



**City of Moorhead
EDA Executive Committee**

**Meeting Agenda
March 23, 2018 at 12:00 PM
City Hall - 1st Floor - Boardroom**

ITEM

REMARKS

1. Call meeting to Order / Roll Call

2. Agenda Amendments

3. Approve Minutes

A January 22, 2018

4. Citizens Addressing the Board

5. New Business

A EDA Structure Discussion Update

6. Unfinished Business

7. Adjourn

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City of Moorhead EDA Executive Committee

Meeting Minutes
January 22, 2018 at 10:30 AM
City Hall - 1st Floor - North Meeting Room

Pursuant to due call and notice thereof, a regular meeting of the EDA Executive Committee was held in the City Hall - 1st Floor - North Meeting Room, on January 22, 2018, at 10:30 AM.

Roll call of the members was made as follows:

Board Member:	Vacant Position	Absent
Board Member:	Charley Johnson	Present
Board Member:	Marsha Weber	Present
Board Member	Kathy Cochran	Present

Others Present:

- Cindy Graffeo, EDA Executive Director
- Amy Thorpe, Economic Development Program Administrator
- Chris Volkers, City Manager
- Steve Gerhztz, City Council
- Melissa Fabian, City Council

1. Call meeting to Order / Roll Call

2. Agenda Amendments

3. Approve Minutes

A September 21, 2017

Motion to Approve made by Marsha Weber and seconded by Kathy Cochran

Motion Passed: For: 3; Against: 0; Abstain: 0; Absent: 1

4. Citizens Addressing the Board

Minutes: None

5. New Business

A City of Moorhead Strategic Planning Process Update

Minutes: Chair Johnson briefed members the Executive Committee of the City Council’s desire to restructure the position of EDA Executive Director to once again report directly to the City Manager. Detailed discussion followed.

Meeting was adjourned with no further items on the agenda discussed.

B EDA Agenda Review

C Executive Director Expenditure Authorization

6. Unfinished Business

7. Adjourn

Minutes: Meeting adjourned at 11:30 a.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

To: EDA Board
From: Charley Johnson
Date: March 20, 2018
Re: EDA/City

The language below is the result of our workshop with the City Council, on February 26, and a follow-up meeting with a smaller group on March 12. Approval of this language, by our Board, will clarify the working relationship between the City Manager and the Executive Director of Moorhead Economic Development under the existing enabling resolution. Please review and be ready to discuss at our meeting.

It was agreed in the interest of mutually beneficial working relationships, and due to discussions in strategic planning regarding the interest of the City Council in moving the City of Moorhead forward under one cohesive leadership, effective immediately:

- City Manager will treat EDA Director as a city department head including inclusion in all leadership committees as appropriate and including appropriate coaching/mentoring
- The EDA Director will be recognized as a city employee with respect to all employment matters and will continue to follow all city policies, including but not limited to travel, vehicle use and other policies and procedures. Regarding travel by the Economic Development Executive Director, which is funded from the EDA budget, the EDA Board will pre-approve at budget time, and the City Manager will approve the travel request form in advance of each trip. Unbudgeted travel will be approved by the EDA Board before it is submitted to the City Manager. The City Manager will approve travel re-imbusement reports and will alert the EDA Board, through its Chair, if there are any questions.
- The City Manager and EDA Director will meet as frequently as weekly to discuss economic development matters, city goals and long-range planning as they relate to economic development
- The EDA Director will keep the City Manager informed as to economic development activities and report to the council on a periodic basis as coordinated. For purposes of this working relationship, the EDA Director will provide a verbal report to the Moorhead City Council not less than once every quarter.
- The EDA Director and City Manager understand and agree that some other, unforeseen policy questions might arise, going forward, and that they will work together to resolve them. If necessary, the EDA Chair will be advised.
- The EDA Board of Commissioners will approve this directive at its next regular meeting.