



City of Moorhead Economic Development Authority

Meeting Agenda
June 22, 2015 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 June 22, 2015, at 11:45 AM.

Roll call of the members was made as follows:

Board Member:	Bob Buth	Present
Board Member:	Violet Deilke	Present
Council Member:	Steve Gehrtz	Present – Left meeting at 1:15 pm
Board Member:	Charley Johnson	Present
Board Member:	Pat Kovash	Present
Board Member:	Dave Sederquist	Present
Board Member:	James Steen	Present
Council Member:	Del Rae Williams	Present
Board Member:	John Rogalla	Present
Board Member:	Soo Asheim	Present – Left meeting at 1:24 pm
Board Member:	Marsha Weber	Present – Left meeting at 1:35 pm

Others Present:

Michael Redlinger, City Manager
Amy Thorpe, Economic Development Program Administrator
John Shockley, City Attorney
Jill Wenger, Human Resources Director

1. [Call meeting to Order / Roll Call](#)

2. [Agenda Amendments](#)

Minutes: Item #10 amended for discussion only.

3. [Approve Minutes](#)

A [May 26, 2015](#)

Motion to Approve made by Del Rae Williams and seconded by Violet Deilke

Motion Passed: For: 11; Against: 0; Abstain: 0; Absent: 0

B [June 5, 2015](#)

Motion to Approve made by Del Rae Williams and seconded by Violet Deilke

Motion Passed: For: 11; Against: 0; Abstain: 0; Absent: 0

4. [Citizens Addressing the Board](#)

Minutes: None

5. [Commissioners' Reports](#)

- Minutes:
- MBA to announce new executive director later this week
 - Link FM update

6. [Director's Report](#)

Minutes: Maslowski summarized May activities as found in packet materials.

7. [MCCARA Industrial Park Strategic Marketing Report - John Rhodes](#)

Minutes: John Rhodes (MS&B) presented his findings for the strategic marketing plan of the MCCARA Industrial Park by conference call and was not physically present at the meeting.

Commissioners had detailed discussion.

8. [Overview of Employment Agreement Between Matthew R. Maslowski and Moorhead EDA - Redlinger](#)

A [Motion to Move into Executive Session for the Purpose of Contract Negotiations](#)

Motion to Approve made by Del Rae Williams and seconded by Pat Kovash

Motion to Move into Executive Session for the Purpose of Contract Negotiations

Motion Passed: For: 11; Against: 0; Abstain: 0; Absent: 0

B [Consider Employment Contract Between Matthew R. Maslowski and Moorhead Economic Development Authority Effective July 1, 2015](#)

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

Approved a Motion directing the City Attorney to prepare an employment agreement for Maslowski consistent with terms discussed during the executive session; direct City Manager and Human Resources Director to present said employment agreement to Maslowski; and to authorize the Executive Committee to execute said employment agreement.

Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1 (Gehrtz)

9. [Resolution to Approve Budget Adjustment to Support EDA Staffing and Location Transition](#)

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

Motion to recommend City Council approval of a budget adjustment of \$22,134 from EDA Cash Reserves (239) to support the transition of EDA office outside of City Hall.

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

Minutes: Memo from Wanda Wagner, Finance Director, handed out at the meeting and added to packet materials.

10. [Resolution to Authorize EDA Chair and Secretary to enter into and execute Lease Agreement](#)

Minutes: Item amended for discussion only.

Maslowski provided an overview of two alternative locations for a new office space located in or near downtown.

Motion to Approve made by Del Rae Williams and seconded by Pat Kovash

Motion to direct Executive Director to afford commissioners the opportunity to view each potential lease location and for EDA Chair and Secretary to execute a lease agreement for the preferred space.

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

11. [2016 Preliminary EDA Budget and Levy Discussion - Maslowski](#)

Minutes: Maslowski summarized of the proposed 2016 EDA budget and levy.

Vatnsdal provided highlights from the marketing report as found in packet materials and related EDA budget line item.

12. [Final 2015 Legislative Update - Hutchins](#)

Minutes: Hutchins provided a final legislative update as provided in the packet materials as well as insight for the upcoming legislative session.

13. [2015 Enterprise Zone Tax Credit Program - Hutchins](#)

Motion to Approve made by Violet Deilke and seconded by Dave Sederquist

Motion to recommend to City Council approval of the Border City Enterprise Zone Citywide Business Credit of 15% of actual worker's compensation expense with a program cap of \$25,000 for any individual business.

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

14. [Building Codes Update - Hutchins](#)

Motion to Table made by James Steen and seconded by Charley Johnson

Approved Motion to Table until next regular meeting.

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

15. [Resolution to Approve 2015 Agreements](#)

A [Moorhead Business Association](#)

Motion to Approve made by Bob Buth and seconded by Dave Sederquist

Motion to Approve 2015 Contract for the Moorhead Business Association as found in packet materials and incorporated herein by reference.

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

B [Greater Fargo Moorhead Economic Development Corporation](#)

Motion to Approve made by Bob Buth and seconded by Dave Sederquist

Motion to Approve 2015 Contract for the Greater Fargo Moorhead Economic Development Corporation as found in packet materials and incorporated herein by reference.

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

16. [Bylaw Amendment to Add New Position to Executive Committee - Review Only](#)

17. [Information / Update](#)

- A [Regional Workforce Study - Executive Summary](#)
- B [GFMEDC Activity Report - May](#)
- C [Building & Permit Valuation Summary - May](#)

18. [Adjourn](#)

Minutes: Meeting adjourned at 2:07 pm

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