



**City of Moorhead
Economic Development Authority**

**Meeting Agenda
December 02, 2019 at 11:45 AM
1st Floor, Council Chambers, Moorhead City Hall**

<u>ITEM</u>	<u>REMARKS</u>
1. Call meeting to Order / Roll Call	_____
2. Agenda Amendments	_____
3. Approve Minutes	_____
A November 4, 2019	_____
B November 11, 2019	_____
4. Citizens Addressing the Board	_____
5. Commissioners' Reports	_____
6. West Central MN Small Business Development Center (SBDC) - Matt Magness, Executive Director	_____
7. Chamber Membership Discussion - Chris Volkers, City Manager	_____
8. Final 2020 EDA Budget and Levy - Chris Volkers, City Manager	_____
9. Economic Development Report	_____
10. Information / Update	_____
A 2020 Regular Meeting Schedule	_____
B Building & Permit Valuation Report - Sign up for "Building and Housing" e-Notifications at: https://www.ci.moorhead.mn.us/about-the-city/news/sign-up-for-e-notification	_____
11. 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
November 04, 2019 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 November 04, 2019, at 11:45 AM.

Roll call of the members was made as follows:

1. Call meeting to Order / Roll Call

Board Member:	Nate Anderson	Present
Board Member:	Michael Burns	Present
Board Member:	Alexandre Cyusa	Present – Entered 11:51 a.m.
Board Member:	Violet Deilke	Present
Council Member:	Heidi Durand	Present
Board Member:	Zachary Heuring	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Developer:	Jeff Schaumann	Present
Board Member:	Roberta Solien	Present
Council Member:	Deb White	Present

Others Present:

Derrick LaPoint, DMI / Economic Development
Dan Mahli, Assistant City Manager
Amy Thorpe, Economic Development Program Administrator
John Shockley, City Attorney
Chris Volkens, City Manager / Acting Economic Development Director

2. Agenda Amendments

3. Approve Minutes

A October 7, 2019

Motion to Approve made by Deb White and seconded by Violet Deilke
Motion Passed: For: 10; Against: 0; Abstain: 0; Absent: 1 - Cyusa

4. Citizens Addressing the Board

Minutes: none

5. Commissioners' Reports

Minutes: Pat Kovash, MBA, MBA update on the following events: Cullen Hockey Center ribbon cutting, MBA Annual Meeting, and Frostival.

6. West Central Initiative - Rebecca Petersen, Director of Development

Minutes: Rebecca Petersen, Director of Development, invited EDA Board Members to WCI's Annual Meeting at Thumper Pond Event Center in Ottertail, Minnesota. She also stated that WCI is working with other initiatives to create an Initiator's Fellowship and that Mayor Judd is working with them to create a focus group. She also requested that the EDA consider increasing their contribution in 2020 by \$500.

Christina Volkers, City Manager, stated there is some leeway in the budget and she supports the request for the extra \$500.00.

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

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

7. MCCARA Land Pricing Discussion

Minutes: Derrick LaPoint, DMI/Economic Development, summarized the proposed changes to the City's land prices in MCCARA Industrial Park and stated that real estate professionals were consulted when considering the changes.

Dan Mahli, Assistant City Manager, stated the price increase is recommended to remain competitive in our region.

Motion to Approve made by Deb White and seconded by Pat Kovash

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

8. Economic Development Report

Minutes: Derrick LaPoint, DMI/Economic Development, provided a summary of economic development activities which occurred since the last meeting as found in packet materials.

9. Information / Update

Minutes: Chris Volkers, City Manager, stated that a special meeting of the EDA would be needed to approve the next legal steps regarding the Holiday TIF general obligation bond refinancing.

John Shockley, City Attorney, provided further clarification and detail.

A Building & Permit Valuation Report - Sign up for "Building and Housing" e-Notifications at: <https://www.ci.moorhead.mn.us/about-the-city/news/sign-up-for-e-notification>

10. Adjourn

Minutes: Meeting adjourned at 12:11 p.m.

APPROVED BY:

ATTEST:



Michael Burns
Chair

Violet Deilke
Secretary

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

Respectfully submitted by:
Betty Hartley, Office Specialist



City of Moorhead Economic Development Authority

Meeting Minutes
November 12, 2019 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 November 12, 2019, at 11:45 AM.

Roll call of the members was made as follows:

1. Call meeting to Order / Roll Call

Board Member:	Nate Anderson	Absent
Board Member:	Michael Burns	Present
Board Member:	Alexandre Cyusa	Absent
Board Member:	Violet Deilke	Present
Council Member Alternate:	Chuck Hendrickson	Present
Board Member:	Zachary Heuring	Present
Board Member:	Pat Kovash	Present
Board Member:	John Rogalla	Present
Board Member:	Jeff Schaumann	Absent
Board Member:	Roberta Solien	Present
Council Member:	Deb White	Absent

Others Present:

Dan Mahli, Assistant City Manager
Paul Steinman, Baker Tilly
Amy Thorpe, Economic Development Program Administrator
Chris Volkens, City Manager / Acting Economic Development Director
Sarah Wear, Attorney

2. Agenda Amendments

Minutes: None

3. Citizens Addressing the Board

Minutes: None

4. Commissioners' Reports

Minutes: None

5. 2019 General Obligation Moorhead Economic Development Authority Bond Refunding, Series 2019A

A Bond Sale Summary

Minutes: Paul Steinman, Baker Tilly, provided detailed background regarding the refunding of Holiday Mall TIF bonds issued by the Moorhead EDA in the early 2000s. He stated that the EDA Board is required to authorize the bond refinancing and that they would be approving a

“parameters resolution” which would authorize the sale to be awarded by a pricing committee. He stated that the pricing committee included the EDA Chair, City Manager, Finance Director, and Mayor Judd and that the bond sale would be held on December 4, 2019.

Sarah Wear, Assistant City Attorney, concurred with Steinman.

B Resolutions for General Obligation Refunding Bonds

Motion to Approve made by Violet Deilke and seconded by Pat Kovash

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

6. Information / Update

Minutes: Chris Volkers, City Manager, stated that she and staff had traveled to St. Paul to participate as a finalist in the Minnesota Brownfields ReScape Awards ceremony and invited Amy Thorpe, Economic Development Program Administrator, to provide background on the project. Thorpe stated that The Grove Apartments located on 1st Ave N was a Brownfields site which required the City’s participation to redevelop through land acquisition, demolition, contamination cleanup, and ultimately construction of apartments by a private developer, Mark Buchholz. She stated that St. Paul’s Allianz Field ultimately won the award for environment impact.

7. Adjourn

Minutes: 12:05 p.m.

APPROVED BY:

ATTEST:



Michael Burns
Chair

Violet Deilke
Secretary

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

*Respectfully submitted by:
Betty Hartley, Office Specialist*

ECONOMIC DEVELOPMENT DEPARTMENT

EDA TAX LEVY

2020 BUDGET WORKSHEET

Proposed

Account Number	Description	Actual 2017	Actual 2018	Year to date 11.25.2019	Budget 2019	% Used	Budget 2020
	Maximum Levy	\$ 537,000	\$ 567,000		\$ 567,000		\$ 546,137
	Levy Rate	0.0185	0.0185		0.0185		0.0183
	~Gross Market Value (Billions)	2.906	3.069		3.183		3.012
	Approved Tax Levy	\$ 393,000	\$ 400,000		\$ 438,000		
REVENUES: EDA TAX LEVY							
231-465-50-31010	AD VALOREM TAXES	\$ 311,736	\$ 320,011	\$ 183,683	\$ 438,000		\$ 506,137
231-465-50-31040	DISPARITY CREDIT	\$ 76,485	\$ 77,608				
231-465-50-33402	MARKET VALUE HOMESTEAD CREDIT	\$ 7	\$ 6				
231-465-50-36210	INTEREST EARNINGS	\$ 6,519	\$ 13,057	\$ 29,188			\$ 10,000
231-465-50-36290	SALE OF REAL PROPERTY	\$ 78,964	\$ -				
231-465-50-39201	TRANSFER - GENERAL	\$ 1,010	\$ -				
231-465-50-39999	FROM RESERVES				\$ 236,035		\$ 40,000
	SUBTOTAL EDA TAX LEVY	\$ 474,720	\$ 410,683	\$ 212,871	\$ 674,035		\$ 556,137
EXPENDITURES: EDA TAX LEVY							
231-465-50-41010	FULL-TIME EMPLOYEES-REGULAR	\$ 84,154	\$ 91,524	\$ 73,813	\$ 85,000	86.8%	\$ 95,620
231-465-50-41040	TEMPORARY EMPLOYEES-REGULAR	\$ 3,730	\$ 1,613	\$ 4,851	\$ 6,000	80.8%	\$ 13,000
231-465-50-41210	PERA CONTRIBUTIONS	\$ 6,306	\$ 3,161	\$ 5,536	\$ 6,200	89.3%	\$ 8,148
231-465-50-41220	FICA CONTRIBUTIONS	\$ 7,059	\$ 7,346	\$ 5,776	\$ 6,100	94.7%	\$ 8,310
231-465-50-41310	HEALTH INSURANCE	\$ 9,488	\$ 9,324	\$ 10,674	\$ 11,750	90.8%	\$ 14,515
231-465-50-41330	LIFE INSURANCE	\$ 72	\$ 84	\$ 46	\$ 60	77.0%	\$ 55
231-465-50-41510	WORKER'S COMPENSATION	\$ 335	\$ 166	\$ 360	\$ 400	89.9%	\$ 504
231-465-50-42020	DUPLICATING & COPYING	\$ -	\$ -	\$ -	\$ 950	0.0%	\$ 950
231-465-50-42080	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 200	0.0%	\$ 200
231-465-50-42190	OPERATING SUPPLIES	\$ 2,249	\$ 789	\$ 884	\$ 3,000	29.5%	\$ 3,000
231-465-50-43090	ELECTRONIC DATA PROCESSING	\$ 8,316	\$ 7,407	\$ -	\$ 10,500	0.0%	\$ 7,500
231-465-50-43100	PROFESSIONAL SERVICES	\$ 48,070	\$ 91,001	\$ 164,018	\$ 296,490	55.3%	\$ 115,000
231-465-50-43210	TELEPHONE SERVICES	\$ 862	\$ 463	\$ 64	\$ 1,260	5.1%	\$ 1,260
231-465-50-43220	POSTAGE	\$ -	\$ -	\$ -	\$ 500	0.0%	\$ 500
231-465-50-43344	AUTOMOBILE ALLOWANCE	\$ 4,800	\$ 2,400	\$ -	\$ 4,800	0.0%	\$ -
231-465-50-43420	MARKETING	\$ 69,968	\$ 53,105	\$ 42,261	\$ 86,250	49.0%	\$ 100,000
231-465-50-43540	PRINTING	\$ -	\$ -	\$ -	\$ 1,500	0.0%	\$ 1,500
231-465-50-43610	GENERAL LIABILITY	\$ 361	\$ 377	\$ -	\$ 400	0.0%	\$ 400
231-465-50-44030	IMPROVEMENTS OTHER THAN BLDGS	\$ 450	\$ -	\$ -	\$ -		\$ -
231-465-50-44180	RENTALS	\$ -	\$ 20	\$ -	\$ -		\$ -
231-465-50-44330	DUES AND SUBSCRIPTIONS	\$ 11,215	\$ 815	\$ 1,365	\$ 4,675	29.2%	\$ 5,000
231-465-50-44370	TRAVEL, TRAINING, CONFERENCES	\$ 5,636	\$ 5,920	\$ 3,081	\$ 10,000	30.8%	\$ 10,000
231-465-50-44381	LOBBYING	\$ 65,177	\$ 65,340	\$ 65,282	\$ 67,000	97.4%	\$ 67,000
	CHAMBER MEMBERSHIP	\$ -	\$ -	\$ -	\$ -		\$ 2,500
231-465-50-44384	GREATER MN PARTNERSHIP	\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%	\$ 5,000
231-465-50-44385	WEST CENTRAL INITIATIVE FUND	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ 15,500
231-465-50-44386	DOWNTOWN MOORHEAD INC	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -
231-465-50-44387	GREATER F M ECON DEVELOP C	\$ -	\$ -	\$ 25,000	\$ 25,000	100.0%	\$ 25,000
231-465-50-44388	MOORHEAD BUSINESS ASSOCIATION	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%	\$ 10,000
231-465-50-44389	WEST CENTRAL MN S B D C	\$ -	\$ -	\$ 1,000	\$ 1,000	100.0%	\$ 2,000
231-465-50-44390	MISCELLANEOUS	\$ 788	\$ -	\$ -	\$ -		\$ -
231-465-50-45400	MACHINERY AND EQUIPMENT	\$ -	\$ 14,445	\$ -	\$ -		\$ -
231-465-50-47201	TRANSFER - MUNICIPAL AIRPORT	\$ -	\$ 226,034	\$ -	\$ -		\$ -
231-465-50-49999	TO RESERVES	\$ -	\$ -	\$ -	\$ -		\$ 43,675
	SUBTOTAL EDA TAX LEVY	\$ 359,037	\$ 611,334	\$ 419,012	\$ 674,035		\$ 556,137

Economic Development Report

Derrick LaPoint



Monthly Highlights

- **Downtown Master Plan**
 - Thank you for all of your input as we completed Phase 1 of the Downtown Master Plan. We continue to refine our plan and are working to schedule our next public engagement events in late January/early February.
- **FM Rotary – Natural Playground**
 - I am pleased to announce that the Fargo Moorhead Rotary has selected Downtown Moorhead as the location for a Natural Playground! This is an exciting opportunity and we hope it will bring people of all ages to experience play in a natural setting!
- **Greater Fargo Moorhead Economic Development Corporation (GFMEDC)**
 - On November 5th, Amy Thorpe and I met with the GFMEDC staff on the BRE software community portal. We are continuing to navigate the software and making sure we are effective when conducting site visits.
- **MState – Forward Together**
 - On November 7th, MState hosted a discussion regarding Education Attainment. This is a growing challenge within our community and across the State. The conversation brought business and community leaders together to problem solve and determine solutions for our region.
- **Retired Educators Presentation**
 - On November 12th, I was asked to speak at the Retired Educators meeting at the Courtyard Marriott. This group convenes regularly and provides a great feedback on the state of our community. It was nice to see how engaged the group was and how hopeful they were for our future.
- **Sanford Leadership Breakfast**
 - On November 13th, Sanford Health hosted their quarterly community breakfast. At this meeting, Sanford announced their new leadership in the Fargo/Moorhead area. I believe we have an opportunity to have further conversations with President, Bryan Nermoe. Mr. Nermoe is a former Moorhead resident and a Concordia alumnus.

- **KFGO Radio Interview**

- On November 19th, KFGO and Joel Heitkamp asked if I would come on air to discuss the recent land sales in the MCCARA Industrial Park and touch on the latest in Downtown Moorhead. We continue to have great traction with our local media market and will explore further opportunities to build on this momentum.

- **Minnesota Young American Leadership Program (mYALP)**

- I am incredibly grateful for the opportunity to professionally learn and challenge myself in meaningful ways to better not only my community but the entire State. As the program just finished, I am able to take a bit of time to self-reflect on my experience. It is very encouraging to see the great work being done in our individual regions and the State of MN/ND but personally motivated to help make a difference in the true challenges that exist. As I returned to the Fargo/Moorhead area, I want to continue to push the boundaries as we uncover border city disparities and how we can bridge the gap for a shared prosperity. If we can accomplish this, we will not only see our local region collectively thrive, we will be economic drivers to our individual States. The time is now to have these difficult conversations and challenge the regional/State norms.

- **City Council Action**

- City Council Approved Projects
 - November 12th City Council
 - MCCARA Land Pricing – Updates to policy and marketing sheet.
 - Pifer’s Auction Sales – The City has received and approved an offer for a parcel in the MCCARA Industrial Park.
 - RDO Equipment – The City has received and approved an offer for two parcels in the MCCARA Industrial Park.
 - ISR Homes – The City has received and approved an offer for a parcel in the MCCARA Industrial Park.
- Upcoming City Council Items
 - There are no scheduled items at the upcoming Council meeting.

Economic Development Authority

Moorhead - Minnesota

2020 Scheduled Meetings

January	February	March
6	3	2
April	May	June
6	4	1
July	August	September
6	3	8/31*
October	November	December
5	2	7

City Hall | 1st Floor | Council Chambers | 11:45 am

*Meeting rescheduled due to Labor Day Holiday