



**REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY
ACTION**

Date: 1/14/2019
Item No.: 5.a

Department Approval

Executive Director Approval

Item Description: Annual Election of Officers of the Roseville Economic
Development Authority

BACKGROUND

Minnesota State Statute 469.096, Subdivision 2 requires an Economic Development Authority to elect a President, a Vice President, a Treasurer, Secretary and an Assistant Treasurer at an annual meeting. The Roseville Economic Development Bylaws designate that the office of Secretary be held by the Executive Director and the 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 Bylaws provide for the office of Secretary to be held by the Executive Director, who may delegate duties to other City staff as needed. The officers elected in 2018 are:

- President – Member Dan Roe
- Vice President – Member Lisa Laliberte
- Treasurer – Member Tammy McGehee
- Secretary – Patrick Trudgeon
- Assistant Treasurer – Chris Miller

POLICY OBJECTIVE

The annual election of officers per Minnesota State Statute 469.096 Subdivision 2.

STAFF RECOMMENDATION

Commissioners should elect the following officer positions per Minnesota State Statute 469.096, Subdivision 2:

- President
- Vice President
- Treasurer
- Secretary
- Assistant Treasurer

29 **REQUESTED REDA BOARD ACTION**

30 Motion to elect a President, Vice President, Treasurer, Secretary and Assistant Treasurer
31 of the Roseville Economic Development Authority.

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Attachment A: Minnesota State Statue 469.096

469.096 OFFICERS; DUTIES; ORGANIZATIONAL MATTERS.

Subdivision 1. **Bylaws, rules, seal.** An authority may adopt bylaws and rules of procedure and shall adopt an official seal.

Subd. 2. **Officers.** An authority shall elect a president, a vice-president, a treasurer, a secretary, and an assistant treasurer. The authority shall elect the president, treasurer, and secretary annually. 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.

Subd. 3. **Duties and powers.** The officers have the usual duties and powers of their offices. They may be given other duties and powers by the authority.

Subd. 4. **Treasurer's duties.** The treasurer:

(1) shall receive and is responsible for authority money;

(2) is responsible for the acts of the assistant treasurer;

(3) shall disburse authority money by check only;

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

(5) shall file the authority's detailed financial statement with its secretary at least once a year at times set by the authority.

Subd. 5. **Assistant treasurer.** The assistant treasurer has the powers and duties of the treasurer if the treasurer is absent or disabled.

Subd. 6. **Treasurer's bond.** The treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the authority and filed with the secretary. The bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the authority provided that the bond must not exceed \$300,000.

Subd. 7. **Public money.** Authority money is public money.

Subd. 8. **Checks.** An authority check must be signed by the treasurer and one other officer named by the authority in a resolution. The check must state the name of the payee and the nature of the claim that the check is issued for.

Subd. 9. **Financial statement.** The authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the authority's credits and assets, and its outstanding liabilities in a form required for the city's financial statements. The authority shall examine the statement together with the treasurer's vouchers. If the authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

History: 1987 c 291 s 97