



**City of Moorhead
Economic Development Authority**

**Meeting Agenda
August 14, 2017 at 3:30 PM
1st Floor, Boardroom, Moorhead City Hall**

<u>ITEM</u>	<u>REMARKS</u>
1. Call meeting to Order / Roll Call	_____
2. Agenda Amendments	_____
3. Approve Minutes	_____
A July 24, 2017	_____
4. Citizens Addressing the Board	_____
5. Resolution to Approve Documents between the Moorhead Economic Development Authority and Dragon Development LLC (Five Stone Development)	_____
A Purchase Agreement	_____
B Development Assistance Agreement	_____
6. Performance Review Summary - Chair Johnson	_____
7. Commissioners' Reports	_____
8. Adjourn	_____

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



City of Moorhead
Economic Development Authority

Meeting Minutes
July 24, 2017 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 24, 2017, at 11:45 AM.

Roll call of the members was made as follows:

Board Member:	Bob Buth	Present
Board Member:	Bruce Bekkerus	Present
Board Member:	Kathy Cochran	Present
Council Member:	Mari Dailey	Present
Board Member:	Violet Deilke	Present
Council Member:	Chuck Hendrickson	Joined at 12:22 p.m.
Board Member:	Charley Johnson	Present
Board Member:	Wyatt Johnson	Absent
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Marsha Weber	Present

Others Present:

Stan Hanson, Houston Engineering
Cindy Graffeo, EDA Executive Director
James Stewart, Arntson Stewart Wegner PC
Amy Thorpe, Economic Development Program Administrator
Chris Volkers, City Manager
Sarah Wear, Ohnstad Twichell PC

1. Call meeting to Order / Roll Call

2. Agenda Amendments

3. Approve Minutes

A June 27, 2017

Motion to Approve made by Marsha Weber and seconded by Violet Deilke
Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2

4. Citizens Addressing the Board

Minutes: None

5. Commissioners' Reports

Minutes: Pat Kovash (MBA) provided an update on the annual July 4th Fireworks display

Violet Deilke reported on the new IDK Restaurant which recently opened and also encouraged commissioners to stay involved in the Center Ave planning process.

6. Director's Report

Minutes: Graffeo summarized July activities as found in packet materials. Commissioners had no comments or questions.

7. Resolution Authorizing the Issuance of Refunding Bonds for Eventide Project

Minutes: James Stewart summarized the request of Eventide to refinance bonds previously issued. Commissioners had no questions.

Motion to Approve made by Bruce Bekkerus and seconded by Pat Kovash
Resolution Authorizing the Issuance of Refunding Bonds for Eventide Project

Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2

8. Public Hearing to Consider a Proposal to Establish a Redevelopment Tax Increment Financing District (Woodlawn Pointe Redevelopment Project) on the Site of the Former Moorhead Power Plant

A Resolution Establishing Woodlawn Pointe Redevelopment Project and Approving the Redevelopment Plan Therefor and Establishing the Tax Increment Financing (Redevelopment) District (Woodlawn Pointe) and Approving the Tax Increment Financing Plan Therefor

Minutes: Open Public Hearing moved by Bekkerus and seconded by Dailey.

Graffeo summarized actions before the commission today to preserve the ability to offer Tax Increment Financing (TIF) for a potential redevelopment project in the future. Rogalla provided his support for preserving the ability to offer TIF and potential for Moorhead Public Service to be reimbursed for expenses it incurred.

Close Public Hearing moved by Buth and seconded by Rogalla.

Motion to Approve made by Violet Deilke and seconded by Bob Buth
Recommendation to City Council to Approve a Resolution to Establish a Redevelopment Tax Increment Financing District (Woodlawn Pointe Redevelopment Project) on the Site of the Former Moorhead Power Plant

Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2

9. Variance Request for Urban Progress Zone Tax Incentives by North Moorhead Apartments LLC

Minutes: Graffeo summarized the requested "jobs waiver" made by North Moorhead Apartments LLC for an exception to the current Urban Progress Zone Policy.

Stan Hanson, Houston Engineering, spoke on behalf of the project and stated that the project aimed to provide affordable housing for attracting new workforce coming to the area. Commissioners had detailed discussion.

Motion to Deny made by Bruce Bekkerus and seconded by Kathy Cochran
Deny Variance Request to waive jobs requirement to the Urban Progress Zone Tax Incentive policy by North Moorhead Apartments LLC

Motion Passed: For: 9; Against: 0; Abstain: 0; Absent: 2

10. Downtown Moorhead Inc. Discussion - Bob Buth

Minutes: Butth provided an update regarding the status for hiring an Executive Director of the new Downtown Moorhead Inc. (DMI) stating they hope to have the position filled this fall. Members of the DMI Board of Directors and the EDA Executive Committee have discussed co-locating the executive directors of both organizations outside City Hall. One location considered in the past was the former Forum space in the Moorhead Center Mall.

Chris Volkers, City Manager, stated that she has offered Ms. Graffeo a larger office within City Hall that will soon be vacated by a retirement and that the office is not needed for the Assistant City Manager who will be located on 3rd Floor. Rogalla suggested looking at the spaces in City Hall organization-wide. Commissioners had detailed discussion.

Hendrickson entered meeting at 12:22 p.m.

11. 8th and Main Redevelopment Special Meeting Request

Minutes: Graffeo provided a brief update on the status of the 8th and Main project negotiations stating that the City Council has agreed to conduct a special meeting in order to move the project forward in a timely manner and that she is putting the EDA on notice that they may be called to hold a special meeting prior to the August 28th meeting as well.

12. Information / Update

A GFMEDC Activity Report - June

B Building & Permit Valuation Report - June

13. Executive Session - Executive Director Performance Evaluation

Minutes: Chair Johnson adjourned the regular meeting and the commissioners moved to the boardroom for an executive session for the purpose of conducting an annual performance review of the Executive Director.

14. Adjourn

Minutes: Meeting adjourned at 12:38 p.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

Summary of Executive Session

Held July 24, 2017

NOTE: Summary provided at the August 14, 2017 EDA Board Meeting

The Moorhead Economic Development Authority conducted a review of its Executive Director, Cindy Graffeo in Executive Session on July 24, 2017. The purpose of the executive session was to give feedback to the EDA Director on her performance over the last year and set goals for the next review period. The summary of the EDA Director's review are as follows:

- The performance feedback covered the rating period of July 12, 2016 to July 11, 2017.
- The Executive Director provided a report highlighting accomplishments during the reporting period.
- The Board provided feedback on the following related to the City Manager's performance:
 - Strengths that Contribute to Effectiveness
 - Aspects that Require Improvement to Increase Effectiveness
- Collective comments of the Board indicate that the EDA Director is meeting or exceeding performance expectations. Specifically, the Board felt:
 - Ms. Graffeo does a good job in her role as executive director
 - Communication and interpersonal skills are her biggest strengths
 - She is an effective leader
 - They appreciate her intelligence, energy, and enthusiasm
 - She has strong economic development, legal, and financial acumen
 - She maintains effective and productive relationships with City staff, business owners, and developers
 - She is a great representative for Moorhead economic development
- Based upon the results of her performance evaluation, Ms. Graffeo will receive a salary adjustment per the conditions set forth in the Board's Employment Agreement with Cindy Graffeo.
- The next performance evaluation will cover the rating period of July 12, 2017 to July 11, 2018 and the next performance review session will occur in July 2018.