

**City of West St. Paul
Economic Development Authority
Meeting Minutes of January 26, 2015**

1. Call to Order

Com. David Meisinger called the meeting to order at 8:00 p.m.

2. Roll Call

PRESENT: Commissioners David Meisinger, Ed Iago, Pat Armon, John Bellows, Dave Napier, Jenny Halverson, and Dick Vitelli

OTHERS: Assistant City Manager Sherrie Le, Community Development Jim Hartshorn, City Attorney Korine Land and City Clerk Chantal Doriott

3. Adopt Agenda

Motion was made by Com. Vitelli and seconded by Com. Halverson to adopt the agenda noting the meeting minutes to consider for approval are from September 8, 2014. All ayes. Motion carried.

4. Adopt Minutes

Motion was made by Com. Halverson and seconded by Com. Iago to approve the EDA meeting minutes of September 8, 2014 as presented. All ayes. Motion carried.

5. Commissioner Comments

Com. Napier welcomed resident Megan Parker, a recent St. Kate's graduate, who has started her own massage business, Megs Massage Therapy, LLC at 1549 Livingston Ave., Suite 102. Commissioners wished Megan good luck in her new business venture.

6. Annual Meeting

6.A. Annual Election of Officers

EDA Executive Director Jim Hartshorn gave an overview of the annual meeting expectations, held in January of each year. Authority is outlined in the EDA Bylaws.

Com. Meisinger explained that he has been representing himself as the EDA President, in the community, as it was his understanding that the Mayor would serve as the EDA President. Com. Bellows and Iago are in favor of Com. Meisinger being nominated as the President and they offered comment.

Motion was made by Com. Vitelli and seconded by Com. Bellows to nominate David Meisinger at the EDA President. Coms. Armon, Bellows, Halverson, Napier, Vitelli and Iago voted aye. Com. Meisinger abstained. Motion carried.

6.B. EDA Bylaws

Commissioners discussed whether they should be meeting with developers, individually or in a group of 2, with the executive director.

- Napier is a little concerned and he doesn't think it is good practice to have one commissioner meeting with developers. The EDA has an executive director (community Development Director Jim Hartshorn) who should meet with developers and bring us the information.
- President Meisinger explained he and Hartshorn would meet with the developers, and another commissioner could be invited. Not all developers want to meet with the full EDA; they want to maintain some form of confidentiality.
- Com. Halverson said the bulk of what was discussed, at the 2014 strategic plan meeting, was Commissioners meeting independently with developers. It was decided that Hartshorn would meet and bring information back to the EDA meetings.
- Attorney Land referred to the Bylaws, Section 3.8: Commissioner Authority. Individually, Commissioners cannot bind, commit, or make promises, either verbal or written, to any person or business engaged in or pursuing activity related to economic development in the City. Commissioners should not engage in lengthy preliminary discussions regarding economic development inquiries, but should refer all such inquiries to the Executive Director. The Executive Director will determine if the information is appropriate for or sufficiently significant enough to bring it to the attention of the Board, at which time, the information will be shared with all members of the Board.
- Com. Bellows has problems only if the discussions are not shared with other commissioners.
- Com. Iago said if a developer wants to sit down with us, have the executive director notify the commissioners, schedule a meeting and restrict it to a couple of commissioners who can meet and they can relate what was discussed at the next meeting. Com. Bellows is in favor. Com. Halverson is in favor of having the developer get in touch with the director.
- Executive Director Jim Hartshorn referred to Bylaws Section 2.8 Executive Director. "The Executive Director shall be designated from time to time by the Authority and shall be the chief appointed executive officer of the Authority. The Executive Director shall have the authority to carry out and execute the purposes of economic development within the powers given the EDA in Minn. Stat. §§469.090 to 469.108 for projects that have been approved by the Board, including, but not limited to directing or ordering the services of legal counsel, staff, consultants, vendors, appraisers, contractors, auditors, developers, or others as needed, and shall have such additional responsibilities and the authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board. He said he usually has an initial meeting by himself and then will ask for EDA direction."
- President Meisinger is following the EDA Bylaws and is trying to assist and help the City become the best it can be.

- Com. Vitelli is in favor of having Hartshorn bring information and prospects back to the EDA board and stick with the Bylaws.

Motion was made by Com. Vitelli and seconded by Napier to nominate Ed Iago as EDA Vice President, Pro Tem. Motion was amended by Com. Vitelli and seconded by Com. Napier to also nominate the following:

Treasurer - David Meisinger
Assistant Treasurer - Joan Carlson
Secretary - Chantal Doriott

Coms. Armon, Bellows, Halverson, Napier, Vitelli and Meisinger voted aye. Com. Iago abstained. Motion carried.

6.C. 2015 EDA Budget

Assistant Treasurer Joan Carlson gave an overview. This final document is for review purposes and has been entered into the record as part of these minutes.

Motion was made by Com. Armon and seconded by Com. Halverson to accept the 2015 EDA budget as presented. All ayes. Motion carried.

6.D. 2014 Annual Report

Executive Director Jim Hartshorn gave an overview of 2014 EDA projects. President Meisinger asked that the "gutter ordinance" be reviewed. Com. Bellows believes the gutter ordinance is pretty straightforward. City Manager explained that ordinance changes should probably be made through the City Council. Commissioners thanked Dir. Hartshorn for the update and asked a few questions.

7. New Business

7.A. Financial Report - December, 2014

Assistant Treasurer Joan Carlson explained this is the final report but it currently isn't complete. The City continues to receive invoices and EDA will be updated as needed. Financially it was a good year for the EDA and the bottom line shows a positive balance of \$105,000. Commissioners thanked Joan for the update.

7.B. Non-Waiver of Statutory Limit on Municipal Tort Liability

Assistant Treasurer Joan Carlson explained that staff recommended we continue to rely upon the statutory limits established by M.S. 466.04 to limit loss exposure and that asking you not to waive the limits. Motion was made by Com. Vitelli and seconded by Com. Armon to adopt Resolution No. 15-02 Approving Non-Waiver of Statutory Tort Liability Limits. All ayes. Motion carried.

7.C. Tapemark Expansion Project - Minnesota Investment Fund

Executive Director Jim Hartshorn gave an overview of the Minnesota Investment Fund (MIF) for the Tapemark expansion program.

Attorney Land offered comments and explained a waiver of the contract from the City and Tapemark as her company has done work with Tapemark in the past, Ms. Land has not represented or done any work with Tapemark. Waive the conflict and continue to represent the City of West St. Paul EDA.

Motion was made by Com. Halverson and seconded by Com. Vitelli to approve the loan agreement with Minnesota Investment Fund and The Tapemark Company and adopt Resolution No. 15-02 for the Minnesota Investment Fund State Loan Program and accept the waiver of conflict from LeVander, Gillen & Miller, P.A. (attorney Korine Land) as presented. All ayes. Motion carried.

Motion was made by Com. Napier and seconded by Com. Halverson to approving the Grant Contract with the Dept. of Employment and Economic Development Business and Community Development Division for the The Tapemark Company (CDAP-14-0017-H-Y15 as presented. All ayes. Motion carried.

President Meisinger thanked The Tapemark Company for remaining in the City of West St. Paul and providing employment opportunities.

7.D. Demolition Bid for Former Blockbuster Building

Executive Director Jim Hartshorn gave an overview. The city received two quotes for demolition of 1539 Robert Street (former Blockbuster site).

- Carl Bolander and Sons quote \$87,494.00
- Semple Excavating, Inc. \$88,706.00

Motion was made by Com. Halverson and seconded by Com. Vitelli to approve the quotes as outlined above and approve the lowest quote from Carl Bolander & Sons, Co. in the amount of \$87,494.00. All commissioners presented voted in favor. Motion carried.

7.E. Open to Business Program - Joint Powers Agreement

Executive Director Jim Hartshorn gave an overview of the Open to Business Program. The Metropolitan Consortium of community Developers, a Minnesota non-profit corporation would enter into a joint powers agreement with Dakota County and City of West St. Paul. The program brings business service specialists who work to expand community development in various areas such as financing and development.

Motion was made by Com. Iago and seconded by Com. Napier to approve the Joint Powers Agreement (JPA) between the City and Dakota County CDA as presented. All ayes. Motion carried.

7.F. Prime Design Subsidy Agreement

Executive Director Jim Hartshorn gave an overview of the Business Subsidy Agreement for Prime Design to facilitate the expansion project. Attorney Land offered additional comment and she has completely analyzed the document (agreement). Com. Armon added "this is more good news". President Meisinger welcomed IEM, Inc. to West St. Paul.

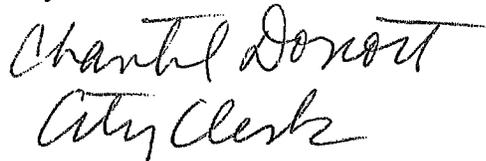
Motion was made by Com. Armon and seconded by Com. Iago to approve the Business Subsidy Agreement as presented. All ayes. Motion carried.

8. Old Business

There was no old business.

9. Motion was made by Com. Halverson and seconded by Com. Iago to adjourn the EDA meeting at 8:55 p.m. All ayes. Motion carried.

Chantal Doriott
City Clerk



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