



## City of Moorhead Economic Development Authority

Meeting Minutes  
August 27, 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 August 27, 2018, at 11:45 AM.

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

Board Member:	Nate Anderson	Present
Board Member:	Michael Burns	Present
Board Member:	Kathy Cochran	Absent
Board Member:	Violet Deilke	Present
Council Member:	Heidi Durand	Present – left mtg at 12:58 pm
Council Member:	Chuck Hendrickson	Present
Board Member:	Charley Johnson	Present
Board Member:	Wyatt Johnson	Absent
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Absent
Board Member:	Marsha Weber	Absent
Council Member Alt:	Del Rae Williams	Present – joined mtg at 12:58 pm

### **Others Present:**

Derrick LaPoint, Downtown Moorhead Inc.  
Matt Magness, SBDC Executive Director  
Dan Mahli, Assistant City Manager  
Amy Thorpe, Economic Development Program Administrator  
Chris Volkers, City Manager

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

### **2. [Agenda Amendments](#)**

Minutes: None

### **3. [Approve Minutes](#)**

A [June 23, 2018](#)

**Motion to Approve made by Pat Kovash and seconded by Chuck Hendrickson**

*Motion Passed: For: 7; Against: 0; Abstain: 0; Absent: 4*

### **4. [Citizens Addressing the Board](#)**

Minutes: None

5. [Commissioners' Reports](#)

Minutes: Kovash reported on the MBA Golf Tournament and Bridge Bash events. He also announced that Sheri Larson had been hired as the permanent Executive Director of the MBA.

Deilke reported that Herberger's retailer would close at the end of the week and that the mall owners were working hard to fill the vacated space.

6. [Small Business Development Center \(SBDC\) - Matt Magness](#)

Minutes: Matt Magness, SBDC Executive Director, provided an overview of the SBDC organization and what services are available to small businesses.

7. [Let's Talk Downtown Recap](#)

Minutes: Mahli provided a brief summary of the "Let's Talk Downtown" event as found in packet materials.

8. [Moorhead Renaissance Zone Incentive Policy](#)

Minutes: Mahli provided an update of changes to the Moorhead Renaissance Zone Policy in response to the board's input at the June EDA meeting and comments from the "Let's Talk Downtown" event.

Commissioners had detailed discussion.

**Motion to Approve made by Chuck Hendrickson and seconded by Violet Deilke**

Approve recommendation to City Council of the proposed Moorhead Renaissance Zone Incentive Policy as included in packet materials

*Motion Passed: For: 7; Against: 0; Abstain: 0; Absent: 4*

9. [Initiate Discussion of Citywide Incentive Policy Review](#)

Minutes: Mahli requested for clarification to allow a grace period for developers to choose either the Renaissance Zone incentive or the Urban Progress Zone incentive through the end of the year.

10. [2019 Preliminary Budget and Levy - Discuss and/or Approve](#)

Minutes: Chris Volker, City Manager, provided a summary of the proposed 2019 EDA Budget and Tax Levy as found in packet materials. The budget was increased to include economic development staff time which the city currently pays with the primary goal of consolidating all economic development expenses within the same budget. The levy will be increased incrementally over the next three years to cover the increased cost with the balance being covered by the EDA Tax Levy reserves.

Commissioners requested that Wanda Wagner, Finance Director, provide additional detail for "wages and benefits" line item via email.

**Motion to Approve made by Violet Deilke and seconded by Heidi Durand**

Approve 2019 EDA Budget in the amount of \$514,035 and EDA Levy in the amount of \$438,000. The difference of \$76,035 would be transferred from EDA Tax Levy Reserves. Detailed budget found in packet.

*Motion Passed: For: 7; Against: 0; Abstain: 0; Absent: 4*

**11. [Election of Officers](#)**

A [Vice Chair](#)

**Motion to Approve made by Pat Kovash and seconded by Chuck Hendrickson**

Approve appointment of Michael Burns as Vice Chair

*Motion Passed: For: 7; Against: 0; Abstain: 0; Absent: 4*

B [MCCARA Development Control Board Member](#)

**Motion to Approve made by Pat Kovash and seconded by Chuck Hendrickson**

Approve appointment of Nate Anderson to MCCARA Development Control Board

*Motion Passed: For: 7; Against: 0; Abstain: 0; Absent: 4*

**12. Information / Update**

A [GFMEDC Activity Report - July](#)

B [Building & Permit Valuation Report - July](#)

**13. Adjourn**

Minutes: Meeting adjourned at 1:03 p.m.

APPROVED BY:

ATTEST:



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Charley Johnson  
Chair

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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*