

**City of Moorhead**  
**Economic Development Authority**

**Meeting Agenda**  
**November 26, 2012 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    October 29, 2012	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. Approve Transfer of \$10,000 from Economic Development Fund Reserves to new City Special Revenue Fund to fund miscellaneous costs associated with City's Acquisition of Tax Forfeit Lots - Hutchins	_____
7. 2013 Final EDA Budget & Levy and Staffing Recommendation - Michael Redlinger, City Manager	_____
8. Information / Update	_____
A    Small Business Incubation - Beth Priddy, BES	_____
B    Reports	_____
9. Adjourn	_____

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**City of Moorhead**  
**Economic Development Authority**  
**Meeting Minutes**  
**October 29, 2012 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 October 29, 2012, at 11:45 AM.

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

Board Member:	Les Bakke	Present
3rd Ward Council Member:	Brenda Elmer	Present
Board Member:	Jeff Frider	Present
4th Ward Council Member:	Steve Gehrtz	Present
Board Member:	Werner Golling	Present
Board Member:	Ray Grefsheim	Present
Board Member:	Robert Remark	Present
Board Member:	Jon Riewer	Present
Board Member:	Jim Steen	Present
Board Member:	James Taylor	Present
Board Member:	Mark Wallert	Absent

**Others Present:**

Peter Doll, Development Services Manager	John Shockley, City Attorney
Scott Hutchins, Director of Community Services	Amy Thorpe, Community Services Planner

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

**2. Election of Chair to Serve Unexpired Term**

Minutes: Elmer nominated Jim Steen to complete the unexpired term of Mark Wallert who recently resigned his position on the board.

**Motion to Approve made by Les Bakke and seconded by Steve Gehrtz**  
Motion to Approve Jim Steen as Chair to Serve Unexpired Term

*Motion No Action: For: 10; Against: 0; Abstain: 0; Absent: 1*

**3. Agenda Amendments**

Minutes: Gehrtz requested a new business item be added after Item 4.

**4. Approve Minutes**

A September 24, 2012

**Motion to Approve made by Brenda Elmer and seconded by Werner Golling**  
Motion to Approve Minutes from September 24, 2012

*Motion None: For: 10; Against: 0; Abstain: 0; Absent: 1*

**4.5. New Business Item: Discussion of Hiring a Fulltime Economic Development Position**

Minutes: Gehrtz requested discussion of the EDA hiring a fulltime economic development position. He stated that the City would be best served with the addition of a new position to serve

fulltime economic development and not one of multiple things that Community Services handles. This individual would be an economic development professional. The position would enhance marketing and be a liaison between business and government services. He stated that adding this position shows the business community that the City is serious about economic development. Moorhead has a good team and this would add to it.

Time is of the essence. The sooner we can move on this, the better. There are good things happening... Sanford, Big Box, Real Estate Recycling. Asked the rest of the board for where they stand.

- Golling and Elmer voiced their support.
- Riewer asked if there was a job description and if this person would report directly to the board or to whom?
- Gerhertz stated that he had provided the City Manager a list of duties that he had created.
- Frider agreed that they needed to move on this quickly and that MBA support for bringing in a new person, rather than backfilling, was unanimous. He stated the City has a talented team but could use one more person to round that out.

**Motion to Approve made by Steve Gehertz and seconded by Brenda Elmer**

Motion to pass a resolution to fill the position of Director of Economic Development for the City of Moorhead.

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

Minutes: Chair Steen appointed Steve Gehtz, Jim Taylor, Jeff Frider, Werner Golling, and Brenda Elmer to serve on a subcommittee to facilitate the hiring of an economic development director.

**5. Citizens Addressing the Board**

Minutes: None

**6. Commissioners' Reports**

Minutes: Bakke reported on the Minnesota Historical Society exhibit at the Hjemkomst

**7. Asset Management: Summary & Analysis - Doll / Shockley**

**A Report on Residential Tax Forfeit Property**

Minutes: City Attorney, John Shockley, provided the board with a summary on the residential tax forfeit property as found in the packet materials. He recommended a budget adjustment to purchase lots in Johnson Farms from the economic development fund. must have a plan to not adversely affect the existing residential development market.

Hutchins noted that the timeline is to bring this forward on November13, held open until Nov. 19.

Commissioners requested addition clarification:

- 231 vs. 239 fund – 231 fund is the economic development “general” fund which funds staff salaries, office supplies, publishing costs, etc. and the 239 fund is the EDA Tax Levy Fund.
- Explanation of covenants in Stonemill Estates and Johnson Farms. If the City purchases all the lots in Stonemill Estate, they assume “majority ownership” and can amend the covenants to better suit the current conditions. There wouldn’t likely

be any amendments of the Johnson Farms covenants would remain. The City will be sensitive to the residents currently living in those subdivisions and will this will be discussed in more detail in November.

- If "seed" money for purchasing the land comes from the EDA fund would that fund be repaid from sales revenue?
- What is the cost of moving infrastructure services due to re-platting?
- Why did the City receive a Letter of Credit (LOC) for these two subdivisions? Stonemill Estates did not provide a LOC but Johnson Farms had a letter which was used. A LOC does not alleviate 100% of the City's liability for the subdivisions.

i Motion to Recommend Budget Adjustment from Economic Development Fund

**Motion to Approve made by Steve Gehrtz and seconded by James Taylor**

Motion to Recommend Budget Adjustment of \$75,000 from Economic Development Fund for the purchase of tax forfeited properties in Stonemill Estates.

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

B Discussion of Ownership and Management of Land for Economic Development

Minutes: Doll opened discussion with a brief summary of the report found in packet.

Commissioners requested clarification of the following:

- Commissioners generally agreed with Doll's assessment that Moorhead should own this property stating that is was one more "tool in the toolbox" making it a little easier to put together a deal.
- Marketing of the industrial property. Currently the City is a member of GFMEDC and interfaces with them to provide proposals to industrial prospects on Minnesota programs. DEED also provides opportunities for Moorhead to compete with other Minnesota cities and/or states for primary sector prospects.
- Commissions generally in favor of continuing agriculture leases and want to encourage good stewardship of the land.
- Offer leases to current lease holders first before offering to the open market.

Commissioner Riewer left meeting at approximately 12:50.

**Motion to Approve made by Jeff Frider and seconded by Steve Gehrtz**

Motion to keep all of the City-owned industrial property located adjacent to MCCARA Business Park which is currently leased as agricultural land and offer the current tenants first right of refusal. If declined, offer ag land for lease on the open market.

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

**8. Information / Update**

A Modification of Property Tax Exemption Policy: Restaurants

B Analysis of the Financial Impact of "Tip Credit" on Area Restaurants: Eide Bailly Agreement

C CSD Departmental Presentation: 2013 Operating Capital Budget

D Information Regarding Meeting Scheduling

E Reports

Minutes: Hutchins provided the board with the following updates:

- Summit Housing Group did not receive State funding for their project for affordable housing on 1<sup>st</sup> Ave N
- Scott Hildre, Coldwell Bank First Realty, had nothing new to report on the 11th Street properties.
- Real Estate Recycle recently had conversations with two architects and Mary Bujold (market analysis).
- SE Main ramp project had been completed. There will be a ribbon cutting ceremony in conjunction with the ramp opening on Tuesday, October 30, at 11:30 a.m. You are asked to park at the southwest lot at Menards and a bus will transport you to the ribbon cutting ceremony.

**9. Adjourn**

Minutes: Meeting adjourned at 1:19 p.m.

APPROVED BY:

ATTEST:

\_\_\_\_\_  
James Steen  
Chair

\_\_\_\_\_  
Jim Taylor  
Secretary

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

*Respectfully submitted by:*  
*Amy Thorpe, Community Services Planner*



## Memorandum

To: Chair Steen and Members of the Moorhead EDA

From: Scott Hutchins, Community Services Director

Date: November 26, 2012

**RE: Approve Transfer of \$10,000 from Economic Development Fund Reserves to new City Special Revenue Fund to fund miscellaneous costs associated with City's acquisition of tax forfeit lots**

The Moorhead EDA received a briefing at its October 2012 meeting as to the status and various actions related to the City's acquisition of residential tax forfeit lots. Among these actions was the purchase of lots from Clay County for which the EDA approved a transfer of \$75,000 from the Economic Development Fund Reserves. Additionally, the City Council will establish a new Special Revenue Fund to finance various on-going costs of ownership of this property and requests the EDA Board approve an additional transfer of \$10,000 from the Economic Development Fund Reserves for this purpose.

The new Special Revenue Fund will serve as the repository for sale proceeds (except for those revenues necessary to pay debt service) to finance costs related to maintenance and sale of the property. This fund will be utilized to fund the costs associated with the purchase, maintenance (grass, weeds, etc.), and corrective actions (platting, engineering and other costs) associated with preparing and marketing the lots. Net revenues from this fund will be utilized in the following priority:

1. Pay delinquent, certified and uncertified special assessments.
2. Proceeds placed in the new fund are funds in excess of those dedicated and required to pay debt service on special assessment bonds and are to be used for the following purposes: closing costs, abstract costs, marketing and advertising, on-going maintenance expenses. Funds within the new fund will remain until all tax forfeit lots are sold in order to assure adequate funding of the on-going costs of owning, maintaining and marketing these lots.
3. Funds within the new fund may be used to reimburse the City's Community Block Grant Fund (CDBG) account for a previous investment of CDBG funds used to purchase Lot 5, Block 1 Stonemill Estates subdivision.
4. Funds within the new fund may be used to reimburse the EDA for funds it advanced to the City to acquire tax forfeit lots.

**Action needed:** EDA approval of \$10,000 transfer of City Economic Development Fund Reserves

November 21, 2012

**To:** Scott Hutchins, Community Services Director

**From:** Wanda Wagner, Finance Director

**Subject:** Revised Economic Development Fund Reserves Update

This communication is a follow-up to Commissioner Frider's response to the previous memo. That memo reflected the activity in the City Economic Development Fund which was in existence prior to the decision to implement an EDA property tax levy separate from the City property tax levy. The figures included in the June 25, 2012 EDA packet refer to the EDA Tax Levy Fund for which I have included an updated table below.

EDA TAX LEVY FUND	
Cash Balance 1/1/2012 <sup>1</sup>	\$ (9,304)
Nov/Dec 2011 Taxes	2,821
July 2012 Taxes	104,277
MPS - Opportunity Substation Land Sale	11,930
MPS - Opportunity Substation Easement	26,203
Interest Earnings	(87)
2012 Directory Ad (Chamber)	(2,500)
West Central Initiative	(15,000)
Opportunities in ND/Bakken Conf	(1,250)
Marketing Materials-Bakken Conf	(1,824)
Business Outreach Position (Jan - Nov)	(13,750)
Land Maintenance Cost	(550)
Flint - Real Estate Book Ad	(1,862)
Flint - Forum Online Ad	(9,945)
Flint - Google Adwords	(5,578)
Flint - Media Planning/Buying	(2,994)
Flint - 2012 Moorhead Fast Fact Sheet	(2,100)
Flint - IContact Email Template	(500)
Flint - 2012 Print Ads	(375)
Flint - 2012 Rebate Program	(1,803)
Cash Balance 11/21/2012	75,809
Business Outreach position (Dec)	(1,250)
Marketing '12 Encumbrance	(14,419)
Website Design	(42,350)
Dec 2012 Tax Settlement	112,500
<b>Estimated Cash Balance 12/31/2012</b>	<b>\$ 130,290</b>



Also, in response to the last question relating to additions to the cash reserve fund, we do not normally budget funds to go into reserves so there are no projected additions to the City Economic Development Fund reserves reflected in the table below.

ECONOMIC DEVELOPMENT FUND		
Cash Balance 1/1/2012	\$	950,710
2012 Use of Reserves		
Anda Litigation	\$	(388,437)
Purchase Tax Forfeit Lots	\$	(71,500)
Marketing	\$	(30,105)
Encumbrances:		
CDBG Land Reimbursement	\$	(303,998)
Transfer to New Fund	\$	(10,000)
Uncommitted Fund Balance	\$	<u>146,670</u>



# Memorandum

**To:** Chair Steen and Members of the Moorhead EDA  
**From:** Michael Redlinger, City Manager  
**Date:** November 26, 2012  
**RE:** **2013 Final EDA Budget & Levy and Business Development & Retention Position Recommendation**

The EDA Board began 2013 budget and staffing discussions in May 2012. To summarize, the levy which has remained the same since 2011, is recommended to remain at \$245,000 for 2013. The preliminary budget option which was approved by the EDA Board in August 2012 is shown as "Preliminary 2013" in the attached summary of the EDA Tax Levy Fund.

The EDA and City Council have discussed multiple options during the past several months with regard to hiring a new economic development professional to enhance Moorhead's business development efforts and attract new businesses/industries. The position, which has been endorsed by the City Council at its November 13<sup>th</sup> meeting, will serve as Executive Director of the EDA and report directly to the City Manager. The position will be functionally integrated and supported within the Community Services Department. The City Manager and Human Resources Director are currently preparing a job description and will establish compensation and benefit parameters within the City's compensation system. Advertising and recruitment will begin in December 2012, with the position being filled no later than the first quarter of 2013.

The "Proposed EDA 2013" budget as shown in the attachment reflects funding from the 2013 EDA Tax Levy (\$62,800) for this new position. Additional funding necessary from the City's General Fund and Economic Development Fund totals \$47,200 and is shown in the following chart:

	<b>General Fund</b>	<b>%</b>	<b>Econ Dev Fund (231)</b>	<b>%</b>	<b>EDA Tax Levy Fund (239)</b>	<b>%</b>	<b>Salary + Benefits</b>
<i>Business Development &amp; Retention</i>	\$8,700	8%	\$38,500	35%	\$62,800	57%	\$110,000

*Note: \$20,000 will be made available to support this position for activities such as: 1) travel, training, and conferences; 2) office and operating supplies; 3) dues and subscriptions; 4) Information Technology (IT) and electronic services. Funds will come from EDA Tax Levy Reserves and/or the 2013 EDA Tax Levy Fund, known as the 239 account.*

Budget expenditures directly related to supporting this new position and funded within the proposed 2013 EDA Budget and Levy are Community & Commercial Marketing Strategies (\$91,000), participation in the DEED "Shovel Ready" Program (\$15,500), developing a strategic plan for the MCCARA Business Park (\$20,000), and partnering with the Greater Fargo Moorhead Economic Development Corporation (\$25,000) which supports the region, including Moorhead, by marketing the area at national trade shows, on the GFMEDC website, and in GFMEDC's personal contacts with primary sector prospects.

The City of Moorhead, through the EDA, responded to a request from the Greater Moorhead Development Corporation (GMDC) over three years ago to provide seed funding for an effort directed at providing businesses with a liaison to bridge private business and public entities. Since 2009, the EDA



## Memorandum

Levy has funded \$15,000 per year, matched by GMDC funds, and the Moorhead Business Association (MBA) was established as a result [See Attached]. The proposed Business Development & Retention position represents another transition opportunity to enhance services to Moorhead's existing and new business community. Therefore, the 2013 EDA Budget and Levy proposal removes funding for the MBA (a membership based organization) and redirects these funds to the new Business Development & Retention effort.

### **Recommended Action**

The EDA Board is asked to recommend the final 2013 EDA Budget and Levy to the City Council. The EDA's final budget and levy will be approved by the City Council in mid-December.

### **Attachments**

EDA Tax Levy Fund Summary  
Memo: Greater Moorhead Development Corporation  
Organizational Structure & Areas of Focus

**ECONOMIC DEVELOPMENT AUTHORITY  
TAX LEVY FUND SUMMARY  
FOR THE YEARS 2004 THROUGH 2012 AND 2013 RECOMMENDED**

	2005	2006	2007	2008	2009	2010	2011	2012	Preliminary <sup>2</sup> 2013	Proposed <sup>3</sup> 2013
Maximum Tax Levy <sup>1</sup>	140,000	205,000	230,000	250,000	333,000	370,000	383,000	349,000	351,000	351,000
<b>Revenues</b>										
Approved Tax Levy	140,000	205,000	230,000	230,000	283,000	230,000	245,000	245,000	245,000	245,000
From Cash Reserves	-	-	-	-	50,000	-	-	100,000	-	-
<b>Total Revenues</b>	<b>140,000</b>	<b>205,000</b>	<b>230,000</b>	<b>230,000</b>	<b>333,000</b>	<b>230,000</b>	<b>245,000</b>	<b>345,000</b>	<b>245,000</b>	<b>245,000</b>
<b>Expenditures</b>										
- Land	109,000	106,000	116,880	102,100	-	-	-	130,000	-	-
- <b>Marketing<sup>4</sup></b>	<b>31,000</b>	<b>11,500</b>	<b>25,620</b>	<b>40,400</b>	-	<b>88,330</b>	-	<b>85,000</b>	<b>91,000</b>	<b>91,000</b>
- <b>DEED Shovel Ready Program</b>	-	-	-	-	-	-	-	-	<b>15,500</b>	<b>15,500</b>
- <b>MCCARA Strategic Plan</b>	-	-	-	-	-	-	-	-	<b>20,000</b>	<b>20,000</b>
- Business Liaison Position	-	-	-	-	15,000	15,000	15,000	15,000	25,000	-
- Gateway Redevelopment	-	-	-	-	-	-	215,000	100,000	10,000	4,000
- West Central Initiative	-	-	-	-	-	-	15,000	15,000	15,000	15,000
- MSUM Wetlab	-	-	-	-	230,500	126,670	-	-	-	-
- <b>GFMEDC</b>	-	<b>87,500</b>	<b>87,500</b>	<b>87,500</b>	<b>87,500</b>	-	-	-	<b>25,000</b>	<b>25,000</b>
- <b>Economic Development Position</b>	-	-	-	-	-	-	-	-	-	<b>62,800</b>
- Cash Reserve	-	-	-	-	-	-	-	-	43,500	11,700
<b>Total Expenditures</b>	<b>140,000</b>	<b>205,000</b>	<b>230,000</b>	<b>230,000</b>	<b>333,000</b>	<b>230,000</b>	<b>245,000</b>	<b>345,000</b>	<b>245,000</b>	<b>245,000</b>

<sup>1</sup> Maximum levy permitted by statute (.0185% of estimated previous year fall abstract taxable market value \$1.9 Billion plus estimated taxable market value of new construction) Beginning in payable 2012, the taxable market value was reduced by approximately 10% due to enactment of the Homestead Market Value Exclusion by the State Legislature, thus the reduction in the Maximum Tax Levy.

<sup>2</sup>EDA Consideration/Recommendation 8/27/2012

<sup>3</sup>EDA Consideration/Recommendation 11/26/2012

<sup>4</sup>Community Strategy \$81,000 - Commercial Strategy \$10,000

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To: Scott Hutchins, Community Services Director  
From: Amy Thorpe, Community Services Planner  
Date: November 20, 2012  
**RE: Greater Moorhead Development Corporation Agreement**

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The Greater Moorhead Development Corporation (GMDC) was formed several years ago to promote business and industrial development and growth in the City of Moorhead. This organization is responsible for the development of what is known as the "original industrial park" located in southeast Moorhead. Neil Qualey, GMDC president, contacted the EDA in 2009 with an idea to establish a public-private partnership to fund a business outreach position that would assist Moorhead businesses through increased communications and assistance with local approval processes.

In July 2009, a contract was signed by Greater Moorhead Development Corporation (GMDC) for the corporation to:

*"hire a person on a contract basis for a period of twenty four months to communicate information to the general business community in Moorhead so as to keep them better informed of events and changes which occur within the City of Moorhead, and the State of Minnesota. This person will also act as a go between for Moorhead businesses and potential businesses in providing information related to expansion and assisting them businesses in working through any approval process with the EDA and the City of Moorhead."*

From this contract, Chuck Chadwick was hired as a "business liaison" and the Moorhead Business Association (MBA) was formed. The EDA has made monthly payments to GMDC of \$1,250 since that time. The contract was renewed by the EDA in July 2011 for a period of 18 months and there are two payments remaining on that contract. By the end of this contract term, payments totaling \$52,500 funded by the EDA Tax Levy have been made.

The MBA is a membership based organization dedicated to increasing the visibility and profitability of Moorhead businesses by advocating for a positive business environment within the City of Moorhead. Membership dues of \$100 per year have been collected since the beginning of 2012. Chuck Chadwick serves as the executive director of the organization and has eight community leaders serving on the MBA executive board. In 2011, the Moorhead EDA amended its By-Laws to reorganize the membership structure of the board to include a representative from the MBA.

At the October meeting of the Moorhead EDA, the board unanimously approved hiring a new staff person dedicated fulltime to work to expand existing and attract new industries/businesses within the City of Moorhead by promoting the attributes of the area through direct outreach and recruitment. This person would also serve as the Executive Director of the Moorhead EDA, Revolving Loan Fund Committee, and MCCARA Development Review Board and reports directly to the City Manager.

## **Department Statement**

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Community Services is the full-service department that connects prospective residential and commercial development, and existing businesses and neighborhoods with the information and support necessary to grow and prosper in Moorhead, Minnesota. Our team of experts provides personalized assistance to help you navigate the complex site selection, incentive, and regulatory processes from project feasibility to application to construction. We work to promote Moorhead to business prospects and potential residents that make Moorhead a vibrant community on the grow. We work with existing neighborhoods and businesses to adapt and address challenges as they arise. When you work with us, you will have the advocacy and the support to make the best possible development decisions. Our core team of skilled professionals operates in three distinct, yet collaborative, business groups:

## **Business Groups**

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### **Business Development & Retention Services - New Position**

*Works to expand existing and attract new industries/businesses within the city of Moorhead by promoting the attributes of the area through direct outreach and recruitment. Serves as Executive Director of the Moorhead Economic Development Authority, Revolving Loan Fund Committee, and MCCARA Development Review Board. Reports directly to the City Manager.*

- Business Development / Recruitment
  - Develop strategic initiatives to recruit businesses in response to the ND Oil Boom
  - Develops, plans, organizes, and implements marketing strategies promote Moorhead as an ideal business and industry location through presentations, correspondence and meetings with realtors, developers, contractors, individual investors and business owners, organizations (public and private) and economic development prospects.
  - Directs, initiates, and coordinates development and marketing plans for city-owned property in the MCCARA Business Park.
  - Promotes business and industry development through personal contacts with community leaders, management officials of existing business and industry, industrial real estate community, area and state agencies.
  - Link to network of local & state agencies, real estate professionals, financial institutions, utilities & other business experts
  - Facilitate businesses in the development of an export strategy
  - Research and initiate a business incubation program to provide space and support services to entrepreneurs
  - Advocate Moorhead Municipal Airport as component for business growth
- Business Retention & Outreach
  - Moorhead business retention and expansion
  - Gain market intelligence
- Strategic Partnerships
  - Greater Fargo-Moorhead Economic Development Corporation
  - The Chamber (Fargo Moorhead West Fargo)
  - Moorhead Business Association
  - Small Business Development Center
  - West Central Initiative

## **Real Estate & Redevelopment Services – Peter Doll**

*Facilitates growth and redevelopment by assisting owner/investors to expand business opportunities, create new jobs, and grow the City's property tax base.*

- Real Estate Transactions
  - Facilitates site search based on specific needs of project
  - Conducts research & market analysis
  - City Property
    - Manages acquisition and sales
    - Develops lease and purchase options for City property
    - Evaluates real estate appraisals
    - Manages Municipal Airport operations, State/Federal grants and reporting related to the airport
- Redevelopment Strategies and Planning
  - Negotiates Tax Increment Financing and Development Assistance Agreements
  - Facilitates environmental assessment and remediation funding and implementation
  - Manages demolition in redevelopment areas
  - Develops and implements Border City tax incentives, grants, and loans
- Full-Service Development Services
  - Building Codes – inspections and plan reviews
  - Planning & Zoning
  - Assessing
  - Board of Equalization
  - Tax Court
- Strategic Partnerships
  - Environmental Consultants
  - Real Estate Professional
  - Key contacts as State/Federal Agencies such as DEED and MPCA
  - BNSF & Otter Tail Valley Railroad
  - West Central Initiative
- Primary Staff to Airport Committee, Board of Equalization, Oakport Joint Powers Board, Planning Commission/Board of Adjustments

## **Community Development Services – Lisa Vatnsdal**

*Position Moorhead as a community of choice by analyzing and responding to community needs and communicating Moorhead's strengths to key audiences.*

- Neighborhood Services and Code Enforcement
  - Conducts property maintenance evaluations and code enforcement in commercial and residential neighborhoods
  - Manages rental registration and systematic inspection program
  - Conducts needs assessments, researches and implements neighborhood-based initiatives (parking, vacant building plans, etc)
- Community Development and Affordable Housing Programs
  - Directs Community Development Block Grant administration and activities
  - Facilitates resources for homebuyer down payment, mortgage, and home improvement programs with local lending institutions
  - Conducts analysis and facilitates resource attraction (housing studies, soliciting grant and loan programs to address identified needs)
- Community Marketing and Communications

- Conducts public relations and outreach events to improve awareness and promote a strong community image for Moorhead
- Marketing [advertising, public information, and media relations]
- Develops and directs customer service initiatives to support community objectives and positive relations
- Strategic Partnerships
  - Home Builders Association of Fargo-Moorhead
  - FM Area Association of Realtors
  - Local Mortgage Lenders
  - Key contacts as State/Federal Agencies such as Minnesota Housing and HUD



## Meeting: Small Business Incubation

Thursday, November 01, 2012

1:36 PM

### Meeting Details

- Date and Time: November 1, 2012, 11:00 a.m.
- Location: Moorhead City Hall, 4th Floor
- Agenda: Discuss business incubation

### Attendees

- Present
  - Beth Priddy, Executive Director, Business & Entrepreneurial Services (BES)
  - Scott Hutchins, CSD
  - Peter Doll, CSD
  - Amy Thorpe, CSD

### Summary

- ▶ Priddy provided the group a history to the business incubation program which began in Detroit Lakes and has been replicated in several other "lakes" communities.
- ▶ Business structure
  - City pays a management fee plus a "per tenant" fee
  - Tenants pay a "square foot" rate close or at market rate
  - Some cities own the space (may already have an unused building that is repurposed) or may lease space from the private sector
- ▶ Services provided to tenants
  - Research library
  - Business counseling
  - On-site share business services including a conference room, teleconference, shared office equipment and support
- ▶ How to determine if there is a need for an incubator
  - How much affordable space is available?
  - Is there a need to the support services?
  - Do you have the support of the established business community?

### Action Items

- Priddy will make a few initial contacts to determine if there is enough interest and community backing to support an incubator program in Moorhead
- Determine who to involve, if there is an interest to move forward

## CITY OF MOORHEAD BUILDING CODES 2012 BUILDING AND PERMIT VALUATION SUMMARY SHEET

Includes Totals from Pages 2 & 3

PAGE 1

	434		437		438						MOVE/ DEMO	MANF HOME	TOTAL PERMITS	TOTAL VALUATION
	Residential Remodel		Commercial Remodel		Garages		Residential (page 2)		Commercial (page 3)					
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION				
<b>JAN</b>	21	350,069.00	6	139,500.00	0	0.00	0	0.00	0	0.00	2	0	29	489,569.00
<b>FEB</b>	21	176,274.00	4	136,500.00	0	0.00	0	0.00	0	0.00	7	0	32	312,774.00
<b>MAR</b>	32	236,262.96	7	2,438,118.00	2	26,000.00	7	796,000.00	0	0.00	1	0	49	3,496,380.96
<b>APR</b>	54	354,295.00	10	1,421,137.00	2	21,000.00	15	1,733,000.00	0	0.00	2	0	83	3,529,432.00
<b>MAY</b>	54	606,993.00	10	4,496,585.00	6	80,100.00	10	1,971,000.00	2	2,584,000.00	19	0	101	9,738,678.00
<b>JUN</b>	80	417,866.00	4	257,000.00	3	13,700.00	12	2,250,000.00	1	1,996,975.00	53	0	153	4,935,541.00
<b>JUL</b>	59	631,797.00	13	6,359,800.00	2	13,000.00	7	1,053,000.00	2	900,000.00	11	0	94	8,957,597.00
<b>AUG</b>	64	536,880.00	9	4,013,909.00	2	30,050.00	16	5,652,000.00	3	317,500.00	5	0	99	10,550,339.00
<b>SEP</b>	56	595,411.00	4	138,000.00	2	15,800.00	7	1,225,000.00	0	0.00	4	0	73	1,974,211.00
<b>OCT</b>	35	231,726.00	8	5,885,635.00	2	25,000.00	11	2,126,000.00	2	79,500.00	8	0	66	8,347,861.00
<b>NOV</b>													0	0.00
<b>DEC</b>													0	0.00
<b>2012</b>	476	4,137,573.96	75	25,286,184.00	21	224,650.00	85	16,806,000.00	10	5,877,975.00	112	0	779	52,332,382.96
<b>2011</b>	476	4,191,051.10	78	20,062,512.88	18	181,338.00	79	20,272,213.00	18	4,919,205.33	37	0	706	49,626,320.31
<b>2010</b>	634	5,074,669.78	76	12,845,460.00	21	240,700.00	154	23,367,532.00	16	8,102,860.00	72	0	973	49,631,221.78

**JAN/DEMO:** 1 commercial interior walls; **JAN/MOVE:** 1 single family home; **FEB/DEMO:** 1 single family home; **FEB/MOVE:** 3 single family homes, 3 mobile homes into Moorhead; **MAR/MOVE:** 1 single family home; **MAR/437:** \$2,219,018.00 - Dahl Hall Phase II, MSUM; **APR/DEMO:** 1 commercial interior; **APR/MOVE:** 1 single family home; **MAY/DEMO:** 11 single family homes, 1 commercial building, 1 partial apartment due to fire; **MAY/MOVE:** 4 single family homes, 2 garages; **MAY/437:** \$3,009,185.00 - Grant Center Auditorium, Concordia; **JUN/DEMO:** 25 single family homes; 17 foundations; 1 commercial interior; **JUN/MOVE:** 9 single family homes, 1 garage; **JUL/DEMO:** 10 single family homes; **JUL/MOVE:** 1 garage; **JUL/437:** \$1,090,000 - Eventide Wellness Center; \$4,000,000 - MSUM Library Phase I; \$1,898,200 - MSUM Heating Plant Addition; **AUG/DEMO:** 1 commercial interior, 1 residential interior; **AUG/MOVE:** 2 mobile homes into Moorhead, 1 house into Moorhead; **AUG/437:** \$1,898,200 - Heating plant addition; \$1,402,494 - Pactiv repair; **SEP/MOVE:** 3 garages, 1 mobile home into Moorhead; **OCT/DEMO:** 1 commercial building; **OCT/MOVE:** 6 single family homes, 1 mobile home into Moorhead; **OCT/437:** \$5,113,000 MSUM Library Phase II

	101		101		102		103		104			105			213/214		TOTAL PERMIT	TOTAL VALUATION	
	Single Family MOORHEAD		Single Family OAKPORT		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	#	(U) VALUATION	#	(U) VALUATION	#	VALUATION			
JAN	0	0	0	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	0	0	0	
MAR	3	356,000	0	0	4	440,000	0	0	0	0	0	0	0	0	0	0	7	796,000	
APR	13	1,513,000	0	0	2	220,000	0	0	0	0	0	0	0	0	0	0	15	1,733,000	
MAY	10	1,971,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	1,971,000	
JUN	12	2,250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	2,250,000	
JUL	7	1,053,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	1,053,000	
AUG	9	1,986,000	0	0	6	666,000	0	0	0	0	1	60	3,000,000	0	0	0	16	5,652,000	
SEP	7	1,225,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	1,225,000	
OCT	1	235,000	1	327,000	8	974,000	0	0	1	3	590,000	0	0	0	0	0	11	2,126,000	
NOV																	0	0	
DEC																	0	0	
2012	62	10,589,000	1	327,000	20	2,300,000	0	0	0	1	3	590,000	1	60	3,000,000	0	0	85	16,806,000
2011	58	11,402,900	4	1,277,000	10	1,120,000	0	0	0	5	19	2,382,313	2	60	4,090,000	0	0	79	20,272,213
2010	107	18,016,532	5	689,000	42	4,662,000	0	0	0	0	0	0	0	0	0	0	0	154	29,367,532

NOTES:

**UNITS CONSTRUCTED**

YEAR	MOORHEAD				OAKPORT
	SINGLE FAM ATTACHED/ DETACHED	TWO, THREE, & FOUR UNITS	FIVE OR MORE UNITS	MOORHEAD TOTAL UNITS	OAKPORT TOTAL UNITS
2012 YTD	82	3	60	145	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

## CITY OF MOORHEAD BUILDING CODES 2012 BUILDING PERMIT VALUATION REPORT - NEW COMMERCIAL

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	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
318												
319												
320												
321												
322												
323												
324												
325									1	1,400,000.00		
326												
327									1	1,184,000.00		
328											1	1,996,975.00
329												
MONTHLY TOTAL	0	0.00	0	0.00	0	0.00	0	0.00	2	2,584,000.00	1	1,996,975.00
<b>YEAR TO DATE TOTALS:</b>												
2012	0	0.00	0	0.00	0	0.00	0	0.00	2	2,584,000.00	3	4,580,975.00
2011	0	0.00	1	25,000.00	1	25,000.00	3	153,849.00	4	353,849.00	4	353,849.00
2010	0	0.00	1	18,886.00	3	298,886.00	4	391,437.00	5	401,437.00	7	417,937.00

**MAY/325:** \$1,400,000.00 - Electrical Substation; **MAY/327:** \$1,184,000.00 - McDonalds; **JUN/328:** MPS Pumping Station

**CITY OF MOORHEAD BUILDING CODES  
2012 BUILDING PERMIT VALUATION REPORT - NEW COMMERCIAL**

	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
318												
319												
320												
321												
322												
323	1	600,000.00										
324												
325							1	9,500.00				
326												
327												
328							1	70,000.00				
329	1	300,000.00	3	317,500.00								
<b>MONTHLY TOTAL</b>	2	900,000.00	3	317,500.00	0	0.00	2	79,500.00				

**YEAR TO DATE TOTALS:**

<b>2012</b>	5	5,480,975.00	8	5,798,475.00	8	5,798,475.00	10	5,877,975.00	0	-	0	0.00
<b>2011</b>	7	1,790,797.33	12	3,491,725.33	13	3,566,725.33	18	4,919,205.33	0	-	0	0.00
<b>2010</b>	8	425,437.00	11	6,455,560.00	15	7,730,860.00	16	8,102,860.00	0	0.00	0	0.00

## CITY OF MOORHEAD BUILDING CODES 2012 BUILDING AND PERMIT VALUATION SUMMARY SHEET

		BUILDING PERMITS			HEATING PERMITS			PLUMBING PERMITS			SIGN PERMITS			TOTAL # OF PERMIT	TOTAL PERMIT REVENUE	TOTAL MN SUR-CHARGE	OTHER FEES	TOTAL REVENUE	
	#	PERMIT VALUATION	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT VALUATION	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT REVENUE	MN SUR-CHARGE	#	PERMIT REVENUE	MN SUR-CHARGE					
JAN	28	491,120.00	4,108.45	247.50	43	227,966.00	2,623.50	123.50	25	874.40	125.00	8	250.00	40.00	104	7,856.35	536.00	1,350.75	9,743.10
FEB	26	487,774.00	3,907.35	247.00	42	274,413.00	2,657.00	145.50	19	700.00	95.00	4	150.00	20.00	91	7,414.35	507.50	1,894.00	9,815.85
MAR	48	3,496,380.96	16,970.65	1,610.50	44	466,208.00	3,304.15	245.00	21	1,705.60	105.00	3	75.00	15.00	116	22,055.40	1,975.50	1,427.04	25,457.94
APR	81	3,529,432.00	18,533.60	1,766.00	33	317,582.00	2,349.80	164.50	40	3,102.80	200.00	1	25.00	5.00	155	24,011.20	2,135.50	4,864.55	31,011.25
MAY	82	9,738,678.00	42,545.20	4,516.10	45	169,305.00	2,396.50	93.00	39	2,745.60	195.00	2	50.00	10.00	168	47,737.30	4,814.10	5,319.52	57,870.92
JUN	100	4,935,541.00	23,415.15	2,382.30	48	294,944.00	3,171.00	158.50	37	4,320.00	185.00	7	290.00	35.00	192	31,196.15	2,760.80	6,797.20	40,754.15
JUL	83	8,957,597.00	41,628.50	3,877.50	62	2,788,214.00	7,280.45	1,256.00	36	4,449.60	180.00	0	0.00	0.00	181	53,358.55	5,313.50	5,455.45	64,127.50
AUG	94	10,550,339.00	45,744.30	4,854.30	51	1,430,702.00	5,115.25	711.00	54	4,685.20	270.00	1	25.00	5.00	200	55,569.75	5,840.30	7,091.54	68,501.59
SEP	69	1,974,211.00	11,535.75	995.50	59	317,845.00	3,573.00	170.50	35	4,537.20	175.00	1	25.00	5.00	164	19,670.95	1,346.00	5,414.62	26,431.57
OCT	58	8,347,861.00	35,818.30	3,130.65	75	546,162.00	4,867.75	286.50	38	2,978.00	190.00	3	125.00	15.00	174	43,789.05	3,622.15	1,088.82	48,500.02
NOV															0	0.00	0.00		0.00
DEC															0	0.00	0.00		0.00
<b>2012</b>	669	52,508,933.96	244,207.25	23,627.35	502	6,833,341.00	37,338.40	3,354.00	344	30,098.40	1,720.00	30	1,015.00	150.00	1545	312,659.05	28,851.35	40,703.49	382,213.89
<b>2011</b>	669	49,626,320.31	231,860.90	21,300.80	417	4,543,119.00	31,062.25	2,360.50	314	27,346.40	1,462.00	34	1,325.00	170.00	1434	291,594.55	25,293.30	27,495.08	344,382.93
<b>2010</b>	901	49,631,221.78	239,292.60	23,902.50	516	4,808,492.00	36,708.30	2,523.50	403	35,926.00	939.50	31	775.00	74.00	1851	312,701.90	27,439.50	23,020.69	363,162.09

**JAN/OTHER FEES:** \$150.00 Plan Review Fee; \$1200.75 Investigation Fee;**FEB/OTHER FEES:** \$106.95 Plan Review Fee; \$1787.05 Investigation Fee;**MAR/OTHER FEES:** \$1232.54 Plan Review Fee; \$194.50 Investigation Fee;  
**APR/OTHER FEES:** \$4749.05 Plan Review Fee; \$115.50 Investigation Fee;**MAY/OTHER FEES:** \$5167.27 Plan Review Fee; \$152.25 Investigation Fee;**JUN/OTHER FEES:** \$5928.20 Plan Review Fee; \$869.00; Investigation Fee;  
**JUL/OTHER FEES:** \$5225.45 Plan Review Fee; \$230.00 Investigation Fee;**AUG/OTHER FEES:** \$6073.04 Plan Review Fee; \$1018.50 Investigation Fee;**SEP/OTHER FEES:** \$2867.32 Plan Review Fee; \$2547.30 Investigation Fee;  
**OCT/OTHER FEES:** \$1058.82 Plan Review Fee; \$30.00 Investigation Fee