



**City of Moorhead  
Economic Development Authority**

**Meeting Agenda  
February 26, 2018 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 January 22, 2018	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. Director's Report	_____
7. Workforce Development Scholarship	_____
8. EDA and City Council Workshop Discussion	_____
9. Information / Update	_____
A GFMEDC Activity Report - January	_____
B Building & Permit Valuation Summary - January	_____
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 Minutes  
January 22, 2018 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 January 22, 2018, at 11:45 AM.

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

Board Member:	Michael Burns	Present
Board Member:	Bruce Bekkerus	Present
Board Member:	Kathy Cochran	Present
Council Member:	Mari Dailey	Absent
Board Member:	Violet Deilke	Present
Council Member:	Chuck Hendrickson	Absent
Board Member:	Charley Johnson	Present
Board Member:	Wyatt Johnson	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Marsha Weber	Present

**Others Present:**

Cindy Graffeo, EDA Executive Director  
Meghanne Quam, EDA Intern  
Amy Thorpe, Economic Development Program Administrator  
Susan Geib, Concordia College Director of Executive Education

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

**2. Agenda Amendments**

**3. Approve Minutes**

A December 18, 2017

**Motion to Approve made by Bruce Bekkerus and seconded by Violet Deilke**

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

**4. Citizens Addressing the Board**

**5. Resolution to Waive Residency Requirement to Fill At Large Position Vacated by Bob Buth 12.31.2017**

**Motion to Approve made by John Rogalla and seconded by Wyatt Johnson**

Resolution to waive residency requirement for Michael Burns, At Large position

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

## 6. Commissioners' Reports

Minutes: Kovash reported on Center Avenue land owner meeting.

Bekkerus reported that Walmart is closing 63 Sam's Club stores at the end of January and the Moorhead store is one of the stores to close.

## 7. Election of Officers

Minutes: Chair Johnson called for nominations from the floor for persons to fill the office of Chair, Vice Chair, and Secretary. Nominations included Charley Johnson, Chair; Bruce Bekkerus, Vice Chair; and Marsha Weber, Secretary. There being no other nominations, Chair Johnson declared the nominees elected. He then re-appointed Kathy Cochran as the At-Large member of the Executive Committee.

## 8. Director's Report

Minutes: Graffeo provided a summary of activities this month as found in packet materials.

Graffeo and Johnson explained that, as part of the City's strategic planning process, it has become known that the City Council intends to discuss restructuring the EDA so that the Executive Director position moves back within the City reporting structure.

## 9. Concordia Executive Education Scholarship Request

Minutes: Susan Geib, Director of Executive Education, presented the workforce challenges faced in upcoming years, especially with the retirement of Baby Boomers in high lever leadership roles. Geib asked the EDA to partner with the college and businesses to create an "Executive Education Scholarship" for Moorhead businesses and organizations that may not otherwise have the financial means to access this kind of training.

Commissioners had detailed discussion.

### **Motion to Approve made by Violet Deilke and seconded by Kathy Cochran**

Approve workforce development funds for Executive Education Scholarships in the amount of \$4,620 to be earmarked from the "Community Projects" budget line item for 2018.

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

## 10. Resolution to Approve Use of Reserve Funds for ALTA Survey Required for the Shovel Ready Application

Minutes: Meghanne Quam, EDA Intern, provided background regarding the process for obtaining DEED's Shovel Ready certification. Johnson provided more financial details as found in packet materials. Commissioners had detailed discussion.

### **Motion to Approve made by Bruce Bekkerus and seconded by Pat Kovash**

Resolution to approve Bolton & Menk to perform engineering services for the purpose of drafting an ALTA Survey required for DEED's Shovel Ready Certification and for a Recommendation to City Council for a budget adjustment to use EDA Reserve funds said pay for the survey.

*Motion Passed:*

*For: 5 Bruce Bekkerus, Kathy Cochran, Violet Deilke, Charley Johnson, Pat Kovash*

*Against: 3 Michael Burns, Wyatt Johnson, Marsha Weber*

*Abstain: 1 John Rogalla*

*Absent: 2 Mari Dailey, Chuck Hendrickson*

**11. Information / Update**

- A GFMEDC Activity Report - December
- B Building & Permit Valuation Summary - December

**12. Adjourn**

Minutes: Adjourned at 12:49 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,

Spring is just around the corner, and it is a season for growth and change. I firmly believe that this spring will be a continued time for the same here in Moorhead. The new Downtown Moorhead Inc. held a press conference announcing their new President & CEO, Derrick LaPoint. So, we know more change is in store for Moorhead. I'm looking forward to learning more about DMI and Derrick's vision for Downtown Moorhead and finding ways for the EDA to support and collaborate with them.

### Opportunity Zones

The City of Moorhead is currently working on participating in a new federal program created by Congress in the [Tax Cut and Jobs Act of 2017](#), aimed at encouraging long-term investments in low-income and urban communities nationwide. These designated areas are being referred to as Opportunity Zones.

I sat in on a DEED webinar with City Staff to learn more about the program. At the moment, the details are very preliminary and mechanics of the program are still being established. At this time, City Staff is working to gather the required information to participate so that the option remains open while more information is to come.

### Small Business Week Bus Tour

We have reached out to the MBA to begin planning the 2018 Small Business Week Bus Tour. The tour will take place during National Small Business Week. National Small Business Week is April 29-May 5 this year.

### Shovel Ready Application

On Monday, February 12, 2018, City Council approved the EDA budget request to take funds out of reserves to have Bolton & Menk complete the required work in MCCARA for the Shovel Ready application. We are now working on the Title work that Bolton & Menk need to schedule our work.



## Professional Development

I am out of the office February 20-23, traveling to Baltimore for the International Economic Development Council's training on Credit Analysis. This does meet the IEDC requirement for my certification.

I will also be out of the office March 14-16, attending the IEDC's Business Retention and Expansion. This course is a core requirement for certification.

## EDA Articles

The EDA articles in The Extra Newspaper:

- 1.30.2018 – Simon Warehouse and Armory
- 3.1.2018 – Welcome to the Downtown Group

## Since the Last Meeting:

Prospects

- DEED RFP Submission 1 (2/9/2018)
- DEED RFP Submission 2 (2/23/2018)

Business Retention & Expansion

- Arbor Park Living (2/14/2018)
- Anheuser Busch – with GFMEDC (2/19/2017)

Strategic Partners

- Metro ED Professionals (2/1/2018)
- MBA Executive Director (2/2/2018)
- City of Moorhead Strategic Planning (2/5/2018)
- Senator Smith's Office (2/7/2018)
- Downtown Moorhead Inc. Press Conference (2/15/2018)
- MSUM University Advancement (2/16/2018)

Community Engagement

- Media Interview: The Flag (2/1/2018)
- Spotlight Media Fargo Inc! Editorial Board (2/2/2018)
- FMWF Chamber: Eggs and Issues (2/6/2018)
- River Keepers Committee Meeting (2/8/2018)
- Spotlight Media Launch Event (2/15/2018)

Developers and Real Estate Agents

- Roers (1/30/2018)

## Memorandum

To: Chair Johnson and EDA Board  
From: Cindy Graffeo, Executive Director  
Date: 2.26.2018  
Re: EDA Workforce Development Scholarship Program

### Background and Information

At the last EDA meeting, the Board voted unanimously to fund \$4,260 in workforce training scholarships to Concordia's Executive Education program in an effort to address the known workforce development needs in our market. After this meeting, the concern was raised that the scholarship funding may constitute a donation to a religious institution, as is prohibited by MN State Statute. The EDA's legal counsel advised against proceeding with the program as outlined during the meeting. At best, the issue would need further research before they would endorse it.

The EDA's legal counsel offered a variety of approaches that would accomplish the stated goals of the EDA while meeting all legal requirements and restrictions.

I would like to suggest that the EDA create a generic Workforce Development Scholarship that would be available to any Moorhead small business or non-profit organization that would go toward employee training and development. Funds would be given directly to the business and they can in turn use them at any Moorhead higher education institution.

This approach creates the same new resource making training and development accessible for our business community, while offering them more flexibility to choose from any of the higher education institutions we have in Moorhead.

### Financial Consideration

The \$4,260 previously approved for Concordia Executive Education program scholarships can be reallocated to the new Workforce Development Scholarship program for 2018.

This is one-time program funding.

### Action or Recommendation

The Board is asked to consider approving the creation of a Workforce Development Scholarship program and funding it in the amount of up to \$5,000 for 2018.





# Workforce Development Scholarship

## *Program Overview*

The Economic Development Authority is committed to creating programs that support Moorhead's business community. Workforce training and development is a known need in our community, but is often out of reach for small businesses and non-profit organizations. The EDA is proud to announce the creation of a Workforce Development Scholarship fund open to all Moorhead businesses and organizations.

### Eligibility

The Workforce Development Scholarship is open to all small businesses and non-profit organizations located within the city limits of Moorhead. Organizations that are located outside of Moorhead, but that have direct impact and investment in Moorhead will be considered on a case-by-case basis.

### Scholarship

Up to \$5,000 of scholarships will be awarded in 2018. Each recipient will receive a scholarship of up to \$670 each. Funds can be used at any Moorhead higher-education institution.

Applications will be accepted on a first-come first-served basis and awarded until the program funding has been depleted.

### Application

Applicants will be asked to submit an application form and outline the type and location of their desired training. They will also be asked to explain how the EDA scholarship will benefit the employee, the business, and the community as a whole.

**Program application can be found on [www.MoorheadEDA.com](http://www.MoorheadEDA.com)**

Applications will be accepted immediately, and should be submitted to:

**Moorhead EDA  
500 Center Ave  
PO Box 779  
Moorhead, MN 56560**

### Contact

For questions, please contact Cindy Graffeo, Executive Director, at 218.299.5302 or by email at [Cindy.graffeo@cityofmoorhead.com](mailto:Cindy.graffeo@cityofmoorhead.com).



# Moorhead Workforce Development Scholarship

## Application

### Submit this form to

Moorhead EDA  
500 Center Ave - 4th Floor  
Moorhead, MN 56560

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**In 500 words or less please outline the training you wish to pursue, and explain how this scholarship would impact the employee, the business, and the Moorhead community (attach additional pages as needed).**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_



**Activity Report – January 2018**

**Planning and Strategic Positioning**

<i>Date</i>	<i>Person, Activity</i>
1/3/2018	Jim Gartin, Moorhead Business Association
1/10/2018	Mark Vaux, Moorhead Business Association
1/16/2018	GFMEDC held Healthcare Summit at Concordia College
1/17/2018	Mark Vaux, Moorhead Business Association
1/22/2018	Mark Vaux, Moorhead EDA
1/23/2018	Mark Vaux, met with Mike Sterns, Central MN Business Partnership
1/24/2018	Mark Vaux, Moorhead Business Association
1/26/2018	Jim Gartin, Clay Count Joint Power 49 <sup>th</sup> Annual Intergovernmental Retreat

**CITY OF MOORHEAD BUILDING CODES**  
**2018 BUILDING AND PERMIT VALUATION SUMMARY SHEET**  
 Includes Totals from Pages 2 & 3

	<b>434</b>		<b>437</b>		<b>438</b>						<b>MOVE/ DEMO #</b>	<b>TOTAL PERMITS</b>	<b>TOTAL VALUATION</b>
	Residential Remodel		Commercial Remodel		Garages		Residential (page 2)		Commercial (page 3)				
	<b>#</b>	<b>VALUATION</b>	<b>#</b>	<b>VALUATION</b>	<b>#</b>	<b>VALUATION</b>	<b>#</b>	<b>VALUATION</b>	<b>#</b>	<b>VALUATION</b>			
<b>JAN</b>	21	312,607.50	6	1,526,050.00	0	0.00	0	0.00	1	3,247,000.00		28	5,085,657.50
<b>FEB</b>												0	0.00
<b>MAR</b>												0	0.00
<b>APR</b>												0	0.00
<b>MAY</b>												0	0.00
<b>JUN</b>												0	0.00
<b>JUL</b>												0	0.00
<b>AUG</b>												0	0.00
<b>SEP</b>												0	0.00
<b>OCT</b>												0	0.00
<b>NOV</b>												0	0.00
<b>DEC</b>												0	0.00
<b>2018</b>	21	312,607.50	6	1,526,050.00	0	0.00	0	0.00	1	3,247,000.00	0	28	5,085,657.50
<b>2017</b>	18	295,048.00	4	8,000.00	0	0.00	0	0.00	1	25,000.00	1	24	328,048.00
<b>2016</b>	24	249,326.00	3	177,781.00	0	0.00	0	0.00	2	1,546,000.00	0	29	1,973,107.00

**CITY OF MOORHEAD BUILDING CODES  
2018 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	#	(U) VALUATION	#	VALUATION		
JAN	0	0	0	0	0		0	0	0	1	12	(see notes)	0	0	0	0
FEB															0	0
MAR															0	0
APR															0	0
MAY															0	0
JUN															0	0
JUL															0	0
AUG															0	0
SEP															0	0
OCT															0	0
NOV															0	0
DEC															0	0
<b>2018</b>	0	0	0	0	0		0	0	0	1	12	0	0	0	0	0
<b>2017</b>	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0
<b>2016</b>	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0

**JAN/105:** These 12 units are part of a new mixed use building (commercial and residential). The value of the entire building is noted on Page 3a under 327.

**UNITS CONSTRUCTED**

	MOORHEAD				OAKPORT
	SINGLE FAMILY ATTACHED/ DETACHED	TWO, THREE, & FOUR UNITS	FIVE OR MORE UNITS	MOORHEAD TOTAL UNITS	OAKPORT TOTAL UNITS
2018 YTD	0	0	12	12	*
2017 CY	0	0	12	12	*
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 2018 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	1	3,247,000.00										
328												
329												
<b>MONTHLY TOTAL</b>	<b>1</b>	<b>3,247,000.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>YEAR TO DATE TOTALS:</b>												
2018	1	3,247,000.00										
2017	1	25,000.00										
2016	2	1,546,000.00										
<b>NOTES:</b> Jan/327: This is a mixed use building that also contains 12 living units.												

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  
2018 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	28	5,085,657.50	23,743.50	2,171.40	53	517,609.00	4,012.00	269.00	7	324.00	7.00	1	75.00	1.00	89	28,154.50	2,448.40	5,499.16	36,102.06
FEB															0	0.00	0.00		0.00
MAR															0	0.00	0.00		0.00
APR															0	0.00	0.00		0.00
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
<b>2018</b>	28	5,085,657.50	23,743.50	2,171.40	53	517,609.00	4,012.00	269.00	7	324.00	7.00	1	75.00	1.00	89	28,154.50	2,448.40	5,499.16	36,102.06
<b>2017</b>	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
<b>2016</b>	29	1,973,107.00	10,439.70	989.00	37	219,371.59	2,477.20	116.50	15	556.00	15.00	2	50.00	2.00	83	13,522.90	1,122.50	2,206.16	15,729.06

JAN/OTHER FEES: \$5281.36 Plan Review Fees; \$217.80 Investigation Fees