



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
JANUARY 5, 2026 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. November 3, 2025, Meeting Minutes
 - B. November 18, 2025, Special Meeting Minutes
4. Citizens To Be Heard
5. Commissioners' Report
6. Presentations
7. Leadership Transition: Thank You & Welcome
8. Business Items
 - A. Downtown TIF District - Lease Revenue Bonds, Series 2026A
9. Information/Update
 - A. 2026 Regular Meeting Schedule
 - B. 11th Street Underpass Project - [Link to MnDOT Project Details & Updates](#)
 - C. Downtown Moorhead Vision - [Link to More to Moorhead Website](#)
 - D. Community Center and Regional Library - [Link to More Information](#)
 - E. Building & Housing Updates - [Sign up for e-Notifications](#)
10. Adjourn

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**MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N
NOVEMBER 3, 2025 - 11:45 AM**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present (7): Chris Howell, Evan Balko, Sheri Larson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore

Absent (3): Nate Anderson, Joel Paulsen, Deb White

2. Agenda Amendments

There were no agenda amendments.

3. Approval of Minutes

A. September 8, 2025, Meeting Minutes

Motion to Approve made by Emily Moore and seconded by Rob Sobolik.

For 7: Chris Howell, Evan Balko, Sheri Larson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore

Against 0: None

Abstain/Recuse 0: None

Motion Passed

4. Citizens To Be Heard

Stacia Systma, Greater MBA Executive Director, provided an update on recent developments, including the organization's name change to reflect their expanded mission to promote and support the growth and success of members across the Greater Moorhead Area.

5. Commissioners' Report

There were no Commissioners' reports.

6. Presentations

A. Telling Moorhead's Story: Marketing and Communications Update

Derrick LaPoint, DMI/Economic Development, introduced the presentation item and welcomed the Marketing and Communications team to share updates on their work.

Lisa Bode, Government Affairs Director, followed with an overview of the City's marketing initiatives over the past 30 years, including the long-standing support of dedicated EDA marketing funds during that time.

Kelly Kuntz, Communications Coordinator, and Caleb Fugleberg, Marketing Coordinator, then presented recent highlights and accomplishments from the past 12 months, showcasing the City's continued efforts to engage the community through consistent and effective messaging.

Commissioner Moore commended the team for their outstanding work, shared positive feedback received from other communities, and expressed appreciation for their continued efforts.

7. Business Items

A. 2026 EDA Tax Levy & Budget Discussion

Amy Thorpe, Economic Development Program Administrator, presented the proposed 2026 EDA budget and tax levy, reflecting support for the EDA's main strategic goals for entrepreneurship and downtown redevelopment. The total proposed budget is \$832,077, including a maximum levy of \$789,857. Final EDA approval is required by December.

Motion to Recommend Approval to the City Council made by Kim Schlotfeldt and seconded by Rob Sobolik.

For 7: Chris Howell, Evan Balko, Sheri Larson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore

Against 0: None

Abstain/Recuse 0: None

Motion Passed

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 12:37 pm.

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



**MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N
NOVEMBER 18, 2025 - 1:00 PM**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present (9): Chris Howell, Evan Balko, Sheri Larson, Nate Anderson, Chad Cota, Rob Sobolik, Kim Schlotfeldt, Emily Moore, Deb White

Absent (1): Joel Paulsen

2. Agenda Amendments

3. Citizens To Be Heard

4. Business Items

A. Resolution Authorizing Access and Due Diligence Agreements within the Moorhead Downtown Addition.

Derrick LaPoint, DMI/Economic Development, introduced the agenda item and provided a general overview of the resolution. Commissioner Schlotfeldt requested clarification regarding the boundaries of the Downtown TIF district. LaPoint responded by offering additional details to clarify the district's boundaries.

Motion to Approve made by Kim Schlotfeldt and seconded by Emily Moore.

For 9: Chris Howell, 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

5. Adjourn

Meeting adjourned at 1:07 PM.

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

Memorandum

To: EDA Board Members
From: Dan Mahli, City Manager
Amy Thorpe, Economic Development Program Administrator
Date: January 5, 2026
Re: **Sale of Lease Revenue Bonds, Series 2026A for City Hall Renovation**



Purpose

The purpose of this communication is to provide the EDA Board with background information regarding the upcoming sale of lease revenue bonds to finance the substantial renovation of Moorhead City Hall.

Project Overview

Scope:

- Renovation of five floors with modern workspaces, conference rooms, and collaborative areas.
- Replacement of mechanical, electrical, and other systems.
- Enhanced exterior structure with improved insulation and new windows.
- Ground floor addition to include modern City Council Chambers and a lobby to greet visitors and provide the public with convenient access to city services and Moorhead Public Service.
- Creation of a civic plaza and green space for community events and gatherings.

Estimated Cost: Approximately \$26 million.

Timeline: Renovations are underway and expected to be completed by October 2026.

Financing Mechanism

The City will utilize lease revenue bonds as the primary financing tool. This approach allows the EDA to issue bonds secured solely by lease payments from the City for the renovated facility. Lease revenue bonds are commonly used for municipal projects where the EDA acts as the issuer, and the City enters into a lease purchase agreement for the property. The timeline for the issuance of the lease revenue bonds is as follows:

- City Council Resolution: January 26, 2026
- EDA Board Parameters Resolution: February 2, 2026
- Sale of Bonds: February 24, 2026
- Closing date for Bonds: March 19, 2026

Pursuant to the lease purchase agreement when the bonds are fully paid off, the ownership of City Hall will be transferred back to the City. During the term of the lease purchase agreement, the City is responsible for all operations and maintenance aspects of City Hall.

Why This Matters

The renovation is critical to modernizing City Hall to meet the needs of a growing population (now over 45,000 residents, up from 30,000 in 1973). The project supports the City's vision for a vibrant downtown and improved public service delivery.

Next Steps

The City Attorney will present the bond sale details, including terms and timelines. EDA approval will be required to proceed with the issuance, and we anticipate receiving that approval at the February 2 meeting.

Please feel free to reach out with any questions prior to the meeting.



Economic Development Authority

Hjemkomst Center | 202 1 Ave N | Auditorium | 11:45 am

EDA meetings are held the 1st Monday of the month. If the meeting falls on a designated holiday, the meeting is scheduled for the following Tuesday (*). All city meetings are live-streamed to the City's Homepage, City's YouTube channel, and broadcast on Moorhead Community Access Media (MCAM) on Midco Channel 12 or Sparklight Channel 58.

2026 Regular Meeting Schedule

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

***Tuesday meeting due to Holiday**