

President:
David Grant

Commissioners:
Brenda Holden
Fran Holmes
Dave McClung
Steve Scott



**Special
Economic Development
Authority
February 13, 2017
6:45 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Agenda

CALL TO ORDER

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

2.A. July 25, 2016 EDA Minutes

Documents:

[07-25-16-EDA.PDF](#)

3. NEW BUSINESS

3.A. Bylaw Change

William S. Joynes, Sr., Executive Director/Secretary
Sue Iverson, Treasurer

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

4. EDA MEMBER COMMENTS

ADJOURN

DRAFT



Approved: February 13, 2017

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
JULY 25, 2016
6:00 PM – CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, President Grant called to order the Economic Development Authority meeting at 6:00 p.m.

Present: EDA President David Grant; EDA Commissioners Brenda Holden (arrived at 6:04 p.m.), Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: EDA Treasurer Sue Iverson; Acting Public Works Director John Anderson; Senior Planner Matthew Bachler; and City Clerk Julie Hanson

1. APPROVAL OF AGENDA

MOTION: EDA Commissioner McClung moved and EDA Commissioner Holmes seconded a motion to approve the meeting agenda as presented. The motion carried unanimously (4-0).

2. APPROVAL OF MINUTES

A. April 25, 2016

MOTION: EDA Commissioner Holmes moved and EDA Commissioner McClung seconded a motion to approve the April 25, 2016 Economic Development Authority Meeting Minutes as presented. The motion carried unanimously (4-0).

3. NEW BUSINESS

A. Preliminary 2017 EDA Budgets

EDA Treasurer Iverson stated the EDA is a blended component unit of the City of Arden Hills which makes EDA Funds Special Revenue Funds of the City. Annually we are required by the State to set budgets for the City's General Fund and all Special Revenue Funds (which includes all the EDA Funds). These EDA Funds are:

- EDA General Fund
- EDA Revolving Loan Fund
- EDA TIF District #2 Round Lake
- EDA TIF District #3 Cottage Villas
- EDA TIF District #4 Presbyterian Homes

EDA Treasurer Iverson commented overall, the EDA General Fund is in good financial condition for 2016 with an estimated year-end reserve balance of \$218,067, but the EDA and City Council may want to identify dependable, reoccurring revenue for EDA activities in the future other than General Fund transfers as the primary funding source of revenues.

EDA Treasurer Iverson explained the fund balance being projected at the end of the year includes funds that are intended to be used for the Gateway Signs program (approximately \$45,000). Tax revenues are likely the only reoccurring source of funding for EDA activities. The City Council approved \$30,000 in tax revenues for the EDA as part of the 2015 budget and \$60,000 in tax revenues for the 2016 budget. The 2017 budget shows a transfer in the amount of \$90,000, which can be adjusted as priorities change. Staff requested feedback from the EDA on the proposed 2017 budget.

EDA Commissioner Wicklund requested further information on the EDA Fund for the Cottage Villa TIF District.

EDA Treasurer Iverson discussed how Cottage Villa funds were being collected by the City noting this district was extended in 2009 for an additional 10 years.

EDA President Grant commented on the TIF potentials within TCAAP.

Discussion ensued regarding how existing TIF funds could be used for affordable housing.

Stacie Kvilvang, Ehlers & Associates, advised the EDA did not have to make a decision on these funds now, but had time to review their options.

EDA Commissioner McClung anticipated that as TCAAP came on board, the EDA would want to have funds available to assist with housing projects.

Further discussion ensued regarding how TIF funding could be used on TCAAP.

MOTION: **EDA Commissioner Holmes moved and EDA Commissioner Holden seconded a motion to accept the Preliminary 2017 EDA Budgets. The motion carried unanimously (5-0).**

4. UNFINISHED BUSINESS

None.

5. EDA COMMISSIONER COMMENTS

None.

6. ADJOURN

MOTION: EDA Commissioner McClung moved and EDA Commissioner Holmes seconded a motion to adjourn the Economic Development Authority meeting. The motion carried unanimously (5-0).

EDA President Grant adjourned the special Economic Development Authority meeting at 6:17 p.m.

Julie Hanson
City Clerk

David Grant
EDA President



MEMORANDUM

DATE: February 13, 2017

TO: EDA President and Commissioners

FROM: William S. Joynes, Sr., Secretary
Susan Iverson, Treasurer

SUBJECT: Amendments to Economic Development Authority By-Laws

Requested Action

Approve amendments to the by-laws of the Economic Development Authority (EDA).

Background

The EDA amended the by-laws in January of 2013. The by-laws schedule regular EDA meetings for the same time and dates as regular City Council meetings. The City Council changed its second meeting of the month from the last Monday to the fourth Monday of the month. Since the membership of both boards is identical, the proposed amendments adjust the EDA meeting schedule.

Staff Recommendation

Approve amendments to the by-laws of the Economic Development Authority (EDA).

Attachment

- A. Red-lined version of proposed EDA by-laws
- B. Clean version of proposed EDA by-laws

Attachment A

BY-LAWS OF THE ARDEN HILLS ECONOMIC DEVELOPMENT AUTHORITY

DATED: February 13, 2017

Deleted: JANUARY 28, 2013

1. THE AUTHORITY

Section 1.1. **Name of the Authority.**

The name of the Authority shall be the Arden Hills Economic Development Authority (hereinafter, the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board"). The Board of Commissioners shall consist of the five members of the City Council.

Section 1.2. **Office.**

The principal office of the Authority shall be the Arden Hills City Offices.

Section 1.3. **Seal.**

The official seal of the City of Arden Hills shall be the Authority's official seal.

2. ORGANIZATION

Section 2.1. **Officers.**

The officers of the Authority shall consist of a President, a Vice President, a Secretary, a Treasurer, and an Executive Director. The President, the Vice President shall be members of the Board and shall be elected annually at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary, Treasurer, and Executive Director shall be appointed as set forth herein. The Secretary, Treasurer, and Executive Director are not voting members.

Section 2.2. **President.**

The President shall preside at all meetings of the Board. The President shall be the Mayor.

Section 2.3. **Vice President.**

The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability. The Vice President shall be the Mayor Pro Tem.

Section 2.4. Secretary.

The Secretary shall be the City Administrator. The Secretary shall be responsible for the acts of the Treasurer and have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

The Secretary shall also keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall have such additional duties and responsibilities as the Board may from time-to-time and by resolution prescribe.

Section 2.5. Treasurer.

The Treasurer shall have all the powers and duties of the Secretary if the Secretary is absent or disabled. The Treasurer shall be the Director of Finance and Administrative Services. The Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check or telephonic transfer, keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file all financial reports and disclosures required of the Authority, make investments consistent with the City's Investment Policy.

Section 2.6. Executive Director.

The City's Community Development Director shall be the Executive Director of the Authority, and shall have such additional responsibilities and authority as the Board may from time-to-time by resolution prescribe.

Section 2.7. Advisory Committees.

The Authority may by resolution establish one or more advisory committees to the Authority.

3. PROCEDURES OF BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting.

The annual meeting of the Board shall be held at 6:00 p.m. on the fourth Monday of the month of January in each year.

Deleted: last

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Section 3.2 Regular Meetings.

The Board shall hold regular meetings on the fourth Monday of January, April, July, and October, commencing at 6:00 p.m. or at such other time as the Board may determine.

Deleted: last

Section 3.3. Special Meetings.

Special meetings of the Board may be called by the President, any two Commissioners, or by the Executive Director. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum.

A quorum of the five member Board shall consist of three Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions.

Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may, but need not be read aloud, prior to vote taken thereon. All resolutions shall be executed after passage.

Section 3.6. Rules of Order.

The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. MISCELLANEOUS

Section 4.1. Fiscal Year.

The fiscal year of the Authority shall be the calendar year. The Authority shall establish a separate special revenue fund for the purpose of maintaining all financial and accounting records of the Authority, including the nature of all receipts and disbursements, money on hand, and the purposes to which it may be applied, and records of Authority's debits and credits. The Authority shall establish such debt service funds as may be properly authorized and necessary for conduct of the Authority's funds.

Section 4.2. Bond.

The City shall ensure that all persons responsible for management of the Authority's financial records and resources are properly bonded.

Section 4.3. Checks.

The President, Secretary, and Treasurer shall execute all checks authorized by the Authority. Vouchers authorizing such expenditures shall be submitted and approved in conjunction and accordance with procedures for payments of other claims against the City.

Section 4.4. Financial Statements.

The Authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.5. Report to City.

The Authority shall annually make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year.

Section 4.6. Budget to City.

The City shall annually send its budget to the City Council which budget includes a written estimate of the amount of money needed by the authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

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The Authority may employ an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensations.

Section 4.8. Services.

The Authority may contract for the services of consultants, agents, public accounts and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.9. Supplies, Purchasing, Facilities, and Services.

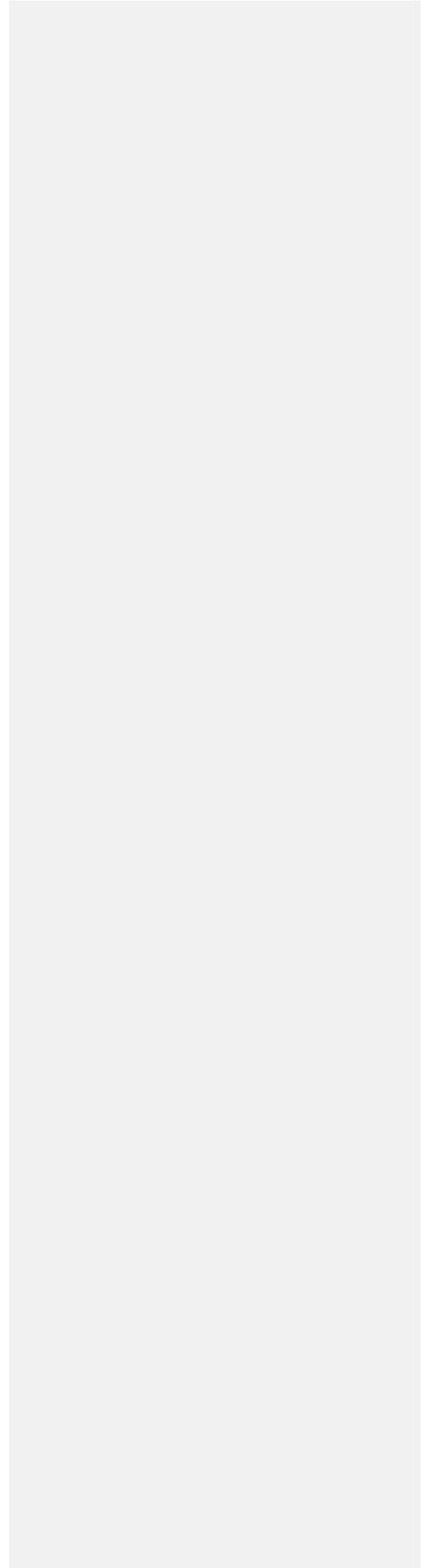
The Authority shall purchase such supplies and materials as it needs. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.10. Execution of Contracts.

All contracts, notes, and other written agreements or instruments to which the Authority is a part or signatory or by which the Authority may be bound shall be executed by the President, Secretary, and/or the Executive Director or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe.

Section 4.11. Amendment of By-Laws.

These by-laws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five (5) days prior to the meeting at which such amendment is considered.



Attachment B

BY-LAWS OF THE ARDEN HILLS ECONOMIC DEVELOPMENT AUTHORITY DATED: February 13, 2017

1. THE AUTHORITY

Section 1.1. Name of the Authority.

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