



City of Moorhead Economic Development Authority

Meeting Minutes
December 02, 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 December 02, 2019, at 11:45 AM.

Roll call of the members was made as follows:

1. Call meeting to Order / Roll Call

Board Member:	Nate Anderson	Present
Board Member:	Michael Burns	Absent
Board Member:	Alexandre Cyusa	Present – Entered 11:50 a.m.
Board Member:	Violet Deilke	Present
Council Member:	Heidi Durand	Absent
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:

Derrick LaPoint, DMI / Economic Development
Matt Magness, West Central MN SBDC
Amy Anderson, West Central MN SBDC
Dan Mahli, Assistant City Manager
Amy Thorpe, Economic Development Program Administrator
John Shockley, City Attorney
Chris Volkens, City Manager / Acting Economic Development Director

2. Agenda Amendments

Minutes: None

3. Approve Minutes

A November 4, 2019

Motion to Approve made by Pat Kovash and seconded by Violet Deilke

Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3 – Burns, Cyusa, Durand

B November 11, 2019

Motion to Approve made by Pat Kovash and seconded by Violet Deilke

Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3 – Burns, Cyusa, Durand

4. Citizens Addressing the Board

Minutes: None

5. [Commissioners' Reports](#)

Minutes: Pat Kovash, MBA, provided an update on the following MBA events: MBA Annual Banquet, Holiday Lights Parade, and Frostival. Derrick LaPoint, DMI/Economic Development, added that DMI is planning on aligning the next public engagement for the Downtown Master Plan with one of the Frostival events.

Nate Anderson, Board Member, invited EDA Board Members to 45 Degree Kennels open house.

6. [West Central MN Small Business Development Center \(SBDC\) - Matt Magness, Executive Director](#)

Minutes: Matt Magness and Amy Anderson, SBDC, provided a summary of services provided by the West Central MN SBDC and requested additional funding support in 2020.

Chris Volkens, City Manager/Acting EDA Director, stated that the EDA budgets \$1,000 per year currently. Her recommendation was to increase the amount to \$2,000 in 2020.

Commissioners had a detailed discussion.

7. [Chamber Membership Discussion - Chris Volkens, City Manager](#)

Minutes: Chris Volkens, City Manager/Acting EDA Director, stated that according to the Attorney General's Office, cities are unable to be members of their local Chamber of Commerce unless the Charter allows it which Moorhead's does not currently. She indicated that The Chamber offers trainings and events which have been utilized by City staff, City Council members, and EDA. She stated that EDA's are allowed to be contribute to area chambers and recommended that the EDA consider adding this membership to their 2020 budget at the current City rate up to \$2,500.

Commissioners had a detailed discussion.

Motion to Approve made by Bobbi Solien and seconded by Jeff Schaumann

Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2 – Burns, Durand

Motion passed to approve contribution up to \$2,500 in the 2020 EDA Budget.

8. [Final 2020 EDA Budget and Levy - Chris Volkens, City Manager](#)

Minutes: Chris Volkens, City Manager/Acting EDA Director, provided a summary of the proposed 2020 EDA Budget and Tax Levy as found in packet materials. She stated the September approval of the preliminary EDA Budget and Tax Levy set the maximum levy amount at \$546,137. She stated the budget before them was reduced by \$40,000 to account to line items counted twice and, therefore, the proposed EDA tax levy is \$506,137.

Commissioners had a detailed discussion.

Motion to Approve made by Violet Deilke and seconded by Pat Kovash

Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2 – Burns, Durand

Approve 2020 EDA Budget in the amount of \$556,137 and EDA Levy in the amount of \$506,137. The difference of \$50,000 would be transferred from EDA Tax Levy Reserves and Interest Earnings. Detailed budget found in packet materials.

9. [Economic Development Report](#)

Minutes: Derrick LaPoint, DMI/Economic Development, provided a summary of economic

development activities which occurred since the last meeting as found in packet materials. He also provided an update on the Storefront Rehab Program and stated that next round of applications would be accepted through January 30, 2020.

10. Information / Update

- A [2020 Regular Meeting Schedule](#)
- B 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>

11. Adjourn

Minutes: Meeting adjourned at 12:50 p.m.

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:
Betty Hartley, Office Specialist*