



# **AGENDA**

## **Oakdale Economic Development Authority**

**February 11 2020  
Following Regular City Council Meeting  
Council Chambers**

**1. Call to Order/Call of Roll**

**Roll Call: Commissioners Ingebrigtson, Olson, Swedberg, Zabel; President Reinke**

**2. Annual Election of Officers (Recommendation: Nominate a vice-president, treasurer, and secretary, and elect officers for 2020).**

**3 Approval of Minutes: December 10, 2019 (Recommendation: Approve minutes of December 10, 2019).**

**4. Business Items**

**a) Emergency Home Repair Loan (Recommendation: Emergency Home Repair Loan (Recommendation: Waive reading and adopt Resolution No. EDA 2020-XX, Approving a \$5,589.00 Emergency Home Repair Loan for the owner of the residential property located at 7046 13<sup>th</sup> Street North, and directing staff to prepare and execute a mortgage and promissory note).**

**5 Adjournment**



# REQUEST FOR EDA ACTION

Meeting Date:	February 11, 2020	
DED Approval	ED Approval	Agenda Section: Business Item
Item Description	EDA Annual Election of Officers	

## BACKGROUND

The EDA by-laws state that the Economic Development Authority (EDA) shall elect from its membership a president, vice-president, treasurer, and secretary annually at its first meeting of the year. In 2019, Mayor Reinke served as President, Kevin Zabel served as Vice-President, Colleen Swedberg served as Secretary, and Jake Ingebrigtsen served as Treasurer. The EDA by-laws specify that the position of president is filled by the Mayor, all other positions are open to any commissioner.

## STAFF RECOMMENDATION

The EDA should elect a vice-president, treasurer, and secretary for 2020. See attached voting process and ballot. The EDA by-laws are also attached for reference.

## EDA ACTION REQUESTED

Elect a vice-president, treasurer, and secretary for 2020.

## ATTACHMENTS

- A. Process for Election of Officers
- B. Ballot for Officers
- C. Economic Development Authority By-Laws



## Process for the Election of EDA Officers

1. Nominate candidates for the Vice-President, Treasurer, and Secretary positions. Nominations do not require a "second", but other members may "second" the nomination to show support.

*"Motion to nominate Commissioner \_\_\_\_\_ for the position of Vice-President"*

*"Motion to nominate Commissioner \_\_\_\_\_ for the position of Treasurer"*

*"Motion to nominate Commissioner \_\_\_\_\_ for the position of Secretary"*

2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a "second".

*"Motion to close nominations for the officer positions"*

3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

4. Staff will announce results.

5. Election of Officers requires a motion and a second.

*"Motion to elect Commissioner Reinke for the position of President of the Economic Development Authority for a period of one (1) calendar year, commencing with the February 11, 2020 meeting."*

*"Motion to elect Commissioner \_\_\_\_\_ for the position of Vice-President of the Economic Development Authority for a period of one (1) calendar year, commencing with the February 11, 2020 meeting."*

*"Motion to elect Commissioner \_\_\_\_\_ for the position of Treasurer of the Economic Development Authority for a period of one (1) calendar year, commencing with the February 11, 2020 meeting."*

*"Motion to elect Commissioner \_\_\_\_\_ for the position of Secretary of the Economic Development Authority for a period of one (1) calendar year, commencing with the February 11, 2020 meeting."*



**Ballot**  
**Economic Development Authority Election of Officers 2020**  
**February 11, 2020**

Please write in your choice for Vice-President, Treasurer, and Secretary from those nominated tonight:

President: Paul Reinke

Vice-President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

Votes will be tallied and announced immediately following the vote.

**BYLAWS  
ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE I – THE AUTHORITY**

Section 1. NAME OF THE AUTHORITY. The name of the Authority is the “Economic Development Authority of the City of Oakdale.”

Section 2. OFFICE OF AUTHORITY. The offices of the Authority are at City Hall in the City of Oakdale, Minnesota. The Authority may hold its meetings at such other place or places as it designates by resolution.

Section 3. COMMISSIONERS. The Authority is governed by five commissioners appointed in the manner prescribed by City Council Resolution No. 89-30 as amended (Enabling Resolution) and Minnesota Statutes, Section 469.090 to 469.1082 (Act).

Section 4. OFFICIAL SEAL. The Authority shall have an official seal, which shall be in the form shall be of a circle and shall bear the name of the Authority and the year of its organization.

**ARTICLE II – OFFICERS**

Section 1. OFFICERS. The officers of the Authority are the President, the Vice-President, the Secretary, the Treasurer, and the Assistant Treasurer. The President, Vice President, Treasurer, and Secretary shall be elected annually. The Assistant Treasurer shall be elected at the organizational meeting of the Authority and shall serve until another person is elected by action of the Authority. No commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a commissioner.

Section 2. PRESIDENT. The President presides at the meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the President signs contracts, deeds and other instruments made by the Authority. At each meeting, the President may submit recommendations and information concerning the business, affairs, and polices of the Authority. At the annual meeting, the President must submit to the Authority a report summarizing the activities and programs of the Authority for the past year and containing the President’s recommendations for Authority activities for the ensuing year.

Section 3. VICE-PRESIDENT. The Vice-President performs the duties of the President in the absence or incapacity of the President; and in case of disability or absence of the President, or in the case of vacancy in the office of President, the Vice-President performs the duties of the President until a successor has been appointed and qualifies.

Section 4. SECRETARY. The secretary performs the duties of a secretary for the Authority.

Section 5. TREASURER. The Treasurer has the duties given by the Act.

Section 6. EXECUTIVE DIRECTOR. The Oakdale City Administrator is the Executive Director of the Authority and has general supervision over the administration of its business and affairs subject to the direction of the Authority and signs contracts, deeds and other instruments made by the Authority. The Executive Director is responsible for the management of the projects and general affairs of the Authority under the direction of the Commissioners.

## Section 7. OTHER ADMINISTRATIVE OFFICERS.

Subdivision 1. ASSISTANT SECRETARY. The Authority may designate an assistant to the Secretary to keep the records of the Authority, record the meetings of the Authority in a journal of proceedings to be kept for that purpose and to perform the duties of secretary under the direction of the Secretary. The assistant must keep in safe custody the seal of the Authority and may affix the seal to contracts and instruments authorized by the Authority.

Subdivision 2. ASSISTANT TREASURER. The Assistant Treasurer of the Authority has custody of funds of the Authority. The Assistant Treasurer must deposit the funds in the name of the Authority in a bank or banks selected by the Authority. The Executive Director and the Assistant Treasurer must sign orders and checks for the payment of money and pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, orders and checks must also be countersigned by the President. The Assistant Treasurer must keep regular books of accounts showing the Authority receipts and expenditures and render to the Authority, at the annual meeting (and when requested by the Authority), an account of the financial condition of the Authority.

Subdivision 3. DEPUTY EXECUTIVE DIRECTOR. The Community Development Director is the Deputy Executive Director and performs such duties and services as specified by the Executive Director, subject to direction of the Authority. In the absence or incapacity of the Executive Director, the Deputy Executive Director may sign contracts, deeds, and other instruments made by the Authority.

Section 8. COMBINING ADMINISTRATIVE OFFICES. Administrative Offices may be combined.

Section 9. ADDITIONAL DUTIES. The officers of the Authority perform other duties and function as may from time to time be required by the Authority, these bylaws, and regulations of the Authority.

Section 10. VACANCIES. If the office of President, Vice- President, Treasurer, Assistant Treasurer or Secretary become vacant, pursuant to Minnesota Statutes 351.02 or by other provisions of law, the Authority must elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

## ARTICLE III - MEETINGS

Section 1. REGULAR MEETINGS. Meetings will be held on the second Tuesday of each month, at City Hall. If that date is a legal holiday, in which case the meeting will be held on the next succeeding business day. In the event the date/time/meeting place of a particular meeting must be changed, the Executive Director may make such change deemed necessary by notifying all Commissioners of the revised meeting time and date in accordance with the procedures for a special meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Commissioners may be called by the President, two members of the Board of Commissioners, or the Executive Director for the purpose of transacting any business designated in the call. The call(including the location of the meeting) for a special meeting must be delivered to Commissioners at least two days before the meeting and notice must be posted in the Authority's offices at least three days before the meeting. At a special meeting, no business may be considered other than that designated in the call, but if all the members of the Authority are present at a special meeting any business may be transacted at such special meeting by unanimous vote.

Section 3. QUORUM. The powers of the Authority are vested in the commissioners in office from time to time. Three commissioners constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is present, and when a quorum is not present, a smaller number may adjourn the meeting.

Section 4. ORDER OF BUSINESS. The following is the order of business at regular meetings of the Authority.

1. Roll call.
2. Approval of minutes of the previous meeting.
3. Consent
4. Management Reports.
5. All other items.
6. Adjournment.

Section 5. RESOLUTIONS: CONDUCT. Upon the direction of the President, or the motion of two members of the Board of Commissioners, resolutions must be in writing and placed in the journal of the proceedings of the Authority. The meeting will be conducted in accordance with Roberts Rules of Order, Revised.

Section 6. MANNER OF VOTING. Voting on questions coming before the Authority must be entered in the minutes of the meeting. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the commissioners.

#### ARTICLE IV – MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 2. TREASURER'S BOND. The Treasurer shall give bond to the state conditioned for the faithful discharger of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually the Authority, provided, however, that the bond must not exceed \$300,000.

Section 3. REPORT TO CITY. The Authority shall annually, at a time designated by the City, 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. The Authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4. BUDGET. The Authority shall annually send its budget to the City Council which includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct its business during the upcoming fiscal year.

Section 5. SERVICES. The Authority may contract for services of consultants, agents, 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 or special counsel, as determined by the Authority. The Authority may not hire temporary or permanent employees without prior approval of the City Council.

Section 6. AMENDMENTS TO BYLAWS. The bylaws of the Authority may be amended only with the approval of at least four commissioners at a regular meeting or a special meeting called for that purpose.

Adopted and Approved: 24 March, 2015

**Officers:**

**President: Mayor**

**Vice President: Councilmember**

**Secretary: Councilmember**

**Treasurer: Councilmember**

**Executive Director: City Administrator**

**Deputy Executive Director: Community Development Director**

**Assistant Secretary: City Clerk**

**Deputy Treasurer: Finance Director**



**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF OAKDALE  
December 10, 2019**

**CALL TO ORDER**

A regular meeting of the Economic Development Authority of the City of Oakdale was held on Tuesday, December 10, 2019, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by President Paul Reinke at 6:45 PM.

**CALL OF ROLL**

On a call of roll, the following were present:

President Paul Reinke

Commissioners:     Jake Ingebrigtsen  
                          Susan Olson  
                          Colleen Swedberg  
                          Kevin Zabel

Absent:               None

Also Present:        Susan Barry, City Clerk  
                          Craig Dawson, Interim City Administrator  
                          Linnea Graffunder-Bartels, Senior Community Development Specialist  
                          Chelsea Petersen, Administrative Services Director  
                          Jim Thomson, City Attorney

**APPROVAL OF MINUTES:       September 24, 2019**

**A MOTION WAS MADE BY COMMISSIONER ZABEL, SECONDED BY COMMISSIONER SWEDBERG, TO APPROVE THE MINUTES OF SEPTEMBER 24, 2019, AS PRESENTED.**

**5 AYES.**

**BUSINESS ITEMS**

**a)     2020 Minnesota City Partnership Program Renew Participation**

Senior Community Development Specialist Graffunder-Bartels reviewed a request to renew participation in the city's first-time homebuyers start-up loans.

**A MOTION WAS MADE BY COMMISSIONER ZABEL, SECONDED BY COMMISSIONER SWEDBERG, TO WAIVE READING AND ADOPT RESOLUTION NO. EDA 2019-03, DIRECTING STAFF TO APPLY TO MINNESOTA HOUSING FOR PARTICIPATION IN THE 2020 MINNESOTA CITY PARTNERSHIP PROGRAM (MCP) AND APPROVING THE MCP PROGRAM APPLICATION COMMITMENT AGREEMENT.**

**5 AYES.**

**PUBLIC HEARING**

Economic Development Authority  
December 10, 2019  
Page Two

Senior Community Development Specialist Graffunder-Bartels reviewed a request to amend a grant contract and loan agreement for Optimize Social Media to extend the compliance date.

President Reinke opened up the public hearing for comments; none were heard.

President Reinke closed the public hearing.

**A MOTION WAS MADE BY COMMISSIONER ZABEL, SECONDED BY COMMISSIONER SWEDBERG, TO WAIVE READING AND ADOPT RESOLUTION NO. EDA 2019-04, AUTHORIZING AN AMENDMENT TO THE GRANT CONTRACT DATED OCTOBER 26, 2017, BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF OAKDALE AND THE STATE OF MINNESOTA, ACTING THROUGH THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT, FOR THE PROJECT ENTITLED “OPTIMIZE SOCIAL MEDIA”.**

**5 AYES.**

**ADJOURNMENT**



**A MOTION WAS MADE BY COMMISSIONER ZABEL, SECONDED BY COMMISSIONER INGEBRIGTSON, TO ADJOURN THE MEETING AT 7:18 PM.**

**5 AYES.**

Respectfully submitted,  
Colleen Swedberg, Secretary



# REQUEST FOR EDA ACTION

Meeting Date:	February 11, 2020	
DH Approval	CA Approval	
		
Item Description	Emergency Home Repair Loan (EHRL) Application- Hartman	

## BACKGROUND

Julie Hartman, the owner of 6046 13<sup>th</sup> Street North, has applied for an Emergency Home Repair Loan to replace her furnace, which was tagged and shut-off on January 30, 2020 because it was leaking carbon monoxide into the home. The applicant has been unable to access affordable financing from other sources. The applicant has received a bid for the necessary work and the total project cost is expected to be \$5,589.00.

## FINANCIAL CONSIDERATIONS

The interest rate on the loan will be 2.00% with a term of five years. The loan funds come from Fund 220. The loan will be secured with a promissory note and mortgage which have been reviewed by the City Attorney and will be recorded with Washington County.

## POLICY OBJECTIVES

The EDA established the Emergency Home Repair Loan (EHRL) program in December 2016 to support the goals of the Neighborhood Preservation and Enhancement Initiative and to implement part of the Housing Rehabilitation Strategic Framework. The EHRL program ensures access to affordable capital for homeowners to complete necessary home rehabilitation, repair, and maintenance.

## STAFF RECOMMENDATION

Staff has reviewed the Hartman application for conformance to the EHRL policy and recommends that the EDA approve the loan request.

## CITY COUNCIL ACTION REQUESTED

Waive reading and adopt Resolution No. 2020-\_\_, Approval of a \$5,589.00 emergency home repair loan for Julie Hartman for the residential property located at 7046 13<sup>th</sup> Street North and direct staff to prepare and execute the mortgage and promissory note.

## ATTACHMENTS

- A. Resolution No. 2020-XX

**Oakdale Economic Development Authority  
RESOLUTION NO. EDA 2020-XX**

**APPROVAL OF AN \$5,589.00 EMERGENCY HOME REPAIR LOAN FOR JULIE HARTMAN FOR THE RESIDENTIAL PROPERTY LOCATED AT 7046 13<sup>TH</sup> STREET NORTH.**

At a regular meeting of the Economic Development Authority of the City of Oakdale held on Tuesday, February 11, 2020 at the Oakdale Municipal Building, 1584 Hadley Avenue North, Oakdale, Minnesota, with the following members present: President Paul Reinke, Commissioners Jake Ingebrigtsen, Susan Olson, Colleen Swedberg, and Kevin Zabel; and the following absent: none, the Oakdale Economic Development Authority resolved:

**WHEREAS**, in September of 2015 the City Council established the Neighborhood Preservation and Enhancement Initiative (NPEI) with the goals of increasing housing investment, improving neighborhood amenities and removing disamenities, and increasing social capital; and

**WHEREAS**, in June of 2016 the Oakdale Economic Development Authority established the Housing Rehabilitation Strategic Framework to support the NPEI with the goal of maintaining and increasing investment in housing rehabilitation; and

**WHEREAS**, in December of 2016 the Oakdale Economic Development Authority established the Emergency Home Repair Loan program to ensure access to affordable capital for homeowners to complete emergency home rehabilitation, repair, and maintenance; and

**WHEREAS**, Julie Hartman owns the residential property at 7046 13<sup>th</sup> Street North and the furnace must be replaced due to leaking carbon monoxide; and

**WHEREAS**, Julie Hartman has requested a \$5,589.00 emergency home repair loan to replace the furnace at the residential property located at 7046 13<sup>th</sup> Street North; and

**WHEREAS**, the terms of this loan include an interest rate of 2% to be paid over five years, and the loan will be secured with a promissory note and mortgage on the property;

**NOW, THEREFORE, BE IT RESOLVED** by the Economic Development Authority of the City of Oakdale that the Economic Development Authority approves a \$5,589.00 emergency home repair loan for the owner of the residential property located at 7046 13<sup>th</sup> Street North, and directs staff to prepare and execute the mortgage and promissory note.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 11th day of February, 2020

\_\_\_\_\_  
Paul Reinke, President

Attest:

\_\_\_\_\_  
Colleen Swedberg, Secretary