Roseville Economic Development Authority (REDA)

Monday, January 4, 2016

Immediately following the Housing & Redevelopment Authority (HRA) meeting, 6:00 p.m.

City Council Chambers

1. **Administration of Oaths of Office**
2. **Call to Order**
3. **Appointment of Pro Tem President and Secretary**
4. **Roll Call**
5. **Approval Agenda**
6. **Public Comment**
7. **Records Filing**
    a. Copy of the City Council Meeting Minutes of October 26, 2015 setting the date of the Public Hearing to consider the adoption of the Enabling Resolution to establish the REDA
    b. Affidavit of publication for the Notice of Public Hearing for the Enabling Resolution
    c. Copy of the City Council Meeting Minutes of November 30, 2015, showing that the Public Hearing occurred and that Enabling Resolution and Allocation Resolution were adopted
    d. Certified copy of Enabling Resolution
    e. Certified copy of Allocation Resolution
    f. Affidavit of posting of notice of organizational meeting of the REDA
8. **Adoption of By-laws**

9. Elections of Officers

10. Action Items

a. Resolution Accepting RHRA projects and programs
b. Adoption of Contract with Kennedy & Graven, Chartered for legal services for the REDA
c. Adoption of a contract with Greater Metropolitan Housing Corporation (GMHC) for Housing Resource Center (HRC) services
d. Adoption of a contract with the City of Roseville's Finance Department to perform accounting services for the REDA
e. EDA Next Steps

11. Adjourn

Next Meeting: August 8, 2016 unless determined by REDA Commissioners and/or REDA Executive Director

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

Item No. 1

ROSEVILLE

OFFICIAL OATH

for

Dan Roe

Roseville Economic Development Authority

I, Dan Roe, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of the office of Economic Development Authority Board Member of the City of Roseville, Minnesota, to the best of my judgment and ability. So help me God.

____

Dan Roe

Subscribed and sworn to before me this fourth day of January, 2016.

____

Patrick J. Trudgeon

Item No. 1

OFFICIAL OATH

for

Robert Willmus

Roseville Economic Development Authority

I, Robert Willmus, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of the office of Economic Development Authority Board Member of the City of Roseville, Minnesota, to the best of my judgment and ability. So help me God.

____
Robert Willmus

Subscribed and sworn to before me this fourth day of January, 2016.

____
Patrick J. Trudgeon

OFFICIAL OATH

for

Tammy McGehee

Roseville Economic Development Authority

I, Tammy McGehee, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of the office of Economic Development Authority Board Member of the City of Roseville, Minnesota, to the best of my judgment and ability. And this I do affirm.

____
Tammy McGehee

Subscribed and sworn to before me this fourth day of January, 2016.

____
Patrick J. Trudgeon

OFFICIAL OATH

for

Jason Etten

Roseville Economic Development Authority

I, Jason Etten, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of the office of Economic Development Authority Board Member of the City of Roseville, Minnesota, to the best of my judgment and ability. So help me God.

____

Jason Etten

Subscribed and sworn to before me this fourth day of January, 2016.

____

Patrick J. Trudgeon

OFFICIAL OATH

for

Lisa Laliberte

Roseville Economic Development Authority

I, Lisa Laliberte, do solemnly swear that I will support the Constitution of the United States of America, and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of the office of Economic Development Authority Board Member of the City of Roseville, Minnesota, to the best of my judgment and ability. So help me god.

____
Lisa Laliberte

Subscribed and sworn to before me this fourth day of January, 2016.

____
Patrick J. Trudgeon

ROSEVILLE

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:3

Department Approval | Executive Director Approval

V. Paul Bilotta

Item Description: Election of Pro tem President and Secretary of the Roseville Economic Development Authority

BACKGROUND

The City's resolution enabling the creation of the Roseville Economic Development Authority (REDA), adopted on November 30, 2015, provides that the City Council members shall serve as the REDA's board of commissioners. Since the REDA is a newly-created political subdivision, the commissioners must elect temporary leadership for the purpose of presiding over the meeting until the definitive officers can be elected pursuant to the REDA's by-laws. The by-laws should not be adopted until the REDA's legal existence and authority to act have been memorialized on the record, so a President Pro Tem and Secretary Pro Tem is necessary in the interim. The President Pro Tem must be a commissioner and the Secretary Pro Tem can be either a commissioner or staff appointment.

The REDA attorney Martha Ingram from Kennedy and Graven has been providing guidance on the legal oversight of conducting the first meeting of the REDA. She will be attending the meeting and be available for questions.

POLICY OBJECTIVE

This is a step in implementing the City Council's policy direction to create an EDA

BUDGET IMPLICATIONS

Staff and legal services have been necessary to establish the REDA.

STAFF RECOMMENDATION

Elect a President and Secretary Pro Tem to serve in the interim until adoption of the REDA's by-laws and official election of officers.

REQUESTED REDA BOARD ACTION

By motion, elect a Pro Tem President and Secretary for the REDA.

Prepared by: Jeanne Kelsey, 651-792-7086

Attachment A: Memo from Martha Ingram, Kennedy and Graven, Chartered

Kennedy
&
Graven
CHARTERED

470 US Bank Plaza
200 South Sixth Street
Minneapolis MN 55402

(612) 337-9300 telephone
(612) 337-9310 fax
http://www.kennedy-graven.com

MEMORANDUM

TO: City Council, City of Roseville

FROM: Martha Ingram, Kennedy & Graven

DATE: December 16, 2015

RE: Organizational Meeting of the Roseville Economic Development Authority

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On January 4, 2016, the newly established Roseville Economic Development Authority (the "EDA") will hold its inaugural meeting. In order to give direction to City staff on the actions that will be required to enable the EDA to conduct business, I have prepared a suggested transcript of the organizational meeting, which is attached to this memo. Following is a short explanation of the purpose of several of the required steps outlined in the transcript.

1. Election/appointment of President and Secretary pro tem.

As you know, the City's resolution enabling the creation of the EDA, adopted on November 30, 2015, provides that the City Council members shall serve as the EDA's board of commissioners. Since the EDA is a newly-created political subdivision, the commissioners must elect temporary leadership for the purpose of presiding over the meeting until the definitive officers can be elected pursuant to the EDA's by-laws. The by-laws should not be adopted until the EDA's legal existence and authority to act have been memorialized on the record, so a president pro tem is necessary in the interim.

2. Records: filing.

This is an administrative action intended to evidence the fact that the Council has taken the steps required by state law to establish the EDA, and that the EDA is thus duly authorized to conduct business. This action should be taken prior to the adoption of EDA by-laws to demonstrate that the EDA has the authority to set and approve such by-laws.

3. Adoption of By-laws.

Before the EDA can conduct any new business, it must adopt by-laws that govern how it will conduct its affairs, including how and when it will elect officers, how and which City staff may be appointed, and other procedural matters.

4. Election of Officers.

Once the by-laws have been adopted, the EDA may move forward with electing its officers and appointing its staff. This allows a definitive President to preside over the remainder of the meeting and also allows the EDA to take formal action to enter into contracts that require execution by EDA officers.

5. Adoption of Resolution Accepting Transfer of HRA Projects and Programs to EDA

On November 30, after the City adopted the resolution establishing the EDA, it adopted a resolution transferring the projects and programs of the HRA to the EDA (the "Transfer Resolution"). The Transfer Resolution provides that the City's transfer of HRA projects and programs to the EDA is subject to the acceptance of such transfer by the EDA. Therefore, before entering into any agreements or conducting any other new business related to the transferred projects and programs, the EDA must formally accept the control and administration of the HRA projects. Once the EDA has adopted this resolution, it may proceed with any new business it may have.

**TRANSCRIPT OF PROCEEDINGS:
ORGANIZATIONAL MEETING OF THE
ROSEVILLE ECONOMIC DEVELOPMENT
AUTHORITY**

January 4, 2016

Administration of Oaths of Office. City Manager will administer the oaths of office.

Call to Order. The organizational meeting of the Roseville Economic Development Authority ("EDA") was called to order at _______ p.m. on Monday, January 4, 2016.

Appointment of President and Secretary Pro Tem. Commissioner _________________________ moved that Commissioner ____________________ be elected President pro tem of the EDA and _____________________ be appointed recording Secretary pro tem of the EDA. Motion seconded by Commissioner ________________________. Motion carried unanimously.

Roll call. The President Pro tem then requested the Secretary Pro Tem to call the roll of Commissioners. On roll call, the following Commissioners were present:

and the following Commissioners were absent:

Approval Agenda. The President pro tem will request approval of the agenda.

Records: filing. The President pro tem then directed the Secretary pro tem to file the following documents on record in the permanent records of the EDA:

1. Certified copy of minutes of City Council meeting setting public hearing on adoption of Resolution No. ______, the enabling resolution establishing the EDA (the "Enabling Resolution"), and Resolution No. _______, the resolution

transferring the powers and projects of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (“HRA”) to the EDA (the “Allocation Resolution”).

2. Affidavit of publication of notice of hearing on the Enabling Resolution and Allocation Resolution.

3. Certified copy of the City Council minutes of November 30, 2015 showing record of public hearing and adoption of the Enabling Resolution and Allocation Resolution.

4. Certified copy of Enabling Resolution.

5. Certified copy of Allocation Resolution.

6. Affidavit of posting of notice of organizational meeting of the EDA.

By-laws. The President pro tem then presented proposed by-laws of the EDA to the Commissioners for consideration. After discussion, moved by Commissioner ____________________, seconded by Commissioner ____________________________, that the by-laws be adopted. Motion carried unanimously.

Election of officers. The President pro tem then stated that the next order of business was election of officers. Commissioner ______________________ nominated Commissioner ____________________ as President. There being no further nominations, upon vote being taken, Commissioner ____________________ was elected President. The President thereupon assumed the office and presided over the meeting.

Commissioner ___________________ then nominated Commissioner _____________ as Vice President. There being no further nominations, upon vote being taken, Commissioner ________________________ was elected Vice President.

Commissioner ___________________ then nominated the ____________________ as Secretary ex officio. There being no further nominations, upon vote being taken, the __________________________________ was elected Secretary ex officio.

Commissioner __________________ then nominated Commissioner ____________ as Treasurer. There being no further nominations, upon vote being taken, Commissioner ____________________ was elected Treasurer.

Commissioner __________________ then nominated the ___________________ of the City of Roseville as Assistant Treasurer ex officio. There being no further nominations, upon vote being taken, the ____________________ was elected Assistant Treasurer ex officio.

Transfer of authority; Other Organizational Matters. Commissioner _________________ then introduced the following written resolution and moved its adoption, seconded by __________________:

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:7

Department Approval | Executive Director Approval

Item Description: Records Filing of the Roseville Economic Development Authority

BACKGROUND

An official request must be made to file the following documents into the permanent records of the Roseville Economic Development Authority (REDA). This administrative action provides evidence that the Roseville City Council has taken the steps required by state law to establish the REDA and that the REDA is authorized to conduct business. This action needs to be taken prior to the adoption of REDA by-laws to demonstrate that the REDA has the authority to set and approve such by-laws.

The President Pro Tem will direct the Secretary Pro Tem to file the following documents to be part of the permanent records of the REDA:

a. Copy of the City Council Meeting Minutes of October 26, 2015, that set the date of the Public Hearing to consider the adoption of an Enabling Resolution to establish the REDA
b. Affidavit verifying publication of the Notice of Public Hearing for the Enabling Resolution
c. Copy of the City Council Meeting Minutes of November 30, 2015, showing that the Public Hearing occurred and that Enabling Resolution and Allocation Resolution were adopted
d. Certified Copy of Enabling Resolution
e. Certified Copy of Allocation Resolution
f. Affidavit verifying that a Public Notice for the organizational meeting of the REDA was posted

REDA attorney Martha Ingram from Kennedy and Graven has been providing guidance on the legal oversight of conducting the first meeting of the REDA. She will be attending the first meeting and be available for questions.

POLICY OBJECTIVE

This is a step necessary in implementing the City Council's policy direction to create an EDA.

BUDGET IMPLICATIONS

Staff and legal services have been necessary to establish the REDA and to transfer the RHRA functions, assets, and obligations.

STAFF RECOMMENDATION

The President Pro Tem should direct the Secretary Pro Tem to file the attached documents in the permanent records of the REDA.

REQUESTED REDA BOARD ACTION

There is no motion by the REDA. The President Pro Tem will officially direct the Secretary Pro Tem to file the attached documents in the permanent records of the REDA.

Prepared by: Jeanne Kelsey, 651-792-7086

Attachments:

A: Copy of the City Council meeting Minutes of October 26, 2015, setting the date of the Public Hearing to consider the adoption of the Enabling Resolution to establish the REDA

B: Affidavit verifying publication of the Notice of Public Hearing for the Enabling Resolution

C: Copy of the City Council Meeting Minutes of November 30, 2015, showing that the Public Hearing occurred and that Enabling Resolution and Allocation Resolution were adopted

D: Certified Copy of Enabling Resolution

E: Certified Copy of Allocation Resolution

F: Affidavit verifying that a Public Notice for the organizational meeting of the REDA was posted

City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, October 26, 2015

6:00 p.m.

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

6:00 p.m. **1. Roll Call**

Voting & Seating Order: Laliberte, McGehee, Willmus, Etten, Roe

6:02 p.m. **2. Pledge of Allegiance**

6:04 p.m. **3. Approve Agenda**

6:05 p.m. **4. Public Comment**

6:10 p.m. **5. Council Communications, Reports and Announcements**

6. Recognitions, Donations and Communications

a. Accept Donation from Victor H. Pung Trust

b. Proclaim National Native American Heritage Month

6:15 p.m. **7. Approve Minutes**

a. Approve September 28, 2015 Council Meeting Minutes

b. Approve October 5, 2015 Council Meeting Minutes

6:20 p.m. **8. Approve Consent Agenda**

a. Approve Payments

b. Approve General Purchases and Sale of Surplus Items in Excess of $5000

c. Adopt a Resolution Denying a Preliminary Plat of the Residential Property at 2201 Acorn Road into 4 lots

d. Resolution Authorizing City Manager to Apply for SCORE Funding Grant

e. Authorize Joint Fuel Purchase for City Fleet

f. Receive 2015 3rd Quarter Financial Report

g. Receive Grant Application Report

h. Receive Shared Services Report

i. Capitol Region Watershed District Special Grant Agreement for the purchase of 1975 Victoria Street

6:30 p.m. **9. Consider Items Removed from Consent**

10. General Ordinances for Adoption

11. Presentations

6:35 p.m. a. Receive Update from Sheriff Bostrom

12. Public Hearings

6:45 p.m. a. Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for Rojo Rosedale, LLC dba Rojo Mexican Grill located at 502 Rosedale Center #668

6:55 p.m. b. Public Hearing to Discuss Dissolution of Housing & Redevelopment Authority

13. Budget Items

14. Business Items (Action Items)

7:05 p.m. a. Consider Dissolution of the Housing & Redevelopment Authority

7:35 p.m. b. Consider Presumptive Penalty for D'Amico & Sons Alcohol Compliance Failure

7:45 p.m. c. Request by City of Roseville for Approval of Amendments to the 2030 Comprehensive Plan and Zoning Code Pertaining to Various Properties Within the Twin Lakes Redevelopment Area

8:15 p.m. d. Request by the City of Roseville for Approval of an Amendment to the 2030 Comprehensive Plan Pertaining to Property at 3253 and 3261 Old Highway 8

15. Business Items – Presentations/Discussions

8:45 p.m. **16. City Manager Future Agenda Review**

8:50p.m. **17. Councilmember Initiated Items for Future Meetings**

9:00 p.m. **18. Adjourn**

Some Upcoming Public Meetings………

Tuesday	Oct 27	6:30 p.m.	Public Works, Environment & Transportation Commission
November			
Wednesday	Nov 4	6:30 p.m.	Planning Commission
Thursday	Nov 5	6:30 p.m.	Parks & Recreation Commission
Monday	Nov 9	6:00 p.m.	City Council Meeting
Wednesday	Nov 11		*City Offices Closed – Veterans Day*
Thursday	Nov 12	6:30 p.m.	Community Engagement Commission
Monday	Nov 16	6:00 p.m.	City Council Meeting
Wednesday	Nov 18	6:00 p.m.	Human Rights Commission
Thursday	Nov 19	6:30 p.m.	Finance Commission
Tuesday	Nov 24	6:30 p.m.	Public Works, Environment & Transportation Commission

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

The applicant's representative Jason Merit, CEO for Rojo Mexican Grill, was available for questions and advised they anticipated an opening of November 20, 2015.

At the request of Mayor Roe, Mr. Merit stated they were aware of the mandatory server training requirement, and reported that training had already been scheduled.

Mayor Roe called to order a public hearing at approximately 6:47 p.m. for the purpose of hearing public comment on the above-referenced license application; and closed it with no one appearing for or against.

McGehee moved, Etten seconded, approval of the request of Rojo Rosedale, LLC for an On-Sale and Sunday Intoxicating Liquor License, located at 502 Rosedale Center #668.

Roll Call

Ayes: McGehee, Willmus, Etten and Roe.
Nays: None.

b. Public Hearing to Discuss Dissolution of Housing & Redevelopment Authority

As reported to the City Council at their last meeting as part of their ongoing due diligence and exploration of dissolution of the Roseville Housing and Redevelopment Authority (RHRA), Community Development Director Paul Bilotta reported those further findings to-date as detailed in the RCA dated October 26, 2015. Therefore, Mr. Bilotta recommended that the City Council open the noticed Public Hearing and take any public comment related to the potential dissolution, but not take any formal action to dissolve the RHRA at this point and until additional information was available.

However, as a related formal action, Mr. Bilotta suggested the City Council may wish to direct staff to begin the process for creation of an Economic Development Authority (EDA) to absorb as many RHRA functions, assets and obligations as legally possible.

Mayor Roe called to order a public hearing at approximately 6:49 p.m. for the purpose of hearing public comment and closed it with no one appearing for or against.

13. Budget Items

14. Business Items (Action Items)

a. Consider Dissolution of the Roseville Housing & Redevelopment Authority (RHRA)

Councilmember Etten referenced an email communication, ***attached hereto and made a part hereof,*** from former RHRA Member William Masche, asking that it be made part of the public record.

Without objection, Mayor Roe indicated the above-referenced document would be included as part of these meeting minutes.

Councilmember McGehee spoke in support of the fine work done by the RHRA and the importance of not losing sight of that work moving forward, particularly their work on the multi-family housing inspection program, the Neighborhood and Business Enhancement Programs, and some of their processes for the Dale Street Project. Councilmember McGehee reiterated her respect for their work and recognized RHRA members for their work and recognized their expertise and training in providing the background information needed. Councilmember McGehee opined it was important to not lose sight of that value and their interest in housing, suggesting their future involvement in carrying forward those efforts perhaps as a task force member as appropriate.

Councilmember Willmus echoed Councilmember McGehee's statements, opining that the work of the RHRA to-date was deserving of recognition. Whether done in-house or through outside consultants, Councilmember Willmus reiterated his desire to focus on economic development, thus his push to establish an EDA versus an HRA, based on his understanding of what an HRA could or could not do statutorily in moving those economic development efforts forward for commercial reinvestment and redevelopment in the community.

Mayor Roe agreed with Councilmember McGehee's and Willmus' recognition of the RHRA Members and their work.

For the benefit of the viewing audience, Mayor Roe explained the City Council's pending decisions to change the technical operations of the HRA, no longer having citizen representatives, even though their programs would continue. As stated by Councilmember Willmus, Mayor Roe agreed with supporting creation of an EDA based on the complications seen in having a volunteer citizen HRA and EDA with both having levy authority and how to distribute funds for both. Mayor Roe opined that it had become clear from previous discussions, that the desire was to maintain citizen involvement while at the same time creating an EDA, but it didn't seem feasible to keep both. Based on that determination, Mayor Roe stated that was his rationale in supporting the path undertaken; and even though he was much in agreement in recognizing the superb work of the RHRA, it was time to rethink the current make-up of those efforts.

Councilmember Etten echoed appreciation for the past efforts of the RHRA. Councilmember Etten noted that the RHRA, as recently as this past summer, had spent considerable time prioritizing their anticipated 2016 work plan, and asked that this not be lost. Even though the City Council had already walked away from that work plan, Councilmember Etten noted it had been up-to-date and well thought-out, and asked that the City Council take a step back and take a robust look at that work plan, without simply moving forward with its own direction.

Willmus moved, McGehee seconded, directing staff to begin the process to create an Economic Development Authority (EDA).

Roll Call
Ayes: McGehee, Willmus, Etten and Roe.
Nays: None.

b. **Consider Presumptive Penalty for D'Amico & Sons Alcohol Compliance Failure**

Lt. Lorne Rosand briefly summarized the process used and background of this second round of alcohol compliance checks, as detailed in the RCA and attachments dated October 26, 2015. Lt. Rosand then addressed the specifics of this particular compliance check failure at D'Amico & Sons at 1490 County Road B in Roseville. Lt. Rosand noted staff recommendations on this issue and advised that D'Amico has had no violations to-date.

Jeff Farrell, Owner Representative

Mr. Farrell advised that he was new to the Twin Cities area and this was only his fourth week at this facility, but had worked for the D'Amico organization for twenty-one years. Mr. Farrell stated that their company and he personally took service to minors and/or those visibly intoxicated very seriously, and explained their company's process and philosophy through a variety of company forms and policies. Mr. Farrell noted annual alcohol liability education training by D'Amico with a test; and a $100 check per employee passing a compliance check as a thank you from the company and for positive reinforcement.

Mr. Farrell advised that he had just met the responsible service that night, and had asked her what happened and whether or not she had reviewed the date; with her response being that she looked at the date but had read it wrong, and took ownership of her error. Mr. Farrell further reported that when asked if she felt she had received sufficient training, she admitted she had been well-trained. Mr. Farrell advised that it was his intent to keep this from ever happening again.

While not pleased about these compliance failures coming forward, Councilmember McGehee thanked Mr. Farrell and D'Amico for their proactive training and efforts.

Affidavit of Publication

State of Minnesota } SS
County of Ramsey }

E. KITTY SUNDBERG, being duly sworn, on oath, says that he/she is the publisher or authorized agent and employee of the publisher of the newspaper known as ROSEVILLE REVIEW, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07, and other applicable laws, as amended.

(B) The printed NOTICE OF PUBLIC HEARING which is attached was cut from the columns of said newspaper, and was printed and published once each week, for 2 successive weeks; it was first published on TUESDAY, the 10TH day of NOVEMBER, 20 15, and was thereafter printed and published on every TUESDAY to and including TUESDAY, the 17TH day of NOVEMBER, 20 15; and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
*ABCDEFGHIJKLMNOPQRSTUVWXYZ
*abcdefghijklmnopqrstuvwxyz

BY: E. Kitty Sundberg
TITLE LEGAL COORDINATOR

Subscribed and sworn to before me on this 17TH day of NOVEMBER, 20 15.

Tonya R. Whitehead
Notary Public

*Alphabet should be in the same size and kind of type as the notice.

TONYA R. WHITEHEAD
Notary Public-Minnesota
My Commission Expires Jan 31, 2020

RATE INFORMATION

(1) Lowest classified rate paid by commercial users for comparable space .... $25.00 per col. inch

(2) Maximum rate allowed by law for the above matter .... $25.00 per col. inch

(3) Rate actually charged for the above matter .... $ per col. inch

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the City Council of the City of Roseville, Minnesota will meet on Monday, November 30, 2015, at approximately 6 p.m. in the Council Chambers at City Hall, 2660 Civic Center Drive, Roseville, Minnesota, to conduct a public hearing on the question of the adoption of an enabling resolution which would establish an Economic Development Authority ("EDA") for the City pursuant to Minnesota Statutes, Chapter 469.090 to 469.1081.

Summary of Enabling Resolution

If adopted as proposed, the enabling resolution would establish an EDA comprised of five commissioners, who shall be the members of the City Council. The EDA would become the public entity primarily responsible for promoting development and redevelopment within the City and would have the powers of an economic development authority under Minn. Stat. §§ 469.090 to 469.01081 and of a housing and redevelopment authority under Minn. Stat. §§ 469.001 to 469.047. The full text of the proposed enabling resolution is available from the Community Development Director.

Hearing

At the public hearing any person wishing to express a view regarding the proposed enabling resolution will be heard orally or in writing. At the conclusion of the hearing or any adjournment thereof the City Council will take whatever action it deems necessary with regard to the enabling resolution. A copy of the full text of the enabling resolution is on file for public inspection in the office of the Community Development Director at City Hall during normal business hours.

BY ORDER OF THE CITY COUNCIL

/s/ Paul Bilotta

Community Development Director

(Roseville Review: Nov. 10, 17, 2015)

City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, November 30, 2015

6:00 p.m.

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

6:00 p.m. **1. Roll Call**

Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe

6:02 p.m. **2. Pledge of Allegiance**

6:04 p.m. **3. Approve Agenda**

6:05 p.m. **4. Public Comment**

6:10 p.m. **5. Council Communications, Reports and Announcements**

6. Recognitions, Donations and Communications

7. Approve Minutes

6:15 p.m. a. Approve November 16 Council Meeting Minutes

6:20 p.m. **8. Approve Consent Agenda**

a. Approve Payments

b. Approve Business Licenses

c. Approve General Purchases and Sale of Surplus Items in Excess of $5000

d. Consider Update to IT Shared Service Agreement with the North Suburban Access Corporation

e. Approve the Repurchase of 2690 Oxford Street N., Unit 224 by Anthony A. Aden from Ramsey County

f. Approve City Council 2016 Calendar

g. Approve Fire Department & Regions Hospital Medical Direction and Oversight Contract Agreement

h. Approve the Decertification of TIF District 13

i. Request by Zawadski Homes and Adele Kaufman for Approval of a Minor Subdivision to Consolidate and Recombine the Properties Addressed as 375 and 365 South Owasso Boulevard

j. Adopt 2016 City Council Priority Plan

k. Approve Hillcrest Animal Hospital Service Agreement

l. Accept Roseville Police Foundation Donations

6:25 p.m. **9. Consider Items Removed from Consent**

10. General Ordinances for Adoption

6:30 p.m. a. Request by City of Roseville for Approval of Certain Minor, Clarifying Text Amendments to Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code

6:45 p.m. b. Consider Approval of Proposed Text Amendments of Roseville's City Code, Chapter 901 Building Code: including sections 901.01 Adoption of Building Code, 901.06 Permits, Inspections and Fees, 901.08 State Surcharge, and 901.11 Construction Deposits.

7:00 p.m. c. Consider Approval of Proposed Text Amendments of Roseville's City Code Chapter 905 Swimming Pools; including Sections 905.01 Permit Required, 905.03Conditions, and 905.05 Regulated Pools

11. Presentations

12. Public Hearings

7:15 p.m. a. Public Hearing to Consider Pawn America License Renewal

7:25 p.m. b. Public Hearing to Consider Easement Vacation for Farrington Estates

7:35 p.m. c. Public Hearing to Consider Adopting a Resolution Creating the Economic Development Authority (EDA), and Approval of Transfer of Housing & Redevelopment Authority Powers to the EDA

13. Budget Items

7:45 p.m. a. Public Hearing to Solicit Comment on the 2016 Budget and Tax Levy

8:05 p.m. b. Consider Adopting the 2016 Utility Rates

14. Business Items (Action Items)

8:20 p.m. a. Approve/Deny Pawn America License Renewal

8:20 p.m. b. Approve/Deny Farrington Estates Easement Vacation

8:20 p.m. c. Approve/Deny Creation of Economic Development Authority

8:35 p.m. d. Commission Review for 2016

9:00 p.m. e. Consider Purchase of Transit Shelters

15. Business Items – Presentations/Discussions

9:15 p.m. **16. City Manager Future Agenda Review**

9:20 p.m. **17. Councilmember Initiated Items for Future Meetings**

9:30 p.m. **18. Adjourn**

Some Upcoming Public Meetings………

Tuesday	Dec 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Dec 2	6:30 p.m.	Planning Commission
Monday	Dec 7	6:00 p.m.	City Council Meeting
Tuesday	Dec 8	6:30 p.m.	Finance Commission
Wednesday	Dec 9	6:00 p.m.	Human Rights Commission
Thursday	Dec 10	6:30 p.m.	Community Engagement Commission
Thursday Friday	*Dec 24-25*		*City Offices Closed – Christmas Eve & Christmas Day*

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

Mayor Roe opened and closed the public hearing at approximately 7:07 p.m. with no one appearing for or against.

Willmus moved, Etten seconded, adoption of Resolution No. 11275 (Attachment A) entitled, "Resolution Approving the Vacation of an Easement located on Lot Seven (7), Michael's Rearrangement of Lots 9 to 16 Inclusive of Mackubin & Inglehart Addition of Outlots to St. Paul, except the East 240 Feet of the South 200 Feet and Subject State Highway 36;" vacating a sewer easement running west to east on the parcel at 311 County Road B; vacation subject to City Council approval of the final plat.

Roll Call
Ayes: McGehee, Willmus, Laliberte, Etten and Roe.
Nays: None.

c. **Public Hearing to Consider Adopting a Resolution Creating the Economic Development Authority (EDA), and Approval of Transfer of Housing & Redevelopment Authority (HRA) Powers to the EDA**

Community Development Director Paul Bilotta briefly reviewed the process undertaken by the City Council to create an EDA and absorb much of the HRA functions, assets and obligations as legally permissible, including holding a public hearing in accordance with Minnesota State Statute 429.093. Mr. Bilotta noted these details were laid out in the RCA dated November 30, 2015, and addressed in the draft enabling resolution creating the EDA (Attachment A).

At the request of Councilmember McGehee, Mr. Bilotta reviewed the standard provisions and basic text for the resolution and as laid out in State Statute.

While not having drafted the proposed resolution, City Attorney Gaughan concurred with Mr. Bilotta that the language was typical boiler plate in accordance with State Statute and he didn't see any problems in adopting it as proposed.

Councilmember McGehee referenced areas of concern for her or areas she was seeking safeguards with draft resolution language related to issuance of bonds (Section 4.03), expenditure of public funds in wooing developers (Section 4.06), and noted that language should be revised from "Mayor" and "City Administrator" to "City Manager and "City Council" (Section 6.02).

Mayor Roe clarified that Section 6.02 applied to city officials as appropriate and only related to them executing documents, not taking action on behalf of the EDA.

Regarding the remainder of the proposed text in the draft resolution, Mayor Roe stated he found its terminology to run parallel with State Statute; with City Attorney Gaughan concurring. Therefore, Mayor Roe questioned the necessity of memorializing things in the resolution that were already clearly covered in detail in State Statute. Mayor Roe noted that once the EDA is adopted, the City Council has EDA authority, and advised he had not come prepared to parse all those individual items in tonight's discussion. Mayor Roe suggested caution in going forward in changing language that may prove contradictory to State Statute.

Mayor Roe called to order the public hearing at approximately 7:13 p.m. for the purpose of hearing public comment on the City's creation of an EDA.

Public Comment

Written comment was provided as a bench handout, attached hereto and made a part hereof, via email dated November 2, 2015 from Dick Houck, 1131 Roselawn Avenue, generally in opposition to creation of an EDA.

Lisa McCormick, 2850 Wheeler Street

Ms. McCormick expressed her appreciation for the seriousness the City Council was taking with this and decisions made by elected officials. Ms. McCormick stated she hadn't realized the actual EDA creation would also be done at this meeting, and therefore apologized for being unprepared beyond several procedural questions as she had personally compared the draft resolution so State Statute.

While the resolution appeared to be mostly boiler plate and involved setting up the structure of the EDA, Ms. McCormick sought reassurance that all meetings of the EDA would be public and recorded and public comment heard, as that was not specifically stated in the draft language.

Ms. McCormick also expressed concern because the EDA would be comprised of City Councilmembers, there may be a potential conflict set up under removals; but considering the language was boiler plate, she wasn't sure much could be done. Ms. McCormick referenced Section 1.3 of the draft resolution stating vacancies; and suggested discussion or consideration if that could be dealt with in EDA by-laws for citizen members to be added to the EDA Board.

In Section 1.05, Ms. McCormick expressed curiosity as to salaries for the EDA since statutorily commissioners and the City Manager serving as Executive Director of the EDA would receive pay, and wondered if similar remuneration as that given the HRA's Executive Director would apply to the City Manager as well. While assuming that was not the case, Ms. McCormick noted it was included in draft resolution language; and if intended, questioned if the usual conflict of interest disclosures would be filed.

In Section 5 (Limitations of Power), Ms. McCormick noted that, while this language is taken from State Statute, the first two provisions of Statute were not included specifically in the resolution language but questioned why those two were omitted, opining she would feel better if included in resolution enabling resolution language.

John Easterling, 1850 County Road C-2 W
In his reading of the announcement about creation of an EDA in the Roseville Review, Mr. Easterling expressed concern with combining powers of the City Council and EDA that it served to create a very powerful Roseville City Council. Mr. Easterling stated that he preferred and supported having qualified commissioners filling that role through an application, interview and appointment process, and then working with the City Council, and hopefully allowing for representation from all different parts of Roseville. Mr. Easterling opined that granting this much power to the City Council would not prove for the betterment of the community, questioning if it was a wise decision to do so at this time, when this would allow the City Council greater authority for land acquisition and property clean-up, and in turn potentially increase taxes to accomplish those efforts.

Mayor Roe closed the public hearing at approximately 7:20 p.m. with no one else appearing for or against.

In response to questioned raised during public comment, Mayor Roe addressed them, with assistance from City Attorney Gaughan.

Regarding the meetings being open to the public, Mayor Roe advised that as the EDA is a public body, it would be subject to all Open Meeting Laws similar to that of the City Council and its advisory commissions, even though not explicitly stated in the resolution, it would be subject to those statutory requirements.

Similarly, regarding conflict of interest laws, Mayor Roe clarified that they related to all public officials, including EDA members, and the same application would apply whether or not included in resolution language.

Specific to citizen members serving on the EDA, Mayor Roe deferred to the full Council to address that language following his comments.

Regarding removal of an EDA Commissioner addressed in Sections 1.04, Mayor Roe stated he had a question about the proposed resolution language and whether it contradicted itself in addressing service as an elected councilmember and service as an EDA Commissioner, suggesting additional discussion on that by the full body as well.

Specific to salaries for EDA Commissioners, Mayor Roe stated his expectation would be that there would be no salary beyond that currently received by serving as a Councilmember, and if the Council considered that needed to be enshrined in the resolution, language could be amended accordingly.

Regarding concern expressed that the first two statutory provisions had been deleted from draft resolution language, Mayor Roe deferred to City Attorney Gaughan for comment.

City Attorney Gaughan stated that those two provisions specifically referenced City Council approval, and since the drafter of resolution language knew the EDA would be comprised solely of City Council members, may have found it duplicative and inefficient, and thereby omitting those duplicative references.

Councilmember Laliberte questioned, if the EDA was changed in the future to consist of or include citizen members, would it be better to have that language included.

City Attorney Gaughan noted this was not a legal question for him to address; but advised if the City Council amended that membership at a future date, presumably they would amend that language and other applicable content of this enabling resolution at that time as well.

Referencing Sections 4.03 and 4.05 of the draft resolution, Councilmember Etten noted the issuance of bonds and development strategies or other specific actions of the EDA would be approved or authorized by the City Council in accordance with State Statute.

Councilmember Willmus advised that, with the discussion occurring over the weekend on NextDoor.com, it was important to note that there was a misconception that this proposed body was all-encompassing. Councilmember Willmus noted that with the structure and make-up of the HRA, while they came to the City Council for approval of their annual levy, elected officials had no role in setting up the HRA budget. According to their HRA by-laws and State Statute, Councilmember Willmus advised that, if the HRA had decided to pursue a bond issue, they could have done so. Under that guise, Councilmember Willmus asked if the public wanted to have a group of mayor-appointed officials vested with that level of authority or power. Therefore, Councilmember Willmus stated his preference and opined it was more appropriate for elected officials, elected by the general populace, to have that power, and ability for voters to change the make-up of that body every two years. Councilmember Willmus stated, as a Roseville resident, he found that more attractive by rolling those HRA powers into an EDA and comprised of elected versus appointed officials, giving the power back to voters of Roseville where it should be. Councilmember Willmus stated that had prompted his initial effort to pursue an EDA versus an HRA. Councilmember Willmus apologized for any misperceptions or misinformation, or perception of intent that may be out there, but wanted to clarify the process for the public record.

Councilmember McGehee further addressed some of the issues raised tonight. Councilmember McGehee noted that the City Council has always had the power to bond, and creation of an EDA had nothing to do in attempting to create more power. Councilmember McGehee noted that one of the current powers of the City Council was their Port Authority powers that could be used for bonding without any recourse by Roseville residents, a technique that the City Council majority had already chosen to use. Councilmember McGehee stated that both an EDA and HRA provide much more citizen input and referendum approval for bonding; and agreed with Councilmember Willmus in having this power vested in an elected versus appointed body provided citizens with more opportunity to provide input rather than not allowing them to do so. Councilmember McGehee noted that when the HRA levied monies, they could spend it any way they chose to do so without oversight by the City Council (e.g. acquisition of buildings and/or property), even though they had done an excellent job in her opinion.

Specific to whether or not the City Manager, serving as the EDA's Executive Director, would receive monetary compensation to do so, City Manager Trudgeon stated the answer was "no," and clarified that was not the intent of this action in any way.

Mayor Roe suggested, for assurances and clarity, if the City Council chose to do so, language clearly stating "no compensation" could be added to the draft resolution text.

Councilmember Laliberte, with consensus of her colleagues, spoke in support of memorializing that intent in the resolution for members of the City Council as well as for the Executive Director.

Discussion ensued, along with consultation by City Attorney Gaughan, in text changes to the draft resolution and in which specific sections additional or clarifying text should occur. That discussion addressed limitations of power and compensation clarified; consistency in signing off documents by the Mayor and City Manager, and how that would occur under the EDA role; Open Meeting Law stipulations in accordance with current City Council Rules of Procedure for broadcast and recording of meetings; correcting "City Administrator" to "City Manager;" City Council and Campaign Finance reporting requirements and Conflict of Interest provisions; and EDA Act language for potential removal of an EDA Board member and how that related to City Council election.

City Attorney Gaughan advised that this discussion had occurred with staff during amendment of the HRA by-laws, and remained applicable if not for this body for a different body in the future, to memorialize State EDA Act, even though it may appear nonsensical to include it since the EDA and City Council would be one in the same.

Further discussion ensued regarding parallel status of Rules of Order to define a quorum and simple majority rule; processes in place to address certain misconduct issues for Councilmembers and/or EDA Commissioners; whether or not the City could require more stringent requirements than State Statute indicated; references to and contained within the City's Uniform Commission Code as applicable; and subsequent establishment of Rules of Procedure for the EDA to follow as a body and to address specifics, but if the EDA intended to subsequently adopt by-laws, that would be the appropriate place to address that provision.

City Attorney Gaughan suggested inserting (Section 2. Officers and Meetings) a reference to the EDA Board adopting Rosenberg's Rules of Order, as included in the Uniform Commission Code as adopted.

Mr. Bilotta advised that staff intended to bring draft by-laws to the body in January of 2016.

At the request of Mr. Bilotta, City Attorney Gaughan clarified that "compensation" didn't infer "expense reimbursement," nor was reimbursement synonymous with compensation.

Willmus moved, Etten seconded, adoption of Resolution No. 11276 (Attachment A) entitled, "Resolution Enabling the Creation of an Economic Development Authority in the City of Roseville, MN;" ***amended as follows:***

- ***<u>Section 1.02 (lines 11-13)</u>***
  Add language to state: "EDA Board Members shall not receive compensation in addition to any approved City Council or Mayoral Salary and shall comply with all reporting requirements under the City's Ethics Code."
- ***<u>ADD New Section 2.05</u>***
  "All meetings of the EDA shall comply with State Open Meeting Laws and requirements for broadcast and recording as contained in the City Council's Rules of Procedure ."
- ***<u>Section 3.01(lines 16-17)</u>***
  Revise to read: "The City Manager shall be designated as Executive Director of the EDA, and shall not receive any compensation for such."
- ***<u>Section 6.02 (Line 40)</u>***
  Correct to read: "City Manager" rather than "City Administrator"

Roll Call

Ayes: McGehee, Willmus, Laliberte, Etten and Roe.
Nays: None.

With this action, Mr. Bilotta noted that the EDA would have the full powers of the HRA as the primary body, and under the three-step process outlined in the RCA.

As part of that follow-up of programs put in place by the HRA, Councilmember Laliberte asked when that information would come forward for decisions on which programs to continue, eliminate or revise, since there was no City Council Work Session scheduled until March of 2016.

Mr. Bilotta advised that the actual movement of those programs would occur in bulk from the HRA to the EDA, partly having occurred with the previous action, and part occurring at an organizational meeting of the City Council and EDA in January of 2016. Mr. Bilotta advised that the first quarter review would be part of the City Council's Policy Priority Planning (PPP) process and how the new EDA would look.

Willmus moved, Etten seconded, adoption of Resolution No. 11277 (Attachment B) entitled, "Resolution Relating to the Roseville Economic Development Authority; Transferring Certain Projects and Programs to that Authority; and Approving Certain Organizational Matters."

Roll Call

Ayes: McGehee, Willmus, Laliberte, Etten and Roe.
Nays: None.

13. Budget Items

a. Public Hearing to Solicit Comment on the 2016 Budget and Tax Levy

Mayor Roe reviewed the 2016 budget and levy process to-date, as detailed in the RCA dated November 30, 2015; and invited Finance Director Chris Miller to present that information was provided with the RCA and entitled, "Proposed 2016 Budget, Tax Levy & Utility Rates"

Mayor Roe opened and closed the public hearing at approximately 8:20 p.m. with no one appearing for or against.

Mayor Roe announced action adopting the final 2016 budget and levy was anticipated to occur at the next City Council meeting, December 7, 2015.

b. Public Hearing to Consider Adopting the 2016 Utility Rates

Having briefly addressed proposed 2016 utility rates during his previous presentation, Finance Director Miller highlighted each utility as detailed in the RCA dated November 30, 2015, and provided a history of aggregate usage, apparent consumer behavior, and data gleaned from the Finance Accounting System (beginning on page 6 of the RCA). Should the City Council choose to do so, Mr. Miller noted that a draft resolution adopting proposed utility rates was included in tonight's meeting materials, Attachment A to the RCA.

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 30th day of November, 2015, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten, Roe

and the following were absent: None.

Member McGehee introduced the following resolution and moved its adoption:

RESOLUTION No. 11277

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE CITY OF ROSEVILLE, MINNESOTA

WHEREAS, the City is authorized by Minnesota Statutes, Sections 469.090 to 469.1081 (the "EDA Act") to establish an economic development authority to coordinate and administer economic development and redevelopment plans and programs for the City, and is authorized by Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act") to establish a housing and redevelopment authority to coordinate and administer housing and redevelopment plans and programs for the City; and

WHEREAS, by Resolution No. 10011 approved June 17, 2002, the City established the Housing and Redevelopment Authority in and for the City of Roseville (the "HRA"), for the purpose of coordinating and administering housing and redevelopment projects and activities in and for the City; and

WHEREAS, the City Council has now determined to establish an economic development authority pursuant to the EDA Act, and to transfer the control, authority and operation of all housing and redevelopment projects currently administered by the HRA to such newly established economic development authority; and

WHEREAS, the City Council has, in accordance with Section 469.093 of the EDA Act, provided public notice and conducted a public hearing on the date hereof, at which all persons wishing to be heard were given an opportunity to express their views, concerning the establishment of an economic development authority and the transfer of HRA powers;

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. Enabling Authority.

1.01. The Roseville Economic Development Authority (the "EDA") is hereby established pursuant to this Enabling Resolution.

1.02. The EDA board of commissioners shall be composed of 5 members, who shall be the members of the City Council. The terms of office of the members of the EDA shall coincide with their terms of office as members of the City Council. The EDA Board shall not receive any compensation in addition to the city council and mayoral salaries, and shall comply with all requirements of the Roseville Ethics Code.

1.03. A vacancy is created in the membership of the EDA when a City Council member of the board of commissioners ends Council membership. A vacancy for this or any other reason must be filled for a new term, or the balance of the unexpired term, in the manner in which the original appointment was made.

1.04. A commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least 10 days before the hearing. The commissioner must be given an opportunity to be heard in person or by the counsel at the hearing. When written charges have been submitted against the commissioner, the City Council may temporarily suspend the commissioner. If the City Council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings together with the charges and findings shall be filed in the office of the City Manager.

1.05. The City Council shall make available to the EDA such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The EDA shall have authority to expend all budgeted sums so appropriated and recommend the expenditures of other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this resolution.

Section 2. Officers and Meetings.

2.01. The EDA shall elect a president, vice president, treasurer, assistant treasurer, and secretary annually. A member must not serve as president and vice president at the same time. The other offices may be held by the same member. The other offices of the secretary and assistant treasurer need not be held by a member.

2.02. The EDA shall adopt rules and procedures not inconsistent with the provisions of this Enabling Resolution or as provided in Section 469.096 of the Enabling Act, and as may be necessary for the proper execution and conduct of its business. The EDA shall adopt bylaws and rules to govern its procedures and for the transaction of its business and shall keep a record of attendance at its meetings and/or resolutions, transactions, findings, and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the EDA shall be a public record, except for those items classified by law as nonpublic data.

2.03. The EDA shall meet at least annually. Special meetings may be called by the president as needed.

2.04. All administrative procedures, including contract for services, purchases of supplies, and financial transactions and duties, shall be outlined in the bylaws of the EDA.

2.05 All meetings of the EDA shall be subject to the state open meeting law and any requirements for broadcast and recording contained in the city council rules of procedure.

Section 3. Staff.

3.01. The City Manager shall be designated as Executive Director of the EDA, and shall not receive any additional compensation for such.

3.02. Subject to limits set by the appropriations or other funds made available, the EDA 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 4. Functions, Powers, and Duties.

4.01. Except as specifically limited by the provisions of Section 6 of this Enabling Resolution, the EDA shall have the authority granted it pursuant to the EDA Act.

4.02. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.

4.03. The EDA may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the EDA.

4.04. The EDA may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the EDA Act or any other related federal, state, or local law in the area of economic development district improvement.

4.05. The EDA may annually develop and present an economic development strategy and present it to the City Council for consideration and approval.

4.06. The EDA may join an official, industrial, commercial, or trade association or other organization concerned with such purposes, hold reception of officials who may contribute to advancing the City and its economic development, and carry out other appropriate public relations activities to promote the city and its economic development.

4.07. The EDA may perform such other duties which may be lawfully assigned to it by the City.

All city employees shall, upon request and within a reasonable time, furnish the EDA or its employees or agents such available records or information as may be required in its work. The EDA or its employees or agents may, in the performance of official duties, enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this resolution.

Section 5. Limitations of Power.

5.01. The following limits apply to the EDA and its operation:

(a) The sale of bonds or other obligations of the EDA must be approved by the City Council.

(b) The EDA must follow the budget process for City departments in accordance with City policies, ordinances, and resolutions and the City charter.

(c) Development and redevelopment actions of the EDA must be in conformity to the City comprehensive plan and official controls implementing the comprehensive plan.

(d) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and laws.

(e) Except when previously pledged by the EDA, the City Council may, by resolution, require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service funds of the city to be used solely to reduce tax levies for bonded indebtedness of the City.

(f) The administrative structure and management practices and policies of the EDA must be approved by the City Council.

(g) The EDA shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

5.02. The EDA may exercise all the powers under the EDA Act, including, but not limited to, the following:

(a) all powers under the HRA Act.

(b) all powers of a city under Minnesota Statutes, Section 469.124 to 469.134.

(c) all powers and duties of a redevelopment agency under Minnesota Statutes, Sections 469.152 to 469.165 for a purpose in the HRA Act or the EDA Act, and all powers and duties in the HRA Act and the EDA Act for a purpose in Minnesota Statutes, Sections 469.152 to 469.165.

(d) the authority to acquire property, exercise the right of eminent domain; make contracts for the purpose of redevelopment and economic development; serve as a limited partner in a partnership whose purpose is consistent with the EDA's purpose; buy supplies and materials needed to carry out development within the EDA Act; and operate and maintain public parking facilities.

(e) the authority to issue bonds in accordance with the EDA Act and the HRA Act.

(f) the authority to levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.

(g) all powers under Minnesota Statutes, Sections 469.474 to 469.179.

5.03. As provided in the EDA Act, it is the intention of the City Council that nothing in this resolution nor any activities of the EDA are to be construed to impair the obligations of the City or HRA under any of their contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or the HRA.

Section 6. Implementation.

6.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the EDA Act to give full effect to this resolution.

6.02. The Mayor, the City Manager, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

6.03. Nothing in this resolution is intended to prevent the City from modifying this Enabling Resolution to impose new or different limitations on the EDA as authorized by the EDA Act.

The motion for the adoption of the foregoing resolution was duly seconded by Member Etten, and upon a vote being taken thereon, the following voted in favor thereof: McGehee, Willmus, Laliberte, Etten, Roe

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution enabling the creation of an economic development authority in the City of Roseville.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November, 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 30th day of November, 2015.

Patrick Trudgeon, City Manager

EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 30th day of November, 2015, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten and Roe

and the following were absent: None.

Member Willmus introduced the following resolution and moved its adoption:

RESOLUTION No. 11278

RESOLUTION RELATING TO THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY; TRANSFERRING CERTAIN PROJECTS AND PROGRAMS TO THAT AUTHORITY; APPROVING CERTAIN ORGANIZATIONAL MATTERS

WHEREAS, on the date hereof, the City Council duly adopted Resolution No. 11278 (the "Enabling Ordinance"), providing for the creation of the Roseville Economic Development Authority (the "EDA") pursuant to Minnesota Statutes, Chapter 469 (the "Act"); and

WHEREAS, pursuant to the Act, the EDA is authorized to exercise all of the powers of a housing and redevelopment authority; and

WHEREAS, there now exists in the City a housing and redevelopment authority ("HRA") created pursuant to the Act, and the Act authorizes the City Council to transfer all projects and programs of the HRA to the EDA;

NOW, THEREFORE, BE IT RESOLVED, that

1. Pursuant to Section 469.094, Subdivision 2, of the Act, and following a duly noticed public hearing held on the date hereof at which all interested persons were given the opportunity to be heard, the City Council hereby transfers the control, authority and operation of all "projects" as defined in the Act, and all other programs and projects of the HRA, to the EDA.

2. The transfer described herein is conditioned upon acceptance by the EDA of such transfer and a covenant and pledge by the EDA that the EDA is obligated to perform all agreements, pledges, covenants and undertakings heretofore entered into by the HRA.

3. The City Manager is authorized and directed to transmit a certified copy of this Resolution to the Executive Director of the EDA and to other governmental officers as appropriate.

4. Pursuant to Section 469.100, subd. 2 of the Act, the Council directs the EDA to submit the EDA's budget for each fiscal year to the City at the time designated by the City Manager but no later than August 1 of each year.

5. Pursuant to Section 469.100, subd. 4 of the Act, the Council directs the EDA to submit the EDA's written annual report to the City on or before the date of the EDA's annual meeting. The Council directs the City Manager to specify the form of the report.

6. The Mayor, City Manager and all other officers and employees of the City are authorized and directed to take whatever action and to execute and deliver such documents that are necessary to give effect to this Resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member Etten, and upon a vote being taken thereon, the following voted in favor thereof: McGehee, Willmus, Laliberte, Etten and Roe

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution transferring housing and redevelopment powers to the Roseville economic development authority.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November, 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 30th day of November, 2015.

Patrick Trudgeon, City Manager

ROSEVILLE

PUBLIC NOTICE

Economic Development and Housing & Redevelopment Authority to Meet on January 4

Notice is given that the City Council will hold an organizational meeting as the Housing & Redevelopment Authority (HRA)/Economic Development Authority (EDA) on January 4 beginning at 6:00 p.m. The meeting will be held in the Council Chambers at Roseville City Hall, and is located at 2660 Civic Center Dr. Roseville, MN 55113.

P. Trudgeon

Patrick Trudgeon
City Manager

Posted: 12/17/15

STATE OF MINNESOTA	)	AFFIDAVIT OF POSTING OF NOTICE OF ORGANIZATIONAL MEETING OF ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY
	) SS	
COUNTY OF RAMSEY	)	

I, Kari Collins, the duly qualified and acting City Clerk of the City of Roseville, Minnesota, being first duly sworn, do hereby certify that on December 18, 2015, I posted a Notice of Organizational Meeting of the Roseville Economic Development Authority at Roseville City Hall, 2660 Civic Center Dr. A copy of the Notice of Organizational Meeting is attached to this Affidavit.

WITNESS my hand officially as such City Clerk and the corporate seal of the City this 18 day of December, 2015.

City Clerk
City of Roseville, Minnesota

(SEAL)

Subscribed and sworn to before
me this 18 day of December,
2015.

Notary Public

SARAH S MAHMUD
Notary Public
State of Minnesota
My Commission Expires
January 31, 2017

ROSEVILLE

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:8

Department Approval	Executive Director Approval

Item Description: Adoption of Roseville Economic Development Authority By-laws

BACKGROUND

Before the Roseville Economic Development Authority (REDA) can conduct any new business, it must adopt by-laws that govern how it will conduct its affairs, including how and when it will elect officers and other procedural matters. The provisions of the bylaws are intended to be consistent with the terms of the State Statute 469.090 to 469.1081 and the Enabling Resolution No. 11277.

REDA attorney Martha Ingram from Kennedy and Graven has been providing guidance on the legal oversight of conducting the first meeting of the REDA and has drafted the proposed by-laws. She will be attending the meeting and be available for questions.

POLICY OBJECTIVE

This is a step in implementing the City Council's policy direction to create an EDA.

BUDGET IMPLICATIONS

Staff and legal services have been necessary to establish the REDA.

STAFF RECOMMENDATION

Commissioners should review and discuss the proposed by-laws for the REDA. After discussion, the President Pro Tem should ask for a motion to adopt the by-laws with any modifications that Commission members may request.

REQUESTED REDA BOARD ACTION

Motion to adopt the REDA by-laws.

Prepared by: Jeanne Kelsey, 651-792-7086

Attachment A: REDA Draft By-laws

BYLAWS OF THE

ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Roseville Economic Development Authority."

Section 2. Office of Authority. The office of the Authority shall be at the City Hall in the City of Roseville, 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 and the year of its organization.

Section 4. Establishment. The Roseville Economic Development Authority is established pursuant to Minnesota Statutes, Section 469.090 to 469.1081, as amended (the "Act"), as memorialized in the City of Roseville Resolution Enabling the Creation of the Roseville Economic Development Authority dated November 30, 2015 and as it may be amended (the "Enabling Resolution"). The provisions of these Bylaws are intended to be consistent with the terms of the Act and Enabling Resolution, and in the case of any actual or apparent conflict, the terms of the Act and Enabling Resolution shall control.

ARTICLE II - THE COMMISSIONERS

Section 1. Appointment, Terms, Vacancies, Pay, and Removal. Shall be in accordance with the Enabling Resolution.

ARTICLE III - THE OFFICERS

Section 1. Officers. The Authority shall elect a president, a vice president, a treasurer, a secretary, and an assistant treasurer at the annual meeting. 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. Except as otherwise authorized by resolution of the Board of Commissioners, the President and the Executive Director (the Assistant Treasurer, in the Executive Director's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the President and Assistant Treasurer. 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 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 shall be held by the Executive Director, who may delegate duties to other City staff as required.

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 any Authority-approved method, including without limitation check, wire transfer, or credit card;

(4) shall keep an account of the source of all receipts and the nature, purpose, and authority of all disbursements;

(5) shall file the Authority's detailed financial statement with its Secretary at least once a year at times set by the Authority; and

(6) shall prepare and submit an annual report describing the Authority's activities and providing an accurate statement of its financial condition to the City of Roseville.

All duties of the Treasurer shall be performed in accordance with the Enabling Resolution and the provisions of Section 469.100 of the Act.

Section 6. Assistant Treasurer. The Assistant Treasurer has the powers and duties of the treasurer if the treasurer is absent or incapacitated. The City Finance Director shall be designated as Assistant Treasurer of the Authority.

Section 7. Public Money. Authority money is public money.

ARTICLE IV - EXECUTIVE DIRECTOR

As provided in the Enabling Resolution, the City Manager shall be designated as Executive Director of the Authority.

Section 1. Duties. The Executive Director shall have general supervision over the administration of the Authority's business and affairs subject to the direction of the Authority. The Executive Director in his or her own name and title shall keep the records of the Authority, shall act as recorder of the meetings of the Authority and record all votes, and shall keep record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office. The Executive Director shall, with the President, sign all contracts, deeds, and other instruments executed by the Authority, and shall keep in sole custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

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.

ARTICLE V - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held on the date of the first regular City Council meeting of January and August of each year.

Section 2. Annual Meeting. The annual meeting of the Authority shall be held in conjunction with the regular January meeting at the regular meeting place of the Authority. The August regular meeting shall include final fund balances reviewed at the Annual Meeting.

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.

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. Unless otherwise specified in the Enabling Resolution or in these bylaws, all meetings of the Authority shall be conducted in accordance with Rosenberg's Rules of Order.

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

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 counsel for its legal needs. The city attorney or general counsel, as determined by the Authority, is its chief legal advisor.

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. Shall be in accordance with the Enabling Resolution.

Section 2. Limitations of Power. Shall be in accordance with the Enabling Resolution.

ARTICLE VIII - AMENDMENTS

Section 1. Amendment to Bylaws. The bylaws of the Authority shall 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 Authority.

Dated: _________, 2016.

Signed:

____

President

(Seal)

Executive Director

ROSEVILLE

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:9

Department Approval	Executive Director Approval

Item Description: Election of the Roseville Economic Development Authority Officers

BACKGROUND

Once the by-laws have been adopted, the Roseville Economic Development Authority (REDA) may move forward with the election of officers and appointment of staff. This will allow for the elected President to preside over the remainder of the meeting and allow the REDA to take formal action to enter into contracts that require execution by the REDA.

The REDA needs to elect a President, a Vice President, a Treasurer, and a Secretary at the annual meeting. The proposed by-laws designate that the office of Assistant Treasurer be held by the City's Finance Director. A commissioner may not serve as President and Vice President at the same time, but the other offices may be held by the same commissioner. The offices of President, Vice President and Treasurer must be held by a commissioner. The by-laws provide for the office of Secretary to be held by the Executive Director, who may delegate duties to other City staff as required.

REDA attorney Martha Ingram from Kennedy and Graven has been providing guidance on the legal oversight of conducting the first meeting of the REDA. Ingram will be at the first meeting and will be available for questions.

POLICY OBJECTIVE

This is a step in implementing the City Council's policy direction to create an EDA.

BUDGET IMPLICATIONS

Staff and legal services have been necessary to establish the REDA.

STAFF RECOMMENDATION

Commissioners should elect the following officer positions:

- President
- Vice President
- Treasurer
- Secretary

REQUESTED REDA BOARD ACTION

Motion to elect the offices of President, Vice President, Treasurer, and Secretary.

Prepared by: Jeanne Kelsey, 651-792-7086

ROSEVILLE

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.: 10.a.

Department Approval	Executive Director Approval

Item Description: Resolution accepting transfer of RHRA Projects and Programs

BACKGROUND

At their November 30, 2015, meeting, the City Council established the Roseville Economic Development Authority (REDA) by adopting Resolution No. 11277 and authorized the transfer of the Roseville Housing Redevelopment Authority (RHRA) functions, assets and obligations to the REDA with Resolution No. 11278.

On January 4, 2016, the RHRA is scheduled to meet and it is anticipated the RHRA will authorize the transfer of the RHRA's functions, assets, and obligations to the REDA. Assuming this occurs, it is required that the REDA formally accept the transfer.

The next step in the process is for the REDA to adopt a resolution assuming all of the duties and responsibilities of the RHRA in connection with all of the contracts, programs and projects.

POLICY OBJECTIVE

These actions are in accordance with the City Council's policy directions on November 30, 2015.

BUDGET IMPLICATIONS

Staff and legal services have been necessary to establish the REDA and transfer of the RHRA functions, assets, and obligations.

STAFF RECOMMENDATION

Formally take action accepting the transfer of the RHRA functions, assets, and obligations to the REDA with adoption of Resolution No. 1.

SUGGESTED RHRA ACTION

Offer a motion to approve or deny Resolution No. 1 (Attachment A) accepting the transfer of the RHRA Projects and Programs to the REDA.

Prepared by: Jeanne Kelsey, 651-792-7086
Attachments: A: Resolution accepting transfer HRA Projects and Programs

EXTRACT OF MINUTES OF MEETING
OF THE
BOARD OF COMMISSIONERS OF THE
ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the Board of Commissioners of the Roseville Economic Development Authority was duly held on the 4th day of January, 2016, at ___ p.m.

The following commissioners were present:

and the following were absent: .

Commissioner introduced the following resolution and moved its adoption:

RESOLUTION No. 1

RESOLUTION ACCEPTING TRANSFER OF PROJECTS AND PROGRAMS FROM HRA TO EDA; APPROVING CERTAIN ORGANIZATIONAL MATTERS

WHEREAS, the City Council of the City of Roseville (the “City”) has duly adopted an Enabling Resolution (Resolution No. 11277) creating the Roseville Economic Development Authority (the “EDA”) pursuant to Minnesota Statutes, Chapter 469 (the “Act”); and

WHEREAS, the Enabling Resolution provides that the EDA has and may exercise all of the powers conferred by the Act upon a housing and redevelopment authority of the City; and

WHEREAS, by Resolution No. 11278, and pursuant to Section 469.094, Subdivision 2 of the Act, the City Council transferred the control, authority and operation of any project defined in Section 469.174, Subdivision 8 (relating to tax increment financing for such projects) and any other project or program established by the Housing and Redevelopment Authority in and for the City of Roseville (the “HRA”) from the HRA to the EDA, subject to acceptance by the EDA of such control, authority and operation; and

WHEREAS, Section 469.094, Subdivision 2, of the Act provides that when a project or program is transferred from the HRA to the EDA, the EDA must covenant and pledge to perform the terms, conditions and covenants of any agreement of the HRA executed for the security of any bonds issued in support of the transferred project or program and to perform the terms, conditions and covenants of the HRA in connection with the program or project so transferred;

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. Projects Accepted, Executive Director Appointed.

1.01. The EDA accepts responsibility for the control, authority and operation of each project and program of whatever nature heretofore established by the HRA.

1.02. The EDA hereby covenants and pledges to assume all of the duties and responsibilities of the HRA in connection with each and every program or project so transferred by the City from the HRA to the EDA.

1.03. In accordance with the Enabling Resolution, the EDA appoints the City Manager of Roseville as the Executive Director of the EDA.

1.04. The Executive Director is authorized and directed to take whatever steps are necessary to give effect to this Resolution. The President and Executive Director are authorized and directed to execute, deliver and accept on behalf of the EDA any and all documents and instruments necessary to give effect to this Resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

Resolution accepting control and administration of HRA powers and programs.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified Executive Director of the Roseville Economic Authority, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said Economic Development Authority held on the 4th day of January, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Executive Director this day of , 2016.

Patrick Trudgeon, Executive Director
Roseville Economic Development Authority

ROSEVILLE

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.: 10.b.

Department Approval	Executive Director Approval

Item Description: Contract for Legal Services from Kennedy & Graven, Chartered

BACKGROUND

Kennedy & Graven, Chartered has been providing legal services for the creation of Roseville's Economic Development Authority (REDA) and previously served as the legal firm for the Roseville Housing and Redevelopment Authority (RHRA). It is recommended that the REDA Board continue using Kennedy and Graven for these specialized legal services. There is no rate change being proposed from last year.

POLICY OBJECTIVE

Legal services for the REDA are to ensure that the REDA meets the the requirements of State Statutes 469.090 to 469.1082 as it performs its work.

BUDGET IMPLICATIONS

Legal services are billed on an as needed basis and historically runs about $2500 per year.

STAFF RECOMMENDATION

Approve service contract for legal services from Kennedy & Graven, Chartered.

REQUESTED EDA BOARD ACTION

By motion, approve the proposed legal services contract with Kennedy & Graven, Chartered.

Prepared by: Jeanne Kelsey, 651-792-7086
Attachments: A: Contract for Services with Kennedy & Graven, Chartered

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY
CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the ___ day of January, 2016 by and between the Roseville Economic Development Authority, hereinafter referred to as the REDA, and Kennedy & Graven, Chartered, a professional association organized and existing under the laws of the State of Minnesota, hereinafter referred to as the Consultant.

WITNESSETH:

WHEREAS, the REDA desires to hire the Consultant to render certain legal, technical, and professional assistance in connection with the undertakings of the REDA.

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. Scope of Services. The Consultant shall perform necessary and requested services regarding legal actions relating to the implementation and activities of the REDA as outlined in Attachment A of this agreement and summarized as follows:

A. Provide on-call legal services to support the REDA including:
   1. Creating and updating the REDA's enabling and operating legal documents;
   2. Attending REDA meetings as necessary; and
   3. Assisting in the due diligence, acquisition and disposition of any REDA-owned property.

B. Assist in the negotiation and preparation of private development contracts and other contracts between the REDA and the developers or businesses.

C. Assist with the development of housing and economic development programs.

II. Term. This agreement shall be effective upon the approval of the REDA Board of Commissioners and execution by the President and Executive Director and continue for one calendar year, or as stipulated by Attachment A, or until terminated by either party upon 30-day written notice thereof, whichever occurs first.

III. Compensation. The fees for the Consultant's services will be billed on an hourly basis in accordance with the rates set forth on Attachment B. Fees shall be paid within 30 days following receipt of a monthly invoice for services performed on an as needed basis. Consultant will also charge for reasonable out of pocket expenses such as faxes, reproduction, delivery services, long distance telephone calls and other similar items.

IV. Indemnification. The parties shall indemnify and hold harmless each other and their officials, agents, and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) arising out of any action constituting malfeasance or gross negligence of the respective parties in the performance of the service of this contract.

V. Assignment. This agreement shall not be assigned, sublet, or transferred without the written consent of the REDA.

VI. Conflict of Interest. The Consultant agrees to immediately inform, by written notice, the REDA Executive Director of possible contractual conflicts of interest in representing the REDA, as well as property owners or developers on the same project. Conflicts of interest may be grounds for termination of this Agreement.

VII. Notices. All notices to be given hereunder shall be in writing and shall be deemed given on the earlier of receipt or three (3) business days after deposit in the United States mail, postage prepaid, addressed to:

Roseville Economic Development Authority
Attn: Executive Director
2660 Civic Center Drive
Roseville, MN 55113

B. Kennedy Graven, Chartered
470 U.S. Bank Plaza
200 South 6th Street
Minneapolis, MN 55402

VIII. Attachments. All attachments referenced in the agreement are attached to and incorporated into this agreement, and are part hereof as though they were fully set forth in the body of this agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed in their names and on their behalf on the date first above written.

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY

____
Its President

____
Its Executive Director

KENNEDY & GRAVEN, CHARTERED

____
Its President

Attachment A

Consultant's Services

A. For specific projects or programs, assist with analysis of finance options.

B. Assist in the negotiation and preparation of contracts for private development, assessment agreements, special assessment agreements, interest rate reduction programs, revenue notes, and other contractual arrangements between the REDA and a developer or business.

C. Assist with the development of housing and economic development programs and prepare the appropriate documents and resolutions.

D. Assist in putting loan documents together for loan programs and/or any project specific loan that utilizes REDA funds.

E. Assist in the due diligence, acquisition, and disposition of any REDA-owned property.

Attachment B

Consultant's 2016 Hourly Rates

Development & EDA Counsel

The standard billing rate for each attorney, paralegal and law clerk for development and redevelopment services that are *not* reimbursed by a private developer, as well as general EDA services, is listed below:

John Utley	230
Jenny Boulton	195
Melissa Manderscheid	185
Sarah Sonsalla	195
Ron Batty	230
Julie Eddington	195
Martha Ingram	195
Sofia Lykke	180
Gina Fiorini	180
Bob Alsop	215
Doug Shaftel	185
All Paralegals	135
All Law Clerks	125

The standard rate for all attorneys where the fees are reimbursed by developers at no long-term cost to the Authority is $300/hour (referred to as the "pass-through rate"). The pass-through rate for paralegals and law clerks is the same as above.

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:10.c.

Department Approval | Executive Director Approval

Item Description: Contract for Construction and Loan Services from Greater Metropolitan Housing Corporation (GMHC)

BACKGROUND

Greater Metropolitan Housing Corporation's (GMHC) Housing Resource Center (HRC) division has been providing information about loan programs, technical services related to construction questions, and home rehabilitation for homeowners in Roseville for more than 15 years. It is suggested that the Roseville Economic Development Authority (REDA) Board consider continuation of these specialized services. There is no rate change being proposed from last year to this year.

POLICY OBJECTIVE

The housing loan and technical services provided in partnership with GMHC are a key tool in fighting blight and maintaining housing values city-wide, which is one of the City Council's Goals/Focus Areas in the recently adopted City Priority Plan.

BUDGET IMPLICATIONS

The 2016 contract is for the same amount as 2015, which was $12,000.

STAFF RECOMMENDATION

Approve service contract for construction and loan services with GMHC for HRC services.

REQUESTED EDA BOARD ACTION

By motion, approve the proposed contract for construction and loan services with GMHC for HRC services.

Prepared by: Jeanne Kelsey, 651-792-7086
Attachments: A: Contract for Services with GMHC for HRC services

CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the _____ day of ________, 20___, by and between the Roseville Economic Development Authority, ("REDA"), and **GREATER METROPOLITAN HOUSING CORPORATION**, a Minnesota non-profit corporation ("Consultant").

RECITALS

A. The Consultant has a division called The Housing Resource Center ("HRC"). GMHC has agreed to provide certain Services through the HRC (as defined below) in connection with the REDA's housing program.

B. The REDA desires to hire the Consultant to render this technical, professional, and marketing assistance in connection with housing programs of the REDA for the term as set forth in this Agreement.

C. Consultant is willing to provide such services on the terms and conditions set forth herein.

In consideration of the foregoing recitals and following terms, conditions, and mutual promises contained herein, the parties agree as follows:

1. **Scope of Services**. The Consultant shall provide services as follows (the "Services"):

a. Administer the following home improvement programs for residents of the City of Roseville (the "City"): MHFA Fix Up Fund, Community Fix Up Fund, the MHFA Rehabilitation Loan Program (collectively the "MHFA Programs"), the Roseville Home Improvement Loan Program, and the Roseville Multi-Family Rental Loan Program by providing the following services:

1. Provide information to residents and property owners about the programs, upon request.
2. Assist the REDA in developing procedures for the programs.
3. Receive and process applications from residents.
4. Close loans for qualified applicants in accordance with the applicable program.
5. Oversee the draw process for the funds, including, as necessary, reviewing draws, reviewing the progress of the work and collecting lien waivers and certificates of occupancy. Consultant may, for this purpose, rely on third-party representations and certifications.
6. Provide monthly reports about the number of loans closed and the balance in each loan program.

b. Service loans made to City residents:

1. Direct the Community Reinvestment Fund ("CRF") to collect such payments pursuant to a contract dated July 2, 2000, between Consultant and CRF (the "CRF Contract").
2. Direct CRF to take such action pursuant to the CRF Contract if there is an uncured default by a borrower under a loan pursuant to an Installment Loan Program.
3. Receive all payments made by borrowers to CRF.
4. Disburse all payments received by Consultant as directed, in writing, by the REDA; this may include disbursing the funds pursuant to one of the loan programs described in this Agreement.

c. Assist City homeowners who are considering remodeling their homes by meeting with them to discuss the scope of their project and possible alternatives, then help them evaluate bids and determine when the project is fully complete;

d. Provide HRC housing information to City residents, including information on emergency assistance, housing rehabilitation, first-time homebuyers, and limited rental information;

e. Assist the REDA in developing programs to purchase and rehabilitate homes.

f. Coordinate these services out of Consultant's Housing Resource Center, 1170 Lepak Court, Shoreview, MN 55126.

g. Have Consultant's staff visit residences as determined necessary by Consultant.

2. **Term.** This Agreement shall be in full force and effect from January 1, 2016, and shall continue through December 31, 2016, unless otherwise terminated as set forth below.

3. **Compensation**.

Construction Management Services to assist City residents and other non-loan services provided under this Agreement: The REDA shall pay to the Consultant Twelve Thousand Dollars ($12,000.00) within thirty (30) days after execution of this Agreement.

Loan Administration of the Roseville Home Improvement Loan Program: The borrower shall pay the Consultant's fees. A nonrefundable application fee of $75.00 will be charged at the time of application. A fee of $350 will be included in the loan amount to cover the cost of origination, closing, and escrowing funds.

MHFA Programs: The Consultant shall receive compensation for administering the MHFA Programs directly from the Minnesota Housing Finance Agency and not from the REDA.

4. **Termination**. Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

a. The parties, by mutual written agreement, may terminate this Agreement at any time in which case the parties shall agree to the amount of fees payable to Consultant.

b. REDA may terminate this Agreement upon the breach by Consultant of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by Consultant of a written notice from REDA, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that Consultant cannot reasonably cure same in the thirty (30) day period, Consultant shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by Consultant of such written notice. In the event of termination by REDA hereunder, Consultant shall be entitled to fees due to the date the notice of breach is sent by the REDA.

c. If Consultant or REDA (as applicable) (i) files a voluntary petition in bankruptcy (ii) files a voluntary petition for reorganization under any bankruptcy law, statute or regulation or other similar statute or regulation, (iii) is adjudicated a bankrupt, (iv) makes an assignment for the benefit of creditors or applies for or consents to the appointment of a receiver or trustee as part of or in conjunction with a "creditor plan" with respect to any substantial part of its assets, or (v) a receiver or trustee is appointed, or an attachment or execution levied with respect to any substantial part of its assets, and said appointment is not vacated, or the attachment or execution not released, within sixty (60) days, then this Agreement shall, effective as of such date, without notice or further action by either party, immediately terminate.

d. Consultant may terminate this Agreement upon the breach by REDA of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by REDA of a written notice from Consultant, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that REDA cannot reasonably cure same in the thirty (30) day period, REDA shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by REDA of such written notice. In the event of termination by Consultant hereunder. Consultant shall be entitled to retain the entire fee under this Agreement.

5. **Insurance**.

a. During the term of this Agreement, the Consultant shall obtain and maintain workers compensation, comprehensive general liability, and automobile liability insurance. Comprehensive general liability insurance shall have an aggregate limit of Two Million Dollars ($2,000,000.00).

b. Upon request by the REDA, the Consultant shall provide a certificate or certificates of insurance relating to the insurance required. Such insurance secured by the Contractor shall be issued by insurance companies licensed in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.

c. Such insurance shall be in force on the date of execution of an Agreement and shall remain continuously in force for the duration of the Agreement.

6. **Indemnification**.

a. Notwithstanding anything to the contrary in this Agreement, the REDA, its officers, agents, and employees shall not be liable or responsible in any manner to the Consultant, the Consultant's successors or assigns, the Consultant's subcontractors, or to any other person or persons for any third party claim, demand, damage, or cause of action of any kind, nature, or character, including intentional acts, arising out of or by reason of the performance of this Agreement by Consultant. The Consultant, and the Consultant's successors or assigns, agree to protect, defend and save the REDA, and its officers, agents, and employees, harmless from all third party claims, demands, damages, and causes of action, to the extent caused by the negligence or wrongful acts of Consultant, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance.

b. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of any immunity or limitation on liability to which the REDA is entitled under Minnesota Statutes, Chapter 466, or otherwise.

7. **Assignment**. This Agreement shall not be assigned, sublet, or transferred, in whole or in part without the prior written approval of the REDA.

8. **Conflict of Interest**. The Independent Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the REDA. In the event of a conflict, the Independent Contractor, with the prior written consent of the REDA, shall arrange for suitable alternative services.

9. **Compliance with Laws**. The Consultant shall comply with all applicable Federal, State, and local laws, rules, ordinances, and regulations at all times and in the performance of the services pursuant to this Agreement.

10. **Notices**. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant:	Greater Metropolitan Housing Corporation 15 South 5th Street, Suite 710 Minneapolis, MN 55402 ATTN: Suzanne Snyder
HRA:	Roseville Economic Development Authority 2660 Civic Center Drive Roseville, MN 55113 ATTN: Executive Director

Or such other address as either party may provide to the other by notice given in accordance with this provision.

11. **Entire Agreement**. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the REDA and the Consultant, and supersedes any other written or oral agreements between the REDA and the Consultant. This Agreement can only be modified in writing signed by the REDA and the Consultant.

12. **Third Party Rights**. The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

13. **Counterparts**. This Agreement may be signed in one or more counterparts but all of which taken together shall constitute one instrument.

14. **Choice of Law and Venue**. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Agreement Not Exclusive**. The REDA retains the right to hire other housing program consultants, in the REDA's sole discretion.

16. **Data Practices Act Compliance**. Data provided to the Consultant or created by the Consultant under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates indicated below.

REDA:

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY

By: ________________________________

Its: President

Date: January ___, 2016.

By: ________________________________

Its: Executive Director

Date: January ___, 2016.

CONSULTANT:

GREATER METROPOLITAN HOUSING CORPORATION

By: ________________________________

Its: President

Date: ____________________, 20___.

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.:10.d.

Department Approval	Executive Director Approval

Item Description: Contract for Fiscal Services from City of Roseville

BACKGROUND

Under state statutes 469.096 and 469.100, the Roseville Economic Development Authority (REDA) will need to develop a budget, disburse funds, maintain accounting records, prepare, reports, and provide audited financial statements to the State Auditor. In order for the REDA to meet these obligations, it is proposed the REDA contract with the City of Roseville for fiscal agent services.

This is the only contract related to staffing because of the requirements in state statute 469.096 subd. 9 that the REDA must show detail of 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. All other staffing support for the REDA is handled within the City and REDA's budget process.

POLICY OBJECTIVE

The contract for fiscal services will ensure that the REDA meets state statute financial reporting requirements.

BUDGET IMPLICATIONS

The City of Roseville is proposing that the fiscal agent service fee be calculated at 5% of the REDA's 2016 General Administrative budget. This percentage is based on past practices for both stand-alone City activities such as the former HRA and City business-type functions, as well as City-sponsored activities such as the Roseville Visitors Association. With an $181,600 2016 EDA *General* Administrative Budget, the fiscal agent services fee for 2016 would be $9,080.

STAFF RECOMMENDATION

Approve a service contract for fiscal services with the City of Roseville.

REQUESTED EDA BOARD ACTION

By motion, approve the proposed fiscal services contract with City of Roseville.

Prepared by:	Jeanne Kelsey, 651-792-7086
Attachments:	A: Memo from Roseville Finance Department
	B: Contract for Fiscal Services with City of Roseville

ROSEVILLE

Memo

To: Paul Bilotta, Community Development Director
Jeanne Kelsey, HRA Executive Director

From: Chris Miller, Finance Director

Date: December 14, 2015

Re: 2016 Administrative Fee for the EDA

Paul & Jeanne,

Based on our past practices for both stand-alone City activities such as the former HRA and City business-type functions, as well as City-sponsored activities such as the Roseville Visitors Association; we typically charge an administrative fee equal to 5% of the total operating budget. I propose the same fee structure for the EDA.

The administrative fee covers the costs of general services provide by the Finance and Administration Departments and would be separate from any services provided by Community Development Staff. These services include:

- Process bi-weekly payroll and weekly payment of invoices.
- Provide various financial reports and analysis.
- Provide assistance and guidance in the preparation of the EDA's annual budget.
- Coordinate the selection of a CPA firm and the preparation of all audit work papers for the purposes of conducting an annual financial audit of the EDA's activities.
- Establish and maintain all banking and investment relationships and procedures.
- Maintain coverage for the EDA/HRA and its activities on the City's property liability and work comp insurance policies.
- Provide HR support and guidance for Staff.
- Provide for the EDA's proportionate share of office space, office equipment & supplies, etc.

The list of items shown above detail the regular on-going functions provided by City of Roseville Staff in the Finance and Administration Departments. Additional assistance is provided on an as needed basis.

At 5% and a 2016 EDA *General* Administrative Budget of $181,600, the admin fee for 2016 would be $9,080. Let me know if you have any questions.

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY
FISCAL SERVICES AGREEMENT

THIS AGREEMENT is entered into as of the 4th day of January, 2016 by and between the Economic Development Authority (REDA) of Roseville, Minnesota, hereinafter referred to as the REDA, and the City of Roseville, a Minnesota municipal corporation, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, the REDA desires to contract with the City for certain fiscal assistance services in connection with the operations and activities of the REDA.

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. Scope of Services. The City shall perform necessary and requested services for the implementation of financial actions and activity of the REDA summarized as follows:

A. Process bi-weekly payroll and payment of invoices.
B. Provide monthly reporting including summaries of past and current revenues and expenditures.
C. Provide assistance and guidance in the preparation of the REDA's annual budget.
D. Coordinate the selection of a CPA firm and the preparation of all audit work papers for the purposes of conducting an annual financial audit. (Audit costs shall be paid by the REDA).
E. Establish and maintain all banking and investment relationships and procedures.
F. Provide for the proportionate share of office space, office supplies, etc.
G. Maintain coverage for the REDA and its activities, on the City's insurance policies.

II. Term. This agreement shall be effective upon the approval of the REDA Board of Directors and the City Council, whichever occurs last, and shall continue for a period of one year thereafter (i.e. January 1, 2016 through December 31, 2016).

III. Fee. The REDA shall pay the City a fee of $ 9,080 ("Contract Fee") for the services set forth in Provision I above. The Contract Fee shall be paid in monthly equal installments of $757 payable at the end of each month of the term of this Agreement.

IV. Employment Status and Control of Work. The parties acknowledge that the City is acting as an independent contractor for the REDA under this contract. The City shall supply, at its own expense, all personnel, materials, supplies and equipment required to provide the services contemplated by this Agreement. Any employee assigned by the City to perform work under this Agreement shall remain the exclusive employee of the City for all purposes, including but not limited to wages, salary, benefits and workers' compensation. Such City personnel shall not be entitled to any compensation, rights or benefits of any kind from the REDA including, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

V. Assignment. This Agreement shall not be assigned or transferred by the City or the REDA without written consent of the other party and a minimum of 30 days notice in writing by the City.

VI. Termination: This Agreement may be terminated by either party prior to the termination date set forth in Provision 2 above, with or without cause, by giving the other party written notice of such termination at least 30 days prior to the date of such termination. The date of termination shall be stated in the notice. In the event of such termination the Contract Fee payable by the REDA shall be prorated based upon the number of days that this Agreement is in effect prior and including the date of termination bears to 365 ("Adjusted Fee"). In the event of such early termination the REDA shall pay to the City for the month in which such early termination occurs, the unpaid amount of the Adjusted Fee, which amount shall be paid within 10 days after the early termination date rather than at the end of the quarter.

VII. Notices. Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to the Executive Director if such notice is to be given to the REDA, or b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below:

If to City: City of Roseville
Attn: City Manager
2660 Civic Center Drive
Roseville, MN 55113

If to REDA: Roseville Economic Development Authority
Attn: Executive Director
2660 Civic Center Drive
Roseville, MN 55113

Notices shall be deemed effective on the date of receipt if given personally, or on the date of deposit in the U.S. mails if mailed; provided, however, if notice is given by deposit in the U.S. mails the time for response to any notice by the other party shall commence to run one business day after the date of mailing. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY

____
Its President

____
Its Executive Director

CITY OF ROSEVILLE

____
Its Mayor

____
Its City Manager

REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: January 4, 2016
Item No.: 10.e

Department Approval

Executive Director Approval

Item Description: REDA Next Steps

BACKGROUND

The Roseville Economic Development Agency (REDA) agenda for January 4 contains a number of procedural actions to make the REDA function.

However, in order to reach its full effectiveness, additional operational discussion will need to occur with the City Council regarding the strategic vision for the City's housing and economic development program.

Some of this strategic vision has already started with the City's Priority Plan and staff is currently working on its implementation.

Staff is targeting the February 8 City Council meeting to begin this policy discussion. We are waiting until that meeting due to a January agenda schedule that already looks to be pretty full given the holiday break period and other items that normally occur in the first month of the year. At the February 8 meeting, we anticipate bringing the City Council the following background information:

- Information regarding the current budget/financial status of the REDA
- Update on the Priority Plan implementation progress
- More detail regarding the existing programs that were inherited from the RHRA

Staff will provide some background narrative regarding issues and opportunities the City Council may wish to consider, but the primary goal of the meeting is to provide information and listen to the issues and opportunities the City Council would like to see addressed. Following the receipt of direction at the February 8 meeting, Staff would anticipate at least one follow up meeting to begin to bring forward implementation of that policy direction which could include actions such as providing additional information, revising budget priorities, reorganization, new programs, modifying existing programs, etc.

In the period between January 1 and whenever any policy direction should change, the housing and economic development programs will continue to move forward as they have previously. As part of the assumption of actions from the RHRA, the REDA has absorbed the RHRA budget, so we are still able to pay salaries, incur normal operating expenses, operate existing programs etc. without any actions from the REDA per the normal City financial procedures which the REDA has adopted.

With the zero levy for 2016, the REDA will eventually need to take action to transfer funds from one of the REDA reserve accounts because the operating account does not have enough available funding to make it through the entire year as budgeted. However, there are available funds to make it through several months without any transfers and therefore it is proposed to resolve that issue in the future along with any other budget adjustments that may come out of the City Council discussion beginning on February 8.

POLICY OBJECTIVE

This is a step in implementing the City Council's policy direction to create an REDA

BUDGET IMPLICATIONS

At this time, there are no budget impacts although future policy changes from the City Council could impact REDA and/or City budgets.

STAFF RECOMMENDATION

This item is for informational purposes only. No actions are necessary. Staff will be available if there are any questions regarding the next steps outlined above.

REQUESTED REDA BOARD ACTION

This item is for informational purposes only. No actions are necessary.

Prepared by: Paul Bilotta, Community Development Director

Attachments: None