



INVER GROVE HEIGHTS  
ECONOMIC DEVELOPMENT AUTHORITY AGENDA  
MONDAY, MARCH 7, 2011  
6:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. ORGANIZATION:
  - A. Adoption of Bylaws
  - B. Election of Officers
  - C. Establishing Regular Meeting Dates
  - D. Designation of Official Newspaper
  - E. Designation of Official Depository
4. 2011 WORK PLAN
5. OTHER BUSINESS
6. ADJOURNMENT

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority

FROM: Thomas J. Link, Director of Community Development 

DATE: March 3, 2011

SUBJECT: Agenda – March 7, 2011

The City Council reaffirmed the Inver Grove Heights Economic Development Authority (EDA) following a public hearing on January 24, 2011. At its following meeting, the City Council established March 7 as the first meeting of the reaffirmed EDA.

The March 7 agenda has two items – organizational issues and 2011 Work Plan.

ORGANIZATIONAL ISSUES

Bylaws - Enclosed are bylaws drafted by the City's Bond Counsel, Steve Bubul. The bylaws address EDA authority, officers, executive director, meetings, financing, employees and services, powers, and amendments.

The executive director is the Community Development Director. That position will be the lead staff to the EDA. Similar to the City Council, staff will have no independent authority, but is "subject to the direction of the Board".

Election of Officers - According to the bylaws, the EDA must elect the following positions:

President:	The Mayor served as the president of the previous EDA
Vice-President:	Any member of the Council can serve as the vice-president
Treasurer:	Any member of the Council can serve as treasurer
Secretary:	Staff recommends that this be the executive director's designee
Assistant Treasurer:	Staff recommends the Finance Director be appointed

Regular Meeting Date - The City Council had previously agreed that the EDA would meet once per quarter. Staff recommends the first Monday of February, May, August, and November. These dates would avoid conflicts with holidays such as July 4, Labor Day, and Thanksgiving. It would also avoid meeting in December which is typically busy with holiday activities.

Official Newspaper - Staff suggests the *Southwest Review*, consistent with the City Council official newspaper.

Official Depositories - Staff suggests Bremer Bank N.A., RBC Public Funds Services, US Bancorp Investments, Key Community Bank, Wells Fargo Securities LLC, Morgan Stanley Smith Barney, American Bank, and Stifel, Nicolaus & Co. Inc., consistent with City Council depositories.

## 2011 WORK PLAN

The City Council had previously discussed that the 2011 Work Plan **would** consist of:

- Acquisition Policy
- Small Business Loan Program
- Review of Progress Plus Marketing Activities
- Funding of EDA Activities

Staff and Progress Plus have begun research on these issues and can provide the EDA with preliminary information at Monday night's meeting.

Enclosure: Draft Bylaws

**BYLAWS OF THE  
INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE I - THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the "City of Inver Grove Heights Economic Development Authority."

Section 2. Office of Authority. The office of the Authority shall be at the City Hall in the City of Inver Grove Heights, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

Section 3. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 4. Establishment. The City of Inver Grove Heights Economic Development Authority is established by Resolution No. 11-13, approved by the City Council of the City on January 24, 2011 (the "Enabling Resolution"), pursuant to Minnesota Statutes, Section 469.090 to 469.1081, as amended.

Section 5. Commissioners. In accordance with the Enabling Resolution, the Mayor of the City and four council members shall serve as the Board of Commissioners (the "Board") of the Authority. Their terms as commissioners coincide with their respective term of office as Mayor and council members.

**ARTICLE II - THE OFFICERS**

Section 1. Officers. The Authority shall elect a president, a vice president, a treasurer, a secretary, and an assistant treasurer. The president, treasurer and secretary shall be elected at each annual meeting, and shall hold office one year or until their successors are elected and qualified. The vice president and assistant treasurer may hold office for any term designated by the Board, or until any successors are elected and qualified. A commissioner must not serve as president and vice president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 2. President. The President shall preside at all meetings of the Authority. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President, including signing all contracts, deeds, and other instruments executed by the Authority; and in the case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President

(including without limitation execution of contracts) until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The office of Secretary may be held by a person who is an employee of the City or Authority.

Section 5. Treasurer's Duties. The treasurer:

- (1) shall receive and is responsible for Authority money;
- (2) is responsible for the acts of the assistant treasurer;
- (3) shall disburse Authority money by check only;
- (4) shall keep an account of the source of all receipts and the nature, purpose, and authority of all disbursements; and
- (5) shall file the Authority's detailed financial statement with its secretary at least once a year at times set by the Authority.

Section 6. Assistant Treasurer. The assistant treasurer has the powers and duties of the treasurer if the treasurer is absent or disabled.

### **ARTICLE III - EXECUTIVE DIRECTOR**

Section 1. Designation. The Community Development Director of the City is designated as Executive Director of the Authority, unless and until another person is so designated by the Board. Any person appointed to fill the office of Executive Director, or any vacancy herein, shall have such terms as the Authority fixes, but no commissioner of the Authority shall be eligible to serve as the Executive Director.

Section 2. Duties. The Executive Director shall have general supervision over the administration of the Authority's business and affairs subject to the direction of the Board.

## ARTICLE IV - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held on the first Monday of February, May, August, and November at 6:00 p.m., at the City of Inver Grove Heights City Hall unless otherwise determined by the Board after notice as required for a special meeting.

Section 2. Annual Meeting. The annual meeting of the Authority shall be held as part of the regular February meeting each year.

Section 3. Special Meetings. Special meetings of the Authority may be called by the President, two members of the Authority, or the Executive Director, for the purpose of transacting any business designated in the call. All commissioners of the Authority shall be notified, and the special meeting shall be noticed in accordance with state law.

Section 4. Quorum. At any meeting of the Authority, the presence of three commissioners shall constitute a quorum. If a quorum is not present at any meeting, those present shall have power to adjourn the meeting from time to time without notice other than announcement at such meeting until the requisite number of votes shall be present to constitute a quorum. At any such adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called. Any resolution, election, or other formal action of the Authority shall be adopted upon the affirmative vote of a majority of the Authority membership.

Section 5. Rules of Procedure. All meetings of the Authority shall be conducted in accordance with the most recent editions of Roberts' Rules of Order.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by voice unless any commissioner calls for a roll call vote. The yeas and nays shall be entered upon the minutes of such meetings.

Section 7. Adoption of Resolutions. Resolutions need not be read aloud prior to vote. Resolutions are deemed adopted if approved by at least a simple majority of all commissioners present, unless State law requires otherwise.

## ARTICLE V - ADMINISTRATION OF FINANCES

Section 1. Contracts, Checks and Drafts. The Executive Director shall be the chief purchasing agent of the Authority. All purchases and contracts on behalf of the Authority shall be made by the Executive Director, provided that the approval of the Authority must be given whenever the amount of such purchase or contract exceeds \$\_\_\_\_\_. All contracts, bonds, and instruments of every kind to which the Authority is a party shall be executed in the name of the Authority and shall be signed by the President and Executive Director.

Section 2. Manner of Presentation of Claims. All bills, invoices, statements and claims for payment of money in discharge of any obligation of the Authority shall be filed with the Executive Director who shall cause the same to be examined and entered into the record. Each

claim against the Authority shall be accompanied by either an itemized bill or payroll, or time sheet, each of which shall be approved and signed by the responsible officer who vouches for the correctness and reasonableness thereof and, except in the case of salaries and wages of employees and laborers of the Authority, shall be accompanied by the claimant's verified statement of claim as required by law.

## **ARTICLE VI - EMPLOYEES; SERVICES; SUPPLIES**

Section 1. Employees. Subject to limits set by the appropriations or other funds made available, the Authority may employ such staff, technicians, and experts as may be deemed proper and may incur such other expenses as may be necessary and proper for the conduct of its affairs.

Section 2. Contract for Services. The Authority may contract for services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.

Section 3. Legal Services. The Authority may use the services of the city attorney or hire a general or specialized counsel, and any combination thereof, for its legal needs.

Section 4. Supplies. The Authority may purchase the supplies and materials it needs to carry out its function pursuant to Minnesota Statutes, Sections 469.090 to 469.1081.

Section 5. City Purchasing. The Authority may use the facilities of its city's purchasing department in connection with construction work and to purchase equipment, supplies, or materials.

Section 6. City Facilities, Services. The City may furnish offices, structures and space, and stenographic, clerical, engineering, or other assistance to the Authority.

Section 7. Delegation Power. The Authority may delegate to one or more of its agents or employees powers or duties as it may deem proper.

## **ARTICLE VII - POWERS**

Section 1. Functions, Powers, and Duties. The Authority has all the powers set forth in the Enabling Resolution.

## **ARTICLE VIII - AMENDMENTS**

Section 1. Amendment to Bylaws. The bylaws of the Authority may be amended by a majority vote of the Authority membership at a regular or special meeting. The amendments

must be in written form.

Section 2. Conflicts. In any instance where these bylaws are in conflict with the Enabling Resolution, the Enabling Resolution shall control.

Section 3. Effective Date. These bylaws are effective upon their adoption by the Board.

Approved: \_\_\_\_\_, 2011.