

City of Moorhead
Economic Development Authority
Meeting Minutes
July 22, 2013 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 July 22, 2013, at 11:45 AM.

Roll call of the members was made as follows:

Board Member:	Les Bakke	Present
Board Member:	Bob Buth	<i>Absent</i>
Board Member:	Violet Deilke	Present
3rd Ward Council Member:	Brenda Elmer	Present
Board Member:	Jeff Frider	Present
4th Ward Council Member:	Steve Gehrtz	<i>Absent</i>
Board Member:	Ray Grefsheim	Present
Board Member:	Kris Gulsvig	Present
Board Member:	Charley Johnson	Present
Board Member:	Jim Steen	Present
Board Member:	Dave Sederquist	<i>Absent</i>

Others Present:

Peter Doll, Development Services Manager	John Shockley, City Attorney
Scott Hutchins, Director of Community Services	Amy Thorpe, ED Program Administrator
Tom McSparron, West Central Initiative	Wanda Wagner, Finance Director

1. Call meeting to Order / Roll Call

2. Agenda Amendments

3. [Approve Minutes](#)

A [June 24, 2013](#)

Motion to Approve made by Jeff Frider and seconded by Les Bakke
Motion to Approve A June 24, 2013

Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3

4. [Citizens Addressing the Board](#) - None

5. [Commissioners' Reports](#) - None

6. [Director's Report](#)

Minutes: Hutchins relayed that Matt Maslowski was in Duluth attending an educational training session.

Commissioners asked for more information regarding the business incubator meeting in Detroit Lakes. Thorpe, who attended the meeting with Maslowski, reported that the general consensus was that Moorhead would be a good place for a business incubator. She stated that several incubators in other cities recently closed and in all cases a lack of investment (money and/or time) by the city seemed to be the issue. Commissioners would like Maslowski to investigate further and report back.

7. [Receive Report from West Central Initiative Foundation - Tom McSparron, Donor Services Officer](#)

Minutes: Tom McSparron provided a brief summary as provided in the packet materials. Commissioners thanked McSparron for the good work of the West Central Initiative.

8. **Resolution of Preliminary Approval of the Issuance of Tax Exempt Health Care Revenue Bonds to CCRI Inc. Project (2903 15 Street South, Moorhead) - John Shockley, City Attorney**

Minutes: Ray Grefsheim abstained from discussion and voting due to a potential conflict of interest with his employer, Bremer Bank.

Shockley explained the nature of the request and the procedure for approval. He stated the bonds were pass-through only and that there would be no cost to the EDA or the City.

Motion to Approve made by Les Bakke and seconded by Violet Deilke

Resolution Preliminary Approval of the Issuance of Tax Exempt Health Care Revenue Bonds to CCRI Inc. Project (2903 15 Street South, Moorhead)

Motion Passed: For: 7; Against: 0; Abstain: 1-Grefsheim; Absent: 3

9. **EDA Bylaw Amendment - John Shockley, City Attorney**

Minutes: Shockley reviewed Bylaw Amendment 2013-1 as contained in the packet.

Motion to Amend made by Les Bakke and seconded by Charley Johnson

Amend Bylaw Amendment to waive the residency requirement for the Moorhead Business Association only.

Motion None: For: 7; Against: 1-Elmer; Abstain: 0; Absent: 3

Motion to Approve made by Les Bakke and seconded by Charley Johnson

EDA Bylaw Amendment 2013-1, as amended.

Motion Passed: For: 7; Against: 1-Elmer; Abstain: 0; Absent: 3

10. **2014 EDA Levy & Budget: Discussion Continued - Wanda Wagner, Finance Director**

Minutes: Hutchins stated that no action was required of the board today. In order to prepare the City's budget, it is important to know if the EDA is comfortable with moving eligible economic development expenditures from the City's general fund to the EDA Tax Levy. Commissioners agreed with this approach and will adopt a preliminary levy and proposed budget in August.

11. **2013 Enterprise Zone Tax Credit Program - Scott Hutchins / Amy Thorpe**

Minutes: Hutchins provided a brief history of the program and why the program had been substantially reduced in recent years. He stated that the State had appropriated \$1.5 million to the border cities distributed pro rata by population. The recommendation was to restore the program to a 20% credit with a \$25,000 program cap.

Motion to Approve made by Jeff Frider and seconded by Brenda Elmer

Approve 2013 Enterprise Zone Tax Credit Program with a 20% credit level and \$25,000 program cap.

Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3

12. **MCCARA Business Park: 42nd Street Extension - Peter Doll**

Minutes: Hutchins and Doll provided a brief background as provided in packet materials.

Off Topic:

- Doll clarified that building materials (steel frame vs. wood frame) for the

construction of new building in MCCARA are dictated by the use and size of the building.

- Future expansion of rail activity in industrial park with additional spurs and sidings.

13. Information / Update

A [City's Minutes Policy](#)

B [Building & Permit Valuation Summary](#)

14. Adjourn

Minutes: Meeting adjourned at 12:38 p.m.

APPROVED BY:



Jim Steen, Chair

ATTEST:



Charley Johnson, Secretary

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

Respectfully submitted by:

Amy Thorpe, Economic Development Program Administrator