



**City of Moorhead  
Economic Development Authority**

**Meeting Agenda  
September 09, 2019 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 August 5, 2019	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. Moorhead Area Public Schools Bond Referendum Presentation - Brandon Lunak, Superintendent	_____
7. Resolution to Approve 2020 Preliminary EDA Budget and Tax Levy - Chris Volkers, City Manager / Acting Economic Development Director	_____
8. Update on The Grove Redevelopment Project on 1 Ave N: TIF Note and Status of Contamination Cleanup Grant - Amy Thorpe, Economic Development Program Administrator	_____
9. Economic Development Report	_____
10. Information / Update	_____
A Building & Permit Valuation Report - Sign up for "Building and Housing" e-Notifications at: <a href="https://www.ci.moorhead.mn.us/about-the-city/news/sign-up-for-e-notification">https://www.ci.moorhead.mn.us/about-the-city/news/sign-up-for-e-notification</a>	_____
11. 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 Minutes  
August 05, 2019 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 August 05, 2019, at 11:45 AM.

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

Board Member:	Nate Anderson	Absent
Board Member:	Michael Burns	Absent
Board Member:	Alexandre Cyusa	Present
Board Member:	Violet Deilke	Present
Council Member:	Heidi Durand	Present
Board Member:	Zachary Heuring	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Jeff Schaumann	Present
Board Member:	Roberta Solien	Present
Council Member:	Deb White	Present

**Others Present:**

Lisa Bode, Governmental Affairs Director  
Derrick LaPoint, DMI / Economic Development  
Dan Mahli, Assistant City Manager  
Rebecca Petersen, West Central Initiative  
John Shockley, City Attorney  
Amy Thorpe, Economic Development Program Administrator  
Chris Volkers, City Manager / Acting Economic Development Director

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

**2. Agenda Amendments**

Minutes: None

**3. Approve Minutes**

A July 1, 2019

**Motion to Approve made by Deb White and seconded by Pat Kovash**

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

**4. Citizens Addressing the Board**

Minutes: None

## 5. Commissioners' Reports

Minutes: Kovash, MBA, reported on the following: July 4 Fireworks, Bridge Bash, and the MBA Annual Meeting at The Courtyard by Marriott. He also stated that new Moorhead Proud T-Shirts would be sold at Moorhead Scheels sporting goods store.

## 6. West Central Initiative Annual Report - Rebecca Petersen, Director of Development

Minutes: Rebecca Petersen, West Central Initiative, presented the new framework and strategic priorities for the next three years for West Central Initiative. She proposed an increase in support this year of \$15,500 in 2020 and \$16,500 in 2021 and 2022. Commissioners had detailed discussion.

## 7. Resolution to Approve 2020-21 Legislative Contracts - Lisa Bode, Governmental Affairs Director

Minutes: Lisa Bode, Government Affairs Director, presented the draft Legislative Agreements which cover the next five years at the same level.

### **Motion to Approve made by Deb White and seconded by Pat Kovash**

Resolution to Approve Legislative Contracts with Flaherty & Hood and Fredrikson & Byron for the term of January 1, 2020 through December 31, 2022 for a flat fee of \$32,500 each per year with the right to extend the term of the agreements two times for one addition year under the same terms and conditions as the original term.

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

## 8. Resolution to Approve 2020 Preliminary EDA Budget and Tax Levy - Chris Volkers, City Manager / Acting Economic Development Director

Minutes: Chris Volkers, City Manager, recapped a detailed budget report showing actual from 2017, 2018, and 2019 year to date. She stated that a proposed 2020 budget would be forwarded to the board members for their review prior to the September EDA meeting. Commissioners had detailed discussion.

## 9. New Member Onboarding Information

Minutes: Derrick LaPoint, DMI/Economic Development, reviewed materials to be distributed to new members and on a yearly basis to current board members. Board members requested to add a summary of expectations which would include what to expect during a meeting, attendance requirement, quorum requirements, open meetings law, and conflict of interest.

## 10. Economic Development Report

Minutes: LaPoint summarized economic development activities which has occurred since the last meeting including: GFMEDC Un-Annual meeting, Opportunity Zone event, developing focus groups for the Downtown Master Plan process and creating pop up event for citizen engagement such as hosting a booth at Bridge Bash.

## 11. Information / Update

A Wish Book Distribution

Minutes: [Link to Community Fund Webpage](#) for more information and to download the Wish Book.

**B Identity Initiative Update**

Minutes: [Link to Moorhead Identity Party](#) on September 10, 2019, 7-9 pm.

**C Storefront Rehab Program Update**

Minutes: LaPoint reviewed a change to the minimum investment of \$5,000 for a matching loan amount of \$5,000 as requested by WCI. Mahli stated the program would be piloted through the end of August or September in order to get applications processed and get projects started before winter. There was consensus by commissioners to proceed with its recommendation to the City Council for final approval.

**D Downtown Master Plan Survey Cards**

Minutes: [Take the online survey here](#)

**E Building & Permit Valuation Report - Sign up for "Building and Housing" e-Notifications at: <https://www.ci.moorhead.mn.us/about-the-city/news/sign-up-for-e-notification>**

**12. Adjourn**

Minutes: Meeting adjourned at 1:03 p.m.

Mondays and Wednesday during the day. Or piggy back on EDA Board meeting.

APPROVED BY:

ATTEST:



Michael Burns  
Chair

Violet Deilke  
Secretary

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

*Respectfully submitted by:*  
*Amy Thorpe, Economic Development Program Administrator*

**ECONOMIC DEVELOPMENT DEPARTMENT**

**EDA TAX LEVY**

**2020 BUDGET WORKSHEET**

**Proposed**

Account Number	Description	Actual 2017	Actual 2018	Year to date 7.30.2019	Budget 2019	% Used	Budget 2020
	<b>APPROVED TAX LEVY</b>	\$ 393,000	\$ 400,000	\$ 438,000			
	<b>REVENUES: EDA TAX LEVY</b>						
231-465-50-31010	AD VALOREM TAXES	\$ 311,736	\$ 320,011	\$ 183,683	\$ 438,000		\$ 546,137
231-465-50-31040	DISPARITY CREDIT	\$ 76,485	\$ 77,608				
231-465-50-33402	MARKET VALUE HOMESTEAD CREDIT	\$ 7	\$ 6				
231-465-50-36210	INTEREST EARNINGS	\$ 6,519	\$ 13,057	\$ 9,553			\$ 10,000
231-465-50-36290	SALE OF REAL PROPERTY	\$ 78,964	\$ -				
231-465-50-39201	TRANSFER - GENERAL	\$ 1,010	\$ -				
231-465-50-39999	FROM RESERVES				\$ 236,035		\$ 40,000
	<b>SUBTOTAL EDA TAX LEVY</b>	<b>\$ 474,720</b>	<b>\$ 410,683</b>	<b>\$ 193,236</b>	<b>\$ 674,035</b>		<b>\$ 596,137</b>
	<b>EXPENDITURES: EDA TAX LEVY</b>						
231-465-50-41010	FULL-TIME EMPLOYEES-REGULAR	\$ 84,154	\$ 91,524	\$ 47,648	\$ 85,000	56.1%	\$ 95,620
231-465-50-41040	TEMPORARY EMPLOYEES-REGULAR	\$ 3,730	\$ 1,613	\$ 2,621	\$ 6,000	43.7%	\$ 13,000
231-465-50-41210	PERA CONTRIBUTIONS	\$ 6,306	\$ 3,161	\$ 3,574	\$ 6,200	57.6%	\$ 8,148
231-465-50-41220	FICA CONTRIBUTIONS	\$ 7,059	\$ 7,346	\$ 3,717	\$ 6,100	60.9%	\$ 8,310
231-465-50-41310	HEALTH INSURANCE	\$ 9,488	\$ 9,324	\$ 5,985	\$ 11,750	50.9%	\$ 14,515
231-465-50-41330	LIFE INSURANCE	\$ 72	\$ 84	\$ 29	\$ 60	49.0%	\$ 55
231-465-50-41510	WORKER'S COMPENSATION	\$ 335	\$ 166	\$ 230	\$ 400	57.4%	\$ 504
231-465-50-42020	DUPLICATING & COPYING				\$ 950	0.0%	\$ 950
231-465-50-42080	OFFICE SUPPLIES				\$ 200	0.0%	\$ 200
231-465-50-42190	OPERATING SUPPLIES	\$ 2,249	\$ 789	\$ 625	\$ 3,000	20.8%	\$ 3,000
231-465-50-43090	ELECTRONIC DATA PROCESSING	\$ 8,316	\$ 7,407		\$ 10,500	0.0%	\$ 7,500
231-465-50-43100	PROFESSIONAL SERVICES	\$ 48,070	\$ 91,001	\$ 66,667	\$ 296,490	22.5%	\$ 150,000
231-465-50-43210	TELEPHONE SERVICES	\$ 862	\$ 463	\$ 41	\$ 1,260	3.2%	\$ 1,260
231-465-50-43220	POSTAGE				\$ 500	0.0%	\$ 500
231-465-50-43344	AUTOMOBILE ALLOWANCE	\$ 4,800	\$ 2,400		\$ 4,800	0.0%	\$ -
231-465-50-43420	MARKETING	\$ 69,968	\$ 53,105	\$ 21,591	\$ 86,250	25.0%	\$ 100,000
231-465-50-43540	PRINTING				\$ 1,500	0.0%	\$ 1,500
231-465-50-43610	GENERAL LIABILITY	\$ 361	\$ 377		\$ 400	0.0%	\$ 400
231-465-50-44030	IMPROVEMENTS OTHER THAN BLDGS	\$ 450					\$ -
231-465-50-44180	RENTALS		\$ 20				\$ -
231-465-50-44330	DUES AND SUBSCRIPTIONS	\$ 11,215	\$ 815	\$ 930	\$ 4,675	19.9%	\$ 5,000
231-465-50-44370	TRAVEL, TRAINING, CONFERENCES	\$ 5,636	\$ 5,920	\$ 2,989	\$ 10,000	29.9%	\$ 10,000
231-465-50-44381	LOBBYING	\$ 65,177	\$ 65,340	\$ 65,282	\$ 67,000	97.4%	\$ 67,000
231-465-50-44384	GREATER MN PARTNERSHIP			\$ 5,000	\$ 5,000	100.0%	\$ 5,000
231-465-50-44385	WEST CENTRAL INITIATIVE FUND	\$ 15,000	\$ 15,000		\$ 15,000	0.0%	\$ 15,000
231-465-50-44386	DOWNTOWN MOORHEAD INC	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -
231-465-50-44387	GREATER F M ECON DEVELOP C			\$ 25,000	\$ 25,000	100.0%	\$ 25,000
231-465-50-44388	MOORHEAD BUSINESS ASSOCIATION				\$ 10,000	0.0%	\$ 10,000
231-465-50-44389	WEST CENTRAL MN S B D C				\$ 1,000	0.0%	\$ 1,000
231-465-50-44390	MISCELLANEOUS	\$ 788					\$ -
231-465-50-45400	MACHINERY AND EQUIPMENT		\$ 14,445				\$ -
231-465-50-47201	TRANSFER - MUNICIPAL AIRPORT		\$ 226,034				\$ -
231-465-50-49999	TO RESERVES						\$ -
	<b>SUBTOTAL EDA TAX LEVY</b>	<b>\$ 359,037</b>	<b>\$ 611,334</b>	<b>\$ 251,929</b>	<b>\$ 674,035</b>		<b>\$ 543,462</b>

## Economic Development Report

Derrick LaPoint



### Monthly Highlights

- **Downtown Master Plan**

- Moorhead's Downtown Master Plan is underway! We have been building out our plan framework and getting a ton of information to the consultant team. The plan website, survey, and interactive GIS program is all active and the community engagement has been overwhelming! As of September 1<sup>st</sup>, there have been 684 surveys completed. This is unprecedented numbers and really shows that the community is ready and change is upon us! There are a number of public engagement events that have happened or are planned!

- Dairy Queen Pop-up Event – Thursday, August 29 (11:30am to 1:30pm)

- Great turnout and were able to engage individuals that typically would not attend a large community gathering. We received great feedback and comments are being compiled!

- Bridge Bash Pop-up Event – Thursday, September 5 (5pm to 8pm)

- We are utilizing a great event that the Moorhead Business Association (MBA) and the Fargo Downtown Community Partnership (DCP) are co-hosting. It is a welcome back to all of the students that will be on the Main Avenue Bridge! This a great opportunity to engage our youth and build for the future!

- Community Open House – Thursday, September 12 (4:30pm to 6:30pm)

- The open house will be held at the Hjemkomst Center and we expect a great turnout! The full consultant team will be in town and will be conducting focus group sessions on September 12 and 13.

- **Storefront Rehab Program**

- The Storefront Rehab Program is live as of August 28, 2019! We had a lot of details to work through but we believe this program will help many businesses with improvement projects.

- **MCCARA**

- Thanks to the EDA's work in the field, we are receiving multiple inquiries for lots in the MCCARA Industrial Park. Staff expects to receive multiple offers in the coming weeks. Once projects are further along, they are brought before the MCCARA Development Control Board for covenant review. Stay tuned for more updates!

- **Realtor Meeting/Forum**
  - I have been making a big push to get out and talk with our commercial lenders and business bankers over the last few months. These conversations have been crucial to getting the word out on all things Moorhead and sharing the tools available for success. I think we can take this a step further and focus on the local and regional realtors. I am continuing to hear feedback on Moorhead that is just not true especially from businesses that are considering locating in Moorhead. This perception is standing in the way of growth and retention of our business community. I am open to suggestions but have been pondering an open forum for realtors or public speaking to realtor groups to share the true story of Moorhead. Your feedback would be greatly appreciated.
  
- **KFGO – To the Point**
  - DMI is exploring some sponsorship opportunities with Moore Engineering and others to continue the show! There has been great support so far.
  
- **Greater Fargo Moorhead Economic Development Corporation (GFMEDC)**
  - On August 12, Amy Thorpe and I met with the GFMEDC staff regarding a site-selector event they were attending in Chicago. The GFMEDC was representing Moorhead at the event in partnership with Minnesota DEED. Amy and I were able to provide the GFMEDC with the most current information and policies.
  - On August 20, Amy Thorpe and I attended a BRE software training hosted by the GFMEDC. The software is now live and we can utilize this new tool for economic development data collection and tracking.
  
- **City Council Action**
  - City Council Approved Projects
    - August 26 Meeting – Approval of the Commercial/Industrial Property Tax Exemption for Muscatell Collision Center.
  - Upcoming City Council Items