption of Rights and Obligations Agreement of Downtown Tax Increment Notes from Sterling Development Group Four LLC to Kassenborg Partners LLC

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

8. Recommend Final 2016 EDA Levy and Budget

Minutes: Hutchins summarized. Board members had detailed discussion.

Motion to Approve made by Del Rae Williams and seconded by Bruce Bekkerus

Recommendation to City Council for the final 2016 EDA Levy and Budget at \$360,000.

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

9. Receive Recommendation from the EDA Executive Committee and Approve Finalist(s) for EDA Executive Director Position - EDA Executive Committee

Minutes: Steen summarized the efforts of the search committee. Shockley provided information to the board regarding the public process for hiring. Board members had detailed discussion.

Motion to Approve made by Steve Gehrtz and seconded by Pat Kovash

Motion to approve the expansion of the role of the EDA Executive Committee to conduct further interviews with candidate(s) and to recommend one candidate for consideration of the full board for the position of EDA Executive Director.

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1

10. Overview of Upcoming Street Projects and Investments - Bob Zimmerman, City Engineer

Minutes: Zimmerman presented upcoming street projects as found in packet materials.

11. Information / Update

A GFMEDC Activity Report - Sept & Oct

B Building & Permit Valuation Summary - October

12. Adjourn

Minutes: Meeting adjourned at 1:02 p.m.

APPROVED BY:

ATTEST:

Jim Steen
Chair

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



Activity Report – November 2015

Planning and Strategic Positioning

- November 11th – Mark Vaux, GFMEDC, attended the Moorhead Business Association meeting
- November 13th - Jim Gartin, President, attended the Detroit Lakes Workforce Summit
- November 13th - Jim Gartin, President, attended the MSUM Benefactor Luncheon
- November 13th - Jim Gartin, President, met with Dean Brewer Doran of the Offutt School of Business
- November 18th - Jim Gartin, President, attended the Emerging Leaders Graduation
- November 18th – Mark Vaux, GFMEDC, attended the Moorhead Business Association meeting.
- November 19th - Jim Gartin, President, attended the North of Normal Frostival meeting at the Hjemkomst Center
- November 19th - Jim Gartin, President, and Tfanie Gelinske, GFMEDC, attended the MSUM Technology Sector Breakfast
- November 25th – Mark Vaux, GFMEDC, attended the Moorhead Business Association meeting.

Business Visits

- Mark Vaux, GFMEDC, shared a grocery store lead with Scott and Amy.
- Mark Vaux, GFMEDC, shared a corn acetone facility lead with Scott and Amy.

CITY OF MOORHEAD BUILDING CODES
2015 BUILDING AND PERMIT VALUATION SUMMARY SHEET
Includes Totals from Pages 2 & 3

PAGE 1

	434		437		438						MOVE/ DEMO #	TOTAL PERMITS	TOTAL VALUATION
	Residential Remodel		Commercial Remodel		Garages		Residential (page 2)		Commercial (page 3)				
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION			
JAN	19	219,998.00	5	683,500.00	0	0.00	0	0.00	0	0.00	2	26	903,498.00
FEB	8	119,175.00	4	604,900.00	0	0.00	0	0.00	1	3,100,000.00	0	13	3,824,075.00
MAR	28	413,612.00	9	790,469.00	0	0.00	54	10,795,880.00	2	75,000.00	2	95	12,074,961.00
APR	65	579,885.00	12	2,320,151.00	6	186,300.00	27	12,272,470.00	0	0.00	0	110	15,358,806.00
MAY	50	381,566.00	4	400,069.00	1	63,000.00	32	6,067,029.00	3	2,578,997.00	3	93	9,490,661.00
JUN	67	530,870.00	12	747,485.00	5	130,500.00	24	16,066,000.00	5	648,390.81	3	116	18,123,245.81
JUL	66	797,968.00	8	1,100,427.00	3	114,500.00	16	3,259,000.00	5	1,938,326.41	1	99	7,210,221.41
AUG	50	418,627.00	7	470,831.03	3	93,920.00	19	3,953,400.00	1	40,500.00	5	85	4,977,278.03
SEP	41	325,564.00	14	1,323,571.00	5	131,154.55	18	4,437,000.00	8	1,611,500.00	0	86	7,828,789.55
OCT	41	738,440.64	6	278,754.00	1	20,000.00	15	3,184,000.00	3	168,000.00	2	68	4,389,194.64
NOV	38	296,733.00	6	149,966.00	1	4,000.00	4	3,120,000.00	2	306,000.00	0	51	3,876,699.00
DEC												0	0.00
2015	473	4,822,438.64	87	8,870,123.03	25	743,374.55	209	63,154,779.00	30	10,466,714.22	18	842	88,057,429.44
2014	428	6,733,218.58	90	27,545,695.80	28	411,735.00	194	56,093,439.00	20	6,118,597.00	45	805	96,902,685.38
2013	401	4,404,805.93	70	11,659,591.00	16	167,805.00	138	43,999,300.00	31	34,676,965.00	23	679	94,908,466.93

JAN/MOVE: 1 mobile home into Moorhead; **MAR/DEMO:** 1 single family home; 1 commercial building; **MAY/MOVE:** 1 garage out of Moorhead; **MAY/DEMO:** 1 commercial building; one interior only; **JUN/MOVE:** 2 mobile homes into Moorhead; **JUNE/DEMO:** 1 commercial building; **JULY/MOVE:** 1 mobile home into Moorhead; **AUG/MOVE:** 3 mobile homes into Moorhead; **AUG/DEMO:** 2 detached accessory structures; **OCT/MOVE:** 1 mobile home into Moorhead; **OCT/DEMO:** 1 single family home

**CITY OF MOORHEAD BUILDING CODES
2015 BUILDING PERMIT VALUATION REPORT - RESIDENTIAL**

	101		102		103		104			105			213/214		TOTAL PERMIT	TOTAL VALUATION
	Single Family Detached		Single Family (Attached)		Two Family (Duplex)		Three and Four Family Buildings			Five or More Family Buildings			Hotels/Dorms, Frat, Board Rm			
	#	VALUATION	#	VALUATION	#	VALUATION	#	(U)	VALUATION	#	(U)	VALUATION	#	VALUATION		
JAN	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
FEB	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
MAR	13	2,583,000	38	6,636,000	0	0	3	9	1,576,880	0		0	0	0	54	10,795,880
APR	19	4,812,470	4	560,000	0	0	2	6	900,000	2	72	6,000,000	0	0	27	12,272,470
MAY	30	5,677,029	2	390,000	0	0	0	0	0	0	0	0	0	0	32	6,067,029
JUN	21	4,316,000	0	0	0	0	0	0	0	3	153	11,750,000	0	0	24	16,066,000
JUL	12	2,739,000	4	520,000	0	0	0	0	0	0	0	0	0	0	16	3,259,000
AUG	19	3,953,400	0	0	0	0	0	0	0	0	0	0	0	0	19	3,953,400
SEP	17	3,437,000								1	14	1,000,000	0	0	18	4,437,000
OCT	15	3,184,000	0	0	0	0	0	0	0	0	0	0	0	0	15	3,184,000
NOV	0	0	0	0	0	0	0	0	0	4	48	3,120,000	0	0	4	3,120,000
DEC															0	0
2015	146	30,701,899	48	8,106,000	0	0	5	15	2,476,880	10	287	21,870,000	0	0	209	63,154,779
2014	135	27,696,514	46	6,888,925	0	0	6	24	3,240,000	6	245	15,859,000	1	2,409,000	194	56,093,439
2013	90	20,110,900	40	4,757,400	1	191,000	0	0	0	7	274	18,940,000	0	0	138	43,999,300

NOTES:

UNITS CONSTRUCTED

YEAR	MOORHEAD				OAKPORT TOTAL UNITS
	SINGLE FAMILY ATTACHED/ DETACHED	TWO, THREE, & FOUR UNITS	FIVE OR MORE UNITS	MOORHEAD TOTAL UNITS	
2015 YTD	194	15	287	496	*
2014 CY	180	24	245	449	4
2013 CY	129	2	274	405	2
2012 CY	86	3	60	149	1
2011 CY	80	21	60	161	4
2010 CY	160	0	0	160	5
2009 CY	175	0	124	299	2
2008 CY	190	5	217	412	2
2007 CY	225	38	68	331	8
2006 CY	329	8	145	482	6
2005 CY	320	62	132	514	9
2004 CY	293	4	178	475	14
2003 CY	195	4	160	359	10
2002 CY	200	38	124	362	12
2001 CY	106	6	36	148	10
2000 CY	93	44	0	137	7

* Oakport Tract 2 was annexed to the City of Moorhead January 1, 2015. Oakport permit data for 2015 forward is reported in the appropriate citywide data categories.

**CITY OF MOORHEAD BUILDING CODES
2015 BUILDING PERMIT VALUATION REPORT - NEW COMMERCIAL**

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
318												
319												
320												
321												
322											1	180,000.00
323												
324												
325												
326												
327			1	3,100,000.00					1	1,999,355.00		
328									1	135,642.00	1	129,427.00
329					2	75,000.00			1	444,000.00	3	338,963.81
MONTHLY TOTAL	0	0.00	1	3,100,000.00	2	75,000.00	0	0.00	3	2,578,997.00	5	648,390.81
YEAR TO DATE TOTALS:												
2015	0	0.00	1	3,100,000.00	3	3,175,000.00	3	3,175,000.00	6	5,753,997.00	11	6,402,387.81
2014	1	10,000.00	1	10,000.00	2	11,000.00	3	190,000.00	5	1,221,596.00	11	4,361,597.00
2013	4	11,465,614.00	5	11,485,614.00	9	11,546,514.00	11	13,943,114.00	12	13,955,114.00	16	26,881,841.00

318 = Amusement, Social, Recreational
 319 = Churches and other religious
 320 = Industrial
 321 = Parking Garages
 322 = Service Stations and Repair Garages
 323 = Hospitals and Institutional

324 = Office, Banks and Professional
 325 = Public Works and Utilities
 326 = Schools and Other Educational
 327 = Stores and Customer Services
 328 = Other Nonresidential Buildings
 329 = Structures other than buildings

CITY OF MOORHEAD BUILDING CODES 2015 BUILDING PERMIT VALUATION REPORT - NEW COMMERCIAL

PAGE 3B

	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
318												
319												
320												
321												
322												
323					1	1,200,000.00						
324	1	792,416.00			1	80,000.00						
325												
326												
327	1	900,000.00										
328			1	40,500.00	1	41,500.00						
329	3	245,910.41			5	290,000.00	3	168,000.00	2	306,000.00		
MONTHLY TOTAL	5	1,938,326.41	1	40,500.00	8	1,611,500.00	3	168,000.00	2	306,000.00		
YEAR TO DATE TOTALS:												
2015	16	8,340,714.22	17	8,381,214.22	25	9,992,714.22	28	10,160,714.22	30	10,467,380.22	0	0.00
2014	12	4,381,597.00	15	4,738,597.00	19	5,817,597.00	19	5,817,597.00	20	6,118,597.00	0	0.00
2013	17	27,256,841.00	18	27,441,841.00	23	30,750,541.00	25	31,351,041.00	31	34,676,965.00	0	0.00
SEP/323: Lilac Homes II												

**CITY OF MOORHEAD BUILDING CODES
2015 BUILDING AND PERMIT VALUATION SUMMARY SHEET**

BUILDING PERMITS																				MECHANICAL PERMITS				PLUMBING PERMITS			SIGN PERMITS									
	#	PERMIT VALUATION	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT VALUATION	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT REVENUE	MN SUR-CHARGE	TOTAL # OF PERMIT	TOTAL PERMIT REVENUE	TOTAL MN SUR-CHARGE	OTHER FEES	TOTAL REVENUE																	
JAN	25	1,203,498.00	6,644.85	597.00	50	804,527.00	4,487.90	413.00	9	309.60	45.00	0	0.00	0.00	84	11,442.35	1,055.00	727.83	13,225.18																	
FEB	13	3,824,075.00	16,309.50	1,584.00	43	907,216.00	4,303.15	461.00	14	901.20	70.00	3	100.00	15.00	73	21,613.85	2,130.00	4,923.78	28,667.63																	
MAR	93	12,074,961.00	46,574.50	6,041.00	36	514,054.00	2,914.00	264.50	68	4,760.00	340.00	2	100.00	10.00	199	54,348.50	6,655.50	3,683.38	64,687.38																	
APR	110	15,358,806.00	62,218.35	7,064.70	48	547,849.00	4,098.40	284.50	64	6,320.40	320.00	4	200.00	20.00	226	72,837.15	7,689.20	14,159.44	94,685.79																	
MAY	91	9,670,661.00	40,056.70	4,742.00	77	1,397,292.00	7,144.95	711.50	55	3,322.00	275.00	3	100.00	15.00	226	50,623.65	5,743.50	5,647.55	62,014.70																	
JUN	114	18,343,245.81	76,633.30	7,358.50	70	666,092.00	5,257.65	344.00	47	3,015.60	235.00	5	175.00	25.00	236	85,081.55	7,962.50	18,234.38	111,278.43																	
JUL	98	7,210,221.41	32,878.80	3,615.50	102	811,253.30	7,488.30	424.50	46	6,895.20	46.00	4	200.00	4.00	250	47,462.30	4,090.00	7,498.73	59,051.03																	
AUG	80	4,977,278.03	21,870.85	2,495.00	68	834,685.00	6,256.00	428.50	49	3,814.40	49.00	8	425.00	8.00	205	32,366.25	2,980.50	7,182.35	42,529.10																	
SEP	86	7,828,789.55	35,705.40	3,903.00	79	801,817.00	6,722.90	417.50	42	2,736.40	42.00	8	275.00	8.00	215	45,439.70	4,370.50	6,091.37	55,901.57																	
OCT	66	4,389,194.64	19,533.45	2,199.00	99	1,537,278.00	9,187.80	786.00	42	3,879.20	42.00	4	125.00	4.00	211	32,725.45	3,031.00	4,246.68	40,003.13																	
NOV	51	3,876,699.00	19,385.15	1,943.50	99	791,372.16	6,856.30	417.00	23	1,395.60	23.00	1	50.00	1.00	174	27,687.05	2,384.50	5,378.13	35,449.68																	
DEC															0	0.00	0.00		0.00																	
2015	827	88,757,429.44	377,810.85	41,543.20	771	9,613,435.46	64,717.35	4,952.00	459	37,349.60	1,487.00	42	1,750.00	110.00	2099	481,627.80	48,092.20	77,773.62	607,493.62																	
2014	761	96,920,685.38	412,948.85	42,274.80	699	6,756,898.00	53,229.60	3,518.50	425	39,292.00	2,120.00	36	1,800.00	180.00	1921	507,270.45	48,093.30	96,571.64	651,935.39																	
2013	656	94,908,466.93	402,009.58	37,425.72	596	8,305,247.00	46,879.20	4,221.40	399	41,986.00	1,995.00	18	1,300.00	90.00	1669	492,174.78	43,732.12	84,095.36	620,812.26																	
JAN/OTHER FEES: \$452.58 Plan Review Fees; \$275.25 Investigation Fees; FEB/OTHER FEES: \$4296.63 Plan Review Fees; \$627.15 Investigation Fees; MAR/OTHER FEES: \$3554.88 Plan Review Fees; \$128.50 Investigation Fees; APR/OTHER FEES: \$14,064.44 Plan Review Fees; \$95.00 Investigation Fees; MAY/OTHER FEES: \$4854.35 Plan Review Fees; \$793.20 Investigation Fees; JUN/OTHER FEES: \$18,123.88 Plan Review Fees; \$110.50 Investigation Fees; JUL/OTHER FEES: \$6599.73 Plan Review Fees; \$899.00 Investigation Fees; AUG/OTHER FEES: \$6987.85 Plan Review Fees; \$1194.50 Investigation Fees; SEP/OTHER FEES: \$5746.37 Plan Review Fees, \$345.00 Investigation Fees; OCT/OTHER FEES: \$3421.78 Plan Review Fees; \$824.90 Investigation Fees; NOV/OTHER FEES: \$5058.23 Plan Review Fees; \$319.90 Investigation Fees																																				