



**City of Moorhead
Economic Development Authority**

**Meeting Agenda
May 22, 2017 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 April 24, 2017	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. Director's Report	_____
7. Proposed Changes to Performance Review Process and Protocol - Jill Wenger, HR Director	_____
8. Proposed Change to June EDA Meeting Date	_____
9. Information / Update	_____
A GFMEDC Activity Report - April	_____
B Building & Permit Valuation Report - April	_____
10. 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
April 24, 2017 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 April 24, 2017, at 11:45 AM.

Roll call of the members was made as follows:

Board Member:	Bob Buth	Present
Board Member:	Bruce Bekkerus	Present
Board Member:	Kathy Cochran	Present
Board Member:	Violet Deilke	Present
Board Member:	Charley Johnson	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Marsha Weber	Present
Council Member:	Chuck Hendrickson	Present
Council Member:	Mari Dailey	Absent
Board Member:	Vacant Position	Vacancy

Also Present:

Cindy Graffeo, EDA Executive Director
Jim Stewart, Arnston Stewart Wegner PC
Amy Thorpe, Economic Development Program Administrator
Jill Wenger, Human Resources Director

1. Call meeting to Order / Roll Call

2. Agenda Amendments

Minutes: None

3. Approve Minutes

A March 27, 2017

Motion to Approve made by Charley Johnson and seconded by Violet Deilke

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

4. Citizens Addressing the Board

Minutes: None

5. Commissioners' Reports

Minutes: MBA - The MBA will host a water station at Mile 10 in Viking Ship Park for the Fargo Marathon on May 20. Signup to volunteer online at the MBA website. Annual meeting was well attended and the speaker, Steve Scheel, delivered a memorable speech.

6. Director's Report

Minutes: Graffeo summarized April activities as found in packet materials.

7. Public Hearing - Solutions Revenue Bond

Motion to Open Public Hearing made by Pat Kovash and seconded by Marsha Weber

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

Minutes: Graffeo provide background of the project and request as found in packet materials. Jim Stewart, attorney at law, was present to answer questions.

Motion to Close Public Hearing made by Pat Kovash and seconded by Marsha Weber

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

Motion to Approve made by Pat Kovash and seconded by Marsha Weber

Resolution to Approve Revenue Bond for Solutions Revenue Bond contingent upon final review and approval by the City Attorney.

8. Park View Terrace Estoppel Certificate

Motion to Approve made by Marsha Weber and seconded by Bruce Bekkerus

Approve Park View Terrace Estoppel Certificate contingent upon final review and approval of the City Attorney.

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

9. Clarification of Employee Performance Review Protocol - Jill Wenger, HR Director

Minutes: Jill Wenger, Human Resources Director, provided an overview. Commissioners had detailed discussion and directed Wenger to bring a new draft to the next meeting for review.

10. Election of Officer - Chair

Minutes: Commissioners nominated Charley Johnson for the office of Chair leaving his current office, Secretary, open. Commissioners nominated Marsha Weber for the office of Secretary.

Motion to Approve made by Marsha Weber and seconded by Bruce Bekkerus

Motion to Appoint Charley Johnson to the office of Chair

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

Motion to Approve made by Bob Buth and seconded by Bruce Bekkerus

Motion to Appoint Marsha Weber to the office of Secretary

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

11. Resolution to Appoint Member to the MCCARA Development Control Board

Minutes: Commissioners nominated Bruce Bekkerus to serve on the MCCARA Development Control Board.

Motion to Approve made by Pat Kovash and seconded by Bob Buth

Motion to Appoint Bruce Bekkerus to the MCCARA Development Control Board

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

12. Information / Update

A GFMEDC Activity Report - March

13. Adjourn

Minutes: Meeting adjourned at 12:16 p.m.

APPROVED BY:

ATTEST:

Charley Johnson
Chair

Marsha Weber
Secretary

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

Respectfully submitted by:
Amy Thorpe, Economic Development Program Administrator

DRAFT

Monthly Board Report

Cindy Graffeo, Executive Director

Greetings to the Board,

First and foremost, I would like to welcome Wyatt Johnson to the EDA Board! Wyatt was appointed to the EDA on May 8th as a representative from Ward 4. He is a Software Technical Manager with John Deere Electronic Solutions, and has been a resident of Moorhead for 17 years. Welcome, Wyatt!

Land Sales

The Purchase Agreement between the City of Moorhead and RCM Partners was voted on and approved at the April 24 City Council Meeting.

Internship Program

I am pleased to announce that Amanda Palos has started with the EDA as the Marketing and Programming Intern for the Summer.

Eighth and Main

On February 13, 2017, City Council approved a resolution to begin the Request for Proposal (RFP) process for the city-owned land at the corner of Eighth and Main. Proposals were due back to the City on April 11, 2017. In response to the RFP, the City of Moorhead received project proposals from two developers: Five Stone Development and Dakota Commercial. Both proposed projects are mixed-use, four-story buildings. The projects differed on the ratio of commercial and residential space, tax base created, and financial terms.

A Peer Review Panel was formed to consider the proposed projects, made up of a diverse group of community members that represent different stakeholder groups in the community. This group first met on April 28, 2017, to undertake a preliminary review of the materials submitted.

On May 8, 2017, Moorhead City Council held an executive session to hear the panel's preliminary review findings and direct next steps of the review process.

The Peer Review Committee next met on Monday, May 15, 2017 with both developers.

The committee determined the dedicated entire first floor of commercial space, dedicated second floor of office space with a secured tenant, and the parcel assemblage with additional ingress/egress for the project were unchallenged advantages for Five Stone Development.

The Peer Review Panel is recommending to City Council that Five Stone Development be selected as the preferred developer, and that City begin negotiations on a Development Assistance Agreement (DAA). A resolution to this effect is on the City Council agenda for May 22, 2017.

Small Business Week

Every year, the first week in May is designated National Small Business Week. Here in Moorhead, the Economic Development Authority (EDA) and the Moorhead Business Association (MBA) partnered to host a bus tour of our local small businesses.

This year, the tour was held Thursday, May 4, and kicked off in the Moorhead Center Mall with a welcome from me and David Hunstad, Executive Director of the MBA. Our first official stop on the tour was Brickhouse Tavern, where our tour ended with peek into the kitchen. We heard about how the best thing about Moorhead was the small town feel, but still having all the advantages of being part of a larger metro. It's the best of both worlds.

From there, the group went to Lemke Home Improvements, where the group was treated with demonstrations of a variety of their equipment. The group heard from the Lemkes that they chose to locate in Moorhead because of the affordable commercial and industrial land Moorhead can offer a small business.

Third stop was Aviation Services out at the Moorhead Municipal Airport. The group got to see the Airport Offices, tour the newest hangar, and even take a spin in the flight simulator. We heard about how our airport has many competitive advantages in cost savings against their largest, nearest competitor.

Next up was Kovash Marine in Downtown Moorhead. While their command center may be small, this efficiently run business draws customers from a very large geographic footprint. Pat Kovash shared with the group that Moorhead is prime for niche businesses.

Our tour ended at Usher's House, where the group's facility tour included a rundown on the building's unique historical elements. The tour ended when the MBA's weekly 560 event took over on the patio.

MCCARA Expansion

The planning process to expand MCCARA remains ongoing.

Website Development

JB Systems is nearly done with the website build-out and the first draft of website copy has been submitted. They will scrub copy and maximize search-engine optimization before loading into the website.

EDA Articles

The EDA section of The Extra Newspaper were as follows:

- 4.25.2017 – EDA Board Changes
- 5.9.2017 – Small Business Week Bus Tour

Since the Last Meeting:

Business Retention & Expansion

- Coatings Authority (5/5/2017)
- Moorhead Flooring (5/17/2017)
- Overloaded Laundry (5/18/2017)

Business Prospect

- Relocation Prospect A – Small Specialty (5/11/2017)

Strategic Partnerships

- MBA Let's Talk Breakfast: Chris Volkens (4/26/2017)
- Center Ave Reconstruction Steering Committee (4/27/2017)
- MSUM Dragon Consulting Student Group Meeting (4/27/2017)
- Fargo INC! Editorial Board (4/28/2017)
- Clay County HRA and Moorhead Public Housing Meeting (5/18/2017)

Community Outreach

- Regional Workforce Study Update (4/25/2017)
- Hornbacher's Ribbon Cutting (4/26/2017)
- Small Business Week Bus Tour (5/4/2017)
- Moorhead Housing Press Conference (5/10/2017)
- Chamber Lunch (5/10/2017)
- D-S Beverages Ribbon Cutting (5/18/2017)
- Chamber Choice (5/19/2017)

Memorandum

To: Chair Johnson and EDA Board
From: Cindy Graffeo, Executive Director
Date: May 22, 2017
Re: Performance Evaluation Process and Tool

Background and Information

During my six-month performance evaluation in 2016, the Board had difficulty addressing two of the questions regarding coordination with City Staff. The Board asked to revisit the evaluation tool before the 2017 process to consider any edits or clarification necessary.

At the April EDA meeting the board directed me to work with Jill Wenger, HR Director, to propose changes to the performance evaluation process to enable input from other city staff members necessary for the Board to complete their current performance evaluation tool.

HR, the City's legal counsel, and I are in agreement that the members of city staff surveyed be limited to those specifically mentioned in the EDA Executive Director Job Description: Finance Director, Economic Development Program Administer, and City Manager.

HR and legal counsel recommend that the tool be phrased in a way that the feedback can be provided anonymously and that the feedback provided be limited to only those duties which require coordination or partnership with city staff. A proposed draft is attached for your consideration.

The tentative timeline for the 2017 performance review process would be as follows:

- June 26, 2014 – New city staff survey distributed to Finance Director, Economic Development Program Administer, and City Manager
- July 10, 2017 – Performance review tool/survey distributed to the EDA Board
- July 24, 2017 – Executive Session during EDA meeting for performance review
- August 28 – Summary of performance review read during EDA meeting

Financial Consideration

There are no financial considerations at this time.

Action or Recommendation

Recommend approval of proposed changes to the performance evaluation process and tool.

Moorhead EDA Executive Director Performance Feedback

OVERVIEW & INSTRUCTIONS

The Moorhead Economic Development Authority (EDA) will be conducting a performance evaluation of its Executive Director. The EDA is seeking your feedback on the Executive Director's job duties requiring your partnership or coordination. You are not expected to provide feedback on any portion of work beyond these aspects.

Base your ratings on performance during this review period, not isolated incidents, performance prior to the period, or only recent events/issues. Provide job-related, supportive details or comments that support your evaluation.

EVALUATION INFORMATION

EDA Director: Cynthia Graffeo

Feedback Period: July 12, 2016 to July 11, 2017

FEEDBACK

1. During the feedback period, did the EDA Executive Director effectively perform EDA budgeting and administrative functions in coordination with the City Manager, Finance Director and other core administrative staff?

Yes No Unknown or N/A

Supportive, specific details or comments:

[Click here to enter text.](#)

2. During the feedback period, did the EDA Director effectively respond to business requests for financing, incentives, or other funding opportunities for business development and/or expansion in coordination with City staff?

Yes No Unknown or N/A

Supportive, specific details or comments:

[Click here to enter text.](#)

3. During the feedback period, did the EDA Director effectively work in partnership with City staff to respond to prospective business prospects and development inquiries?

Yes No Unknown or N/A

Supportive, specific details or comments:

[Click here to enter text.](#)

Memorandum

To: Chair Johnson and EDA Board
From: Cindy Graffeo, Executive Director
Date: May 22, 2017
Re: Proposed Change to June EDA Meeting Date

Background and Information

During the May 11, 2017, EDA Executive Committee Meeting, it was announced that the June 26, 2017 EDA Meeting Date conflicts with the Moorhead Business Association's annual golf event. Staff was directed to determine if a quorum could be secured on an alternative date.

At this time, nine of ten respondents to the Doodle Poll are available on Tuesday, June 27, 2017 at 11:45 a.m.

Financial Consideration

None.

Action or Recommendation

Recommend moving the next EDA meeting from June 26 to June 27, 2017 at 11:45 a.m.

Activity Report –April 2017

Planning and Strategic Positioning

<i>date</i>	<i>person, activity</i>
4/3/2017	Jim Gartin and John Machacek, GFMEDC, met with Concordia College Offutt School of Business, Dean Doran and staff, to discuss new Executive Education program
4/5/2017	Jim Gartin attended the Moorhead Business Association meeting
4/6/2017	Jim Gartin and Lisa Gulland Nelson attended the FMCVB Frostival planning meeting
4/6/2017	Jim Gartin attended the FM 40 Under 40 and Top 25 Women in Business event
4/11/2017	GFMEDC Staff participated in the GFMEDC Executive Meeting attended by Moorhead representatives
4/12/2017	Mark Vaux, GFMEDC, attended the Moorhead Business Association meeting
4/18/2017	Jim Gartin attended the MSUM Marketing Sector Breakfast
4/18/2017	Jim Gartin attended the Moorhead Business Association Annual Meeting
4/19/2017	Mark Vaux attended the Moorhead Business Association meeting
4/25/2017	Jim Gartin, Tifanie Gelinske hosted the Workforce Update Luncheon attended by Moorhead representatives
4/26/2017	Mark Vaux attended the Moorhead Business Association meeting
4/27/2017	Tifanie Gelinske hosted the Educators in Industry Luncheon attended by Moorhead educators

CITY OF MOORHEAD BUILDING CODES 2017 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	18	295,048.00	4	8,000.00	0	0.00	0	0.00	1	25,000.00	1	24	328,048.00
FEB	15	289,333.00	6	390,300.00	1	30,000.00	0	0.00	0	0.00	1	23	709,633.00
MAR	38	603,912.00	7	551,392.00	0	0.00	10	2,873,000.00	0	0.00	0	55	4,028,304.00
APR	49	387,777.00	10	2,499,655.00	1	15,000.00	21	3,843,000.00	4	30,020,000.00	0	85	36,765,432.00
MAY												0	0.00
JUN												0	0.00
JUL												0	0.00
AUG												0	0.00
SEP												0	0.00
OCT												0	0.00
NOV												0	0.00
DEC												0	0.00
2017	120	1,576,070.00	27	3,449,347.00	2	45,000.00	31	6,716,000.00	5	30,045,000.00	2	187	41,831,417.00
2016	155	2,124,860.25	23	37,342,671.75	4	116,316.33	25	7,014,000.00	5	8,476,018.00	6	218	55,073,867.00
2015	120	1,332,670.00	30	4,399,020.00	6	186,300.00	82	23,368,350.00	3	3,175,000.00	3	244	32,461,340.00

JAN/DEMO: 1 single family home; **FEB/DEMO:** 1 single family home

**CITY OF MOORHEAD BUILDING CODES
2017 BUILDING PERMIT VALUATION REPORT - RESIDENTIAL**

PAGE 2

	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	# (U)	VALUATION	# (U)	VALUATION	# (U)	VALUATION	#	VALUATION		
JAN	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
MAR	10	2,873,000	0	0	0	0	0	0	0	0	0	0	10	2,873,000
APR	19	3,593,000	2	250,000	0	0	0	0	0	0	0	0	21	3,843,000
MAY													0	0
JUN													0	0
JUL													0	0
AUG													0	0
SEP													0	0
OCT													0	0
NOV													0	0
DEC													0	0
2017	29	6,466,000	2	250,000	0	0	0	0	0	0	0	0	31	6,716,000
2016	21	5,004,000	2	450,000	0	0	0	0	2	24	1,560,000	0	25	7,014,000
2015	33	7,695,470	42	7,196,000	0	0	5	15	2,476,880	2	72	6,000,000	82	23,368,350

NOTES:

UNITS CONSTRUCTED

YEAR	MOORHEAD				OAKPORT
	SINGLE FAMILY ATTACHED/ DETACHED	TWO, THREE, & FOUR UNITS	FIVE OR MORE UNITS	MOORHEAD TOTAL UNITS	OAKPORT TOTAL UNITS
2017 YTD	31	0	0	31	
2016 CY	145	24	318	487	*
2015 CY	197	15	293	505	*
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

* 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 2017 BUILDING PERMIT VALUATION REPORT - NEW COMMERCIAL

PAGE 3A

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
318												
319												
320												
321												
322												
323												
324												
325												
326												
327												
328							2	30,000,000.00				
329	1	25,000.00	0				2	20,000.00				
MONTHLY TOTAL	1	25,000.00	0	0.00	0	0.00	4	30,020,000.00	0	0.00	0	0.00
YEAR TO DATE TOTALS:												
2017	1	25,000.00	1	25,000.00	1	25,000.00	5	30,045,000.00				
2016	2	1,546,000.00	2	1,546,000.00	3	8,399,773.00	5	8,476,018.00				
2015	0	0.00	1	3,100,000.00	3	3,175,000.00	3	3,175,000.00				
APR/328: \$29,500,000.00 - Clay County Jail												

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
2017 BUILDING AND PERMIT VALUATION SUMMARY SHEET**

	BUILDING PERMITS				MECHANICAL 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	23	328,048.00	3,023.20	167.00	37	346,643.00	2,896.40	179.50	18	655.10	18.00	2	75.00	2.00	80	6,649.70	366.50	1,046.20	7,695.90		
FEB	22	709,633.00	5,434.10	356.00	26	197,423.00	2,077.80	105.00	7	267.20	7.00	1	25.00	1.00	56	7,804.10	469.00	1,137.79	9,410.89		
MAR	54	4,028,304.00	18,085.50	2,011.00	36	524,029.00	3,514.00	271.00	32	1,526.70	32.00	1	25.00	1.00	123	23,151.20	2,315.00	1,716.64	27,182.84		
APR	85	36,765,432.47	151,544.40	6,324.70	45	625,919.00	4,270.20	321.50	54	2,920.60	54.00	1	25.00	1.00	197	158,760.20	6,701.20	4,900.15	170,361.55		
MAY															0	0.00	0.00		0.00		
JUN															0	0.00	0.00		0.00		
JUL															0	0.00	0.00		0.00		
AUG															0	0.00	0.00		0.00		
SEP															0	0.00	0.00		0.00		
OCT															0	0.00	0.00		0.00		
NOV															0	0.00	0.00		0.00		
DEC															0	0.00	0.00		0.00		
2017	184	41,831,417.47	178,087.20	8,858.70	144	1,694,014.00	12,758.40	877.00	111	5,369.60	111.00	5	150.00	5.00	456	196,365.20	9,851.70	8,800.78	214,651.18		
2016	212	55,073,866.35	229,819.20	11,973.60	170	4,993,130.35	17,584.20	1,973.00	107	5,653.80	107.00	14	525.00	14.00	503	253,582.20	14,067.60	50,566.32	317,093.62		
2015	241	32,461,340.00	131,747.20	15,286.70	177	2,773,646.00	15,803.45	1,423.00	155	12,291.20	775.00	9	400.00	45.00	582	160,241.85	17,529.70	23,494.43	201,265.98		

JAN/OTHER FEES: \$580.00 Plan Review Fees; \$466.20 Investigation Fees; **FEB/OTHER FEES:** \$1039.59 Plan Review Fees; \$98.20 Investigation Fees; **MAR/OTHER FEES:** \$1511.94 Plan Review Fees; \$204.70 Investigation Fees; **APR/OTHER FEES:** \$4815.75 Plan Review Fees; \$84.40 Investigation Fees