



## 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	<i>Absent</i>
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:



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Jim Steen  
Chair

ATTEST:



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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*