



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
AUGUST 4, 2025 AT 11:45 AM
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.**

Disclaimer: Voting requirements may be subject to changes in the law, parliamentary procedural matters, or other unforeseen issues. The City Attorney provides opinion on questions of voting requirements by the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approval of Minutes
 - A. July 7, 2025, Meeting Minutes
4. Citizens To Be Heard
5. Commissioners' Report
6. Presentations
 - A. MN Dept of Employment & Economic Development (DEED) - David Heyer, West Central Business Development Manager
 - B. Goldmark Commercial Real Estate Introduction
7. Business Items
 - A. 2025 Enterprise Zone Program Recommendation
 - B. 2026 Preliminary Budget & Tax Levy Discussion
 - C. Economic Development Report
8. Information/Update
 - A. 11th Street Underpass Project - [Link to MnDOT Project Details & Updates](#)
 - B. Downtown Moorhead Vision - [Link to More to Moorhead Website](#)
 - C. Community Center and Regional Library - [Link to More Information](#)
 - D. Building & Housing Updates - [Sign up for e-Notifications](#)
9. Adjourn

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in city meetings will be provided. To arrange assistance, call the

City Clerk office at 218.299.5166 (voice) or 711 (TDD/TTY). Visit our website at www.moorheadmn.gov



**MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N
July 7, 2025 - 11:45 AM**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present (8): Evan Balko, Sheri Larson, Nate Anderson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore, Deb White

Absent (3): Chris Howell, Joel Paulsen, Vacant Position

2. Agenda Amendments

There were no agenda amendments.

3. Approval of Minutes

A. May 5, 2025, Meeting Minutes

Motion to Approve made by Deb White and seconded by Emily Moore.

For 8: Evan Balko, Sheri Larson, Nate Anderson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore, Deb White

Against 0: None

Abstain/Recuse 0: None

Motion Passed

4. Citizens To Be Heard

Stacia Sytsma, MBA Executive Director, provided an update of past and future events on behalf of the Moorhead Business Association. For more information, visit <https://mhdmba.org/>.

5. Commissioners' Report

6. Presentations

A. West Central Initiative - Ben Schierer, Director of Civic Partnerships

i. 2024 Annual Report - [The Current](#)

ii. The View from Here: [An Almanac of Life and Land in Our Region](#)

Ben Schierer, WCI Director of Civic Partnerships, highlighted areas from the 2024 Annual Report, such as the Rural Democracy Project, which increases civic participation and leadership development (pg. 8), focuses on Economic Development (pg. 14), and a page which thanked individuals and organizations who have supported the mission of West Central Initiative through the years (pg. 26). He finished up by highlighting grant recipients - businesses located in Moorhead - who have received grants or loans through the West Central Initiative since 1986.

Derrick LaPoint added the work that Greg Wagner, Director of Business & Economic

Development, completed for the Promise Grant and the funds received by the three projects located on Highway 10 within the Moorhead Center Mall Redevelopment area really kick-started downtown redevelopment. He also mentioned his monthly engagement meetings with economic development professionals to discuss economic trends within the region as being valuable.

B. Spark Center for Entrepreneurship - Laura Caroon, The Luminarie

Dan Mahli, City Manager, provided an update on the Community Center Library project which is currently under construction and scheduled to open in Spring 2026. He stated that the Spark Center for Entrepreneurship will be a big part of the new library's offerings to the community.

Laura Caroon, founder of The Luminarie, is contracted to develop a vision for the Spark Center for Entrepreneurship, provided strategic objectives for the new entrepreneurial center in Moorhead and why it matters. She showed how those objectives align with Onward Moorhead Comprehensive Plan and its strategic goals. She shared a rendering of the physical space describing how the space could be used, partnerships that could be built, and access to various resources. Finally, she shared a roadmap for the next 12 months to prepare the center to open with programming and events when the library opens in 2026.

Commissioner White commented on the synergy that could be created between the "Global Market" event held at the Hjemkomst Center, the future "Cultural Mall" to be located on Center Avenue, and the Center for Entrepreneurship.

C. 2025 Legislative Recap - Lisa Bode, Government Affairs Director, City of Moorhead

Lisa Bode, Governmental Affairs Director, provided a final update on the outcomes of the 2025 Minnesota Legislative Special Session. She stated that the TIF extension request for the Moorhead Downtown TIF District 31 was approved which increases the time to capture increments to 10 years. She added that Moorhead's other legislative priorities were largely unsuccessful including flood mitigation, LGA, Sustainable Aviation Fuel (DG Fuels), Cultural Mall Capital request, Border City Enterprise Zone language changes, and City Hall sales tax exemption.

7. Business Items

A. 2026 Preliminary Budget & Tax Levy Discussion

Amy Thorpe, Economic Development Program Administrator, provided a general overview of the budget process including key dates for the approval of the 2026 EDA budget. LaPoint and Mahli provided additional details. The preliminary budget is anticipated to be approved by the EDA and City Council in September.

B. Economic Development Report

Derrick LaPoint, DMI/Economic Development, provided highlights from the Economic Development report as found in packet materials.

8. Information/Update

A. 11th Street Underpass Project - [Link to MnDOT Project Details & Updates](#)

B. Downtown Moorhead Vision - [Link to More to Moorhead Website](#)

C. Community Center and Regional Library - [Link to More Information](#)

D. Building & Housing Updates - [Sign up for e-Notifications](#)

9. Adjourn

Meeting adjourned at 12:31 pm.

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

APPROVED BY:

ATTEST:



Nate Anderson
Chair

Kim Schlotfeldt
Secretary

DRAFT

Memorandum

To: EDA Board Members
 From: Amy Thorpe, Economic Development Program Administrator
 Date: August 4, 2025
 Re: 2025 Enterprise Zone Program – Workers Comp Rebate Program Credit Level



Enterprise Zone Program

Moorhead’s state-funded Border City Enterprise Zone Fund is used to offer several different economic development tools for business retention and attraction. The most prominent tool is the Workers’ Compensation Tax Credit Program which rebates a portion of the workers’ compensation expense paid by businesses. *In the 2024 program year, 88 businesses completed the application, representing 2,144 full time equivalent employees, and \$350,778 Enterprise Zone credits paid.* Although there were fewer businesses that participated this year, there were more FTEs than in the previous year.

Moorhead’s Enterprise Zone Fund also provides funding for employee credits for new:

- ✓ Housing with health-related services (i.e. nursing and memory care)
- ✓ Restaurants (full or limited service) citywide
- ✓ Primary sector attraction or expansion

Enterprise Zone Fund Account Balance

Beginning Balance PY 2025	\$1,746,911.32
State Allocation (June 2025)	\$529,808.44 ¹
Available Credits	\$2,276,719.76
Future Credits Committed	
Workers’ Compensation Rebate Program	-\$450,000.00 *Estimate based 25% credit / \$30,000 program cap
Reserve for Future “High Value” Project	-\$500,000.00
Subtotal Credits Committed	-\$950,000.00
Ending Balance	\$1,326,719.76

How the Program is Marketed

There are a variety of ways information about this program is shared with businesses.

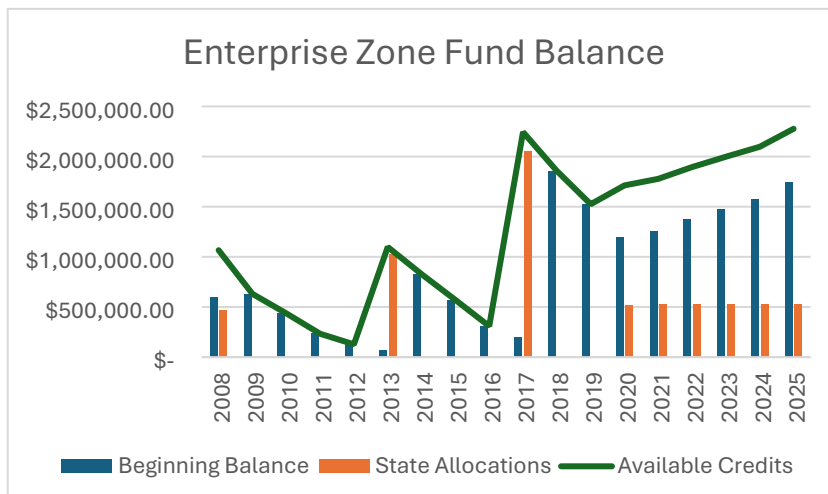
- ✓ City Insights – Article appears once per year in the semi-annual mailing delivered to all Moorhead mailing addresses, both residential and commercial/industrial properties
- ✓ City Website – Program information and a contact form is included on the business pages at the following link: <https://cityofmoorhead.com/business/incentive-programs/business-credit>
- ✓ Online Application Portal – Program information can also be found on the homepage of the application portal at:
- ✓ Business List (ongoing database) – List of businesses that have participated in past years and new businesses added. A couple ways new businesses are added to the list include review of the city’s building permit reports and firsthand knowledge of new businesses.
- ✓ Flyer – Emailed to businesses that have participated in the past and/or new businesses that have been added to the master database list

¹ \$750,000 yearly allocation prorated by population.

- ✓ Public Hearing Notice & Public Hearing – a notice is published in the city’s legal newspaper (The Extra) and a public hearing prior to the program year beginning to approve the credit levels businesses will receive in the upcoming year.
- ✓ Public Speaking Engagements – The Economic Development team regularly speaks to various organizations (MBA, Service Clubs, Banks, Realtors, Tax Professionals) on economic development activities, including this program.

Why Carry a Fund Balance?

One question we are asked is why carry a balance in Moorhead’s Enterprise Zone fund. Prior to receiving ongoing annual appropriations in 2020, state allocations to this fund were received sporadically with sometimes four and five years between allocations. At the end of the 2016 program year, the account had a balance of only \$194,000 (rounded). In 2017, the legislature appropriated \$3 million to border cities, of which Moorhead received over \$2 million, replenishing the fund. In 2020, the legislature approved ongoing annual appropriations of \$750,000, of which Moorhead’s pro rata share is approximately \$525,000. Moorhead’s Workers Compensation Credit Program, which supports existing businesses, is the primary use of the Enterprise Zone fund (75%). Each year that program costs less than the annual appropriation, therefore, the fund has been building over the last few years. Spending more than 75% of the annual appropriation on an ongoing program would not be sustainable.



The Enterprise Zone statute allows Border Cities the opportunity to provide an income tax credit (up to \$3,000 per employee per year) for new employees. Maintaining a fund balance preserves our readiness to offer a meaningful incentive to a desired business to level the playing field.

Online Application System

This is the beginning of year four for the online application system which was first implemented in 2022. We continue to tweak this system to best support our business community while adhering to the nuanced requirements of our state partners, Department of Revenue (DOR) and Department of Employment and Economic Development (DEED).

Recommendation

Motion to Recommend to City Council approval of a 25% credit of the actual workers’ compensation expense with a \$30,000 program cap for the 2025 program year.

Memorandum



To: EDA Board Members
From: Amy Thorpe, Economic Development Program Administrator
Derrick LaPoint, DMI/Economic Development
Date: August 4, 2025
Re: 2026 Preliminary Budget and Tax Levy Discussion

Background and Key Points

The City Council is required by law to approve the preliminary EDA Tax Levy and Budget no later than September 30th. Once approved by the City Council, the preliminary levy may be lowered - but cannot be raised - prior to final approval. The EDA may approve up to the **maximum levy amount of \$789,857**.

Changes from 2025 budget

- Professional Services - DMI contract increased from \$142,055 to \$146,000
- Lobbying - State Legislative Contract increased from \$65,000 to \$71,500
- Entrepreneurial Set Aside – Increase from \$20,000 to \$40,000
- To Fund Balance – Amount to be held in support of downtown redevelopment

Approval Timeline

- 7/7 and 8/4 – EDA preliminary budget and levy discussion
- 9/8 – EDA to discuss and approve maximum tax levy (not to exceed)
- **9/22 – City Council approves preliminary budget and tax levy (including EDA’s max levy)**
- 10/6 – EDA budget discussion
- 11/3 or 12/1 – EDA approves final budget and tax levy
- **12/8 – City Council approve final budget and tax levy (including EDA’s budget and levy)**

Recommended Action *(must be approved at or before September 8th EDA meeting)*

Motion to recommend to the City Council approval of a preliminary maximum tax levy of _____ and preliminary budget of _____ for the 2026 budget year.

**ECONOMIC DEVELOPMENT DEPARTMENT
EDA TAX LEVY (239)
2026 BUDGET WORKSHEET - PRELIMINARY**

DRAFT

Account Number	Description	Final 2024	Appv'd/Amended 2025	YTD Balance 6/30/2025	Encumbered Year-to-date	% Used	Preliminary Budget 2026
	Maximum Levy	\$ 709,023	\$ 746,140				\$ 789,857
	Levy Rate	0.0183	0.0183				0.0183
	~Gross Market Value (Billions)	3.910	4.115				4.346
	Approved (or Preliminary) Tax Levy	\$ 709,023	\$ 746,140				pending
REVENUES: EDA TAX LEVY							
239-465-00-31010	AD VALOREM TAXES	\$ 591,643	\$ 746,140	\$ -	\$ -	-	\$ 789,857
239-465-00-31040	DISPARITY CREDIT	\$ 112,403	\$ -	\$ -	\$ -	-	\$ -
239-465-00-33402	MARKET VALUE HOMESTEAD CREDIT	\$ 21	\$ -	\$ -	\$ -	-	\$ -
239-465-00-36210	INTEREST EARNINGS	\$ 62,613	\$ 20,000	\$ 21,981	\$ -	-	\$ 20,000
239-465-00-36230	GRANTS & AIDS	\$ -	\$ -	\$ -	\$ -	-	\$ -
239-465-00-36290	SALE OF REAL PROPERTY	\$ -	\$ -	\$ -	\$ -	-	\$ -
239-465-00-39999	FROM RESERVES - EXP MKTG	\$ -	\$ -	\$ -	\$ -	-	\$ -
	SUBTOTAL EDA TAX LEVY	\$ 766,680	\$ 766,140	\$ 21,981	\$ -	-	\$ 809,857
EXPENDITURES: EDA TAX LEVY							
239-465-00-41010	FULL-TIME EMPLOYEES-REGULAR	\$ 111,640	\$ 121,759	\$ 55,456	\$ -	45.5%	\$ 129,065
239-465-00-41210	PERA CONTRIBUTIONS	\$ 8,373	\$ 9,132	\$ 4,159	\$ -	45.5%	\$ 9,680
239-465-00-41220	FICA CONTRIBUTIONS	\$ 7,464	\$ 9,314	\$ 3,700	\$ -	39.7%	\$ 9,873
239-465-00-41310	HEALTH INSURANCE	\$ 16,446	\$ 17,280	\$ 7,817	\$ -	45.2%	\$ 18,317
239-465-00-41330	LIFE INSURANCE	\$ 53	\$ 53	\$ 22	\$ -	41.6%	\$ 56
239-465-00-41510	WORKER'S COMPENSATION	\$ 320	\$ 319	\$ 130	\$ -	40.8%	\$ 338
239-465-00-42020	DUPLICATING & COPYING	\$ -	\$ 500	\$ -	\$ -	0.0%	\$ 500
239-465-00-42080	OFFICE SUPPLIES	\$ -	\$ 200	\$ -	\$ -	0.0%	\$ 200
239-465-00-42190	OPERATING SUPPLIES	\$ 1,264	\$ 5,000	\$ 374	\$ -	7.5%	\$ 5,000
239-465-00-43090	ELECTRONIC DATA PROCESSING	\$ 9,012	\$ 3,276	\$ -	\$ -	0.0%	\$ 3,473
239-465-00-43100	PROFESSIONAL SERVICES	\$ 137,917	\$ 167,055	\$ 71,022	\$ 71,033	85.0%	\$ 156,000
239-465-00-43210	TELEPHONE SERVICES	\$ 215	\$ 1,260	\$ 105	\$ -	8.4%	\$ 250
239-465-00-43220	POSTAGE	\$ -	\$ 500	\$ -	\$ -	0.0%	\$ 500
239-465-00-43420	MARKETING	\$ 11,964	\$ 45,000	\$ 13,335	\$ -	29.6%	\$ 45,000
239-465-00-43540	PRINTING	\$ 486	\$ 1,500	\$ 390	\$ -	26.0%	\$ 1,500
239-465-00-43610	GENERAL LIABILITY	\$ 717	\$ 683	\$ 449	\$ -	65.7%	\$ 683
239-465-00-44330	DUES AND SUBSCRIPTIONS	\$ 3,299	\$ 6,000	\$ 3,065	\$ -	51.1%	\$ 6,000
239-465-00-44370	TRAVEL, TRAINING, CONFERENCES	\$ 3,644	\$ 6,000	\$ 3,070	\$ -	51.2%	\$ 6,000
239-465-00-44381	LOBBYING	\$ 122,687	\$ 131,035	\$ 100,939	\$ 29,768	99.7%	\$ 135,000
239-465-00-44384	GREATER MN PARTNERSHIP	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.0%	\$ 5,000
239-465-00-44385	WEST CENTRAL INITIATIVE FUND	\$ 15,500	\$ 15,500	\$ 15,500	\$ -	100.0%	\$ 15,500
239-465-00-44387	GREATER F M ECON DEVELOP C	\$ 27,626	\$ 27,500	\$ -	\$ -	0.0%	\$ 27,500
239-465-00-44388	MOORHEAD BUSINESS ASSOCIATION	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	100.0%	\$ 20,000
239-465-00-44389	WEST CENTRAL MN S B D C	\$ 5,000	\$ 5,000	\$ -	\$ -	0.0%	\$ 5,000
239-465-00-44396	ENTREPRENEURIAL SET ASIDE	\$ -	\$ 20,000	\$ 6,000	\$ 30,000	180.0%	\$ 40,000
231-465-50-49999	TO FUND BALANCE	\$ -	\$ 122,274	\$ -	\$ -	0.0%	\$ -
	SUBTOTAL	\$ 508,626	\$ 741,140	\$ 310,533	\$ 130,801	-	\$ 640,434
Dept 465-10 - EXPERIENCE MARKETING/PLACEMAKING							
239-465-10-42190	OPERATING SUPPLIES	\$ 693.99	\$ -	\$ -	\$ -	-	\$ -
239-465-10-42400	SMALL TOOLS & MINOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	-	\$ -
239-465-10-43100	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 25,000.00	\$ 2,000.00	\$ 25,000.00	108.0%	\$ 25,000.00
239-465-10-43420	MARKETING	\$ -	\$ -	\$ -	\$ -	-	\$ -
239-465-10-44030	IMPROVEMENTS OTHER THAN BLDGS	\$ -	\$ -	\$ -	\$ -	-	\$ -
239-465-10-47200	TRANSFER - GENERAL	\$ -	\$ -	\$ -	\$ -	-	\$ -
	Totals for dept 465-10 - EXPERIENCE MARKETING/PLACEMAKING	\$ 20,693.99	\$ 25,000.00	\$ 2,000.00	\$ 25,000.00		\$ 25,000.00
Fund 239 - EDA TAX LEVY FUND:							
	TOTAL REVENUES	\$ 766,679.93	\$ 766,140.00	\$ 21,981.00	\$ -		\$ 809,857.00
	TOTAL EXPENDITURES	\$ 529,319.50	\$ 766,140.00	\$ 312,532.94	\$ 155,800.50		\$ 665,433.98
	NET OF REVENUES & EXPENDITURES	\$ 237,360.43	\$ -	\$ (290,551.94)	\$ (155,800.50)		\$ 144,423.02

Economic Development Report

Derrick LaPoint

Monthly Highlights



- **Downtown Moorhead Redevelopment**
 - We are receiving many inquiries and questions regarding the downtown redevelopment plan. We encourage the residents, businesses, and perspective developers to check out the project website [More To Moorhead](#) and [Yes56560](#).
- **FMWF Chamber of Commerce**
 - On May 22nd, Mayor Shelly Carlson, MBA Director Stacia Sytsma, and I were asked to join Tyler Fischbach on the FMWF Chamber Link Show. This is a new radio show that the chamber is operating to share information about projects, relevant challenges/opportunities, and some legislative discussion. The “Moorhead” focused show was the Link’s 10th episode, and we will share the digital links once available.
- **DG Fuels & Greater MSP Sustainable Aviation Fuel (SAF) Workshop**
 - On May 21st, I was invited to attend the Greater MSP SAF workshop in Minneapolis. This was a day-long event focused on the State of Minnesota’s efforts to attract SAF industries in Minnesota. DG Fuels Chairman, Michael Darcy, was in attendance as well. It was a great opportunity to connect with Michael regarding the latest on their project and how we can stay ready for project development in Moorhead. The workshop was informative and very productive from a relationship standpoint with future advocates for the Moorhead project.
- **11th Street Underpass**
 - Closures on Main Avenue and 1st Avenue North are ongoing. We encourage residents and businesses to keep updated through the project website www.mndot.gov/d4/projects/moorhead11thstreetunderpass and sign up for email notifications. For questions, please call the hotline number at 218-292-8779.
- **City Council Action – Approved or Pending**
 - None at this time