



## City of Moorhead Economic Development Authority

**Retreat Agenda**  
**January 21, 2016 at 4:00 PM**  
**Concordia College, Grant Center, Joliceour Board Room**

Pursuant to due call and notice thereof, a retreat of the Economic Development Authority was held in the Joliceour Board Room, Grant Center, Concordia College, on January 21, 2016, at 4:00 PM.

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

Board Member:	Bob Buth	Present
Board Member:	Bruce Bekkerus	Present
Board Member:	Violet Deilke	Present - Arrived at: 4:48 PM
Council Member:	Steve Gehrtz	Present
Board Member:	Charley Johnson	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Dave Sederquist	Present – Arrived at 4:09 PM
Board Member:	James Steen	Present
Board Member:	Marsha Weber	Present – Arrived at 4:19 PM
Mayor:	Del Rae Williams	Present
Alternate	Brenda Elmer	Present – Arrived at: 5:12 PM

### **Others Present:**

Scott Hutchins, Deputy City Manager  
Michael Redlinger, City Manager  
Sarah Wear, Assistant City Attorney  
Amy Thorpe, Economic Development Program Administrator  
Jill Wenger, Human Resources Director

1. Welcome - Jim Steen, Chair
2. [Development Policies and Incentives - Mike Redlinger, City Manager and Scott Hutchins, Deputy City Manager](#)

Minutes: Michael Redlinger, City Manager, gave a presentation of Moorhead development over the past year, and outlined the role of the City and EDA Board in economic development activities as outlines in the foundational documents.

3. Legal and Statutory Guidelines Related to Conflict of Interest, Data Practices, Open Meeting Law and Employee Review – Sarah Wear, City Attorney, and Jill Wenger, Human Resources

Minutes: Jill Wenger, Human Resources Director, presented proposed draft of annual review parameters. Board adopted them as presented, and noted that Cindy Graffeo, Executive Director, will prepare a presentation as part of the meeting instead of a separate self-evaluation form.

4. Buffet Style Dinner

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in City Council meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

5. Visions and Strategic Planning - Cindy Graffeo, Executive Director

Minutes: The Board discussed proposed goals, priorities, and objectives for 2016, including the creation of a business retention and expansion process, and relocating office space.

6. Adjourn

APPROVED BY:



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Jim Steen  
Chair

ATTEST:



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Charley Johnson  
Secretary

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

Respectfully submitted by:  
Cindy Graffeo, Executive Director