

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MINUTES

NOVEMBER 1, 2011

1. **Call to Order:** Member Chris McClish called the EDA meeting to order at 5:00 pm.
2. **Roll Call:** Present were Troy Shook, Jeff Sandoval, Brenda Pavelich-Beck, Chris McClish and Richard Orpen. Also present were City Attorney Scott Lepak, George Eilertson of Northland Securities, Julie Eddington of Kennedy and Graven Chartered, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** Motion by McClish second Pavelich-Beck to adopt the proposed agenda. Motion carried 5-0.
4. **Consideration and Adoption of Bylaws:** City Attorney Scott Lepak reviewed all seven articles of the Bylaws of the St. Francis Economic Development Authority with the members.
  - 1) The first amendment in the Bylaws was in Section 3.5 Secretary and Section 3.6 Assistant Secretary. They were amended to read as;  
**Section 3.5. Secretary.** The secretary shall keep the minutes of all meetings of the Board and shall maintain all records of the Authority~~be responsible for the acts of the assistant secretary~~ and shall have such other duties and responsibilities as the Board may from time to time prescribe by resolution.  
**Section 3.6. Assistant Secretary:** Intentionally Left Open. ~~There shall be an assistant secretary who shall keep the minutes of all meetings of the Board and shall maintain all records of the Authority.~~ Intent
  - 2) The second amendment in the Bylaws was in Section 5.2 Special Meetings. It was amended to read as;  
**Section 5.2. Special Meetings.** Special meetings of the Board may be called by the president or any two commissioners for the purpose of transacting any business designated in the call notice. The call notice for a special meeting may be delivered to each commissioner, ~~or~~ may be mailed to the business or home address of each commissioner, or at commissioner option, electronically mailed to a designated email address of each commissioner at least three (3) days prior to the date of such special meeting. Notice of any special meeting shall also be posted and/or published as may be required by law.
  - 3) The third amendment in the Bylaws was in Section 5.4 Order of Business. It was amended to read as;

**Section 5.4. Order of Business.** At the regular meetings of the Board the following shall be the order of business:

- (A) Open meeting
- (B) Approval of the minutes of previous meeting
- (C) Approval of the agenda
- ~~(D) Old business~~
- ~~(E) Items from the public~~
- (F) Public hearings
- ~~(G) New business~~
- ~~(H) Executive Director's report~~
- (I) Accounts payable
- ~~(J) Other reports~~
- (K) Adjournment

The items that were deleted could be added back in when and if needed for a meeting.

MOTION BY SANDOVAL SECOND McCLISH TO APPROVE THE PROPOSED BYLAWS OF THE ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY AS AMENDED. Motion carried 5-0.

5. **Appointment of Officers:** Lepak read from the Bylaws;

**Section 3.1 Officers.** The officers of the Authority shall be a president, a vice president, a treasurer, an assistant treasurer, and a secretary, each of whom shall have the usual duties and powers of such offices, the duties and powers given to them by the Board from time to time, and those duties and powers prescribed by Minnesota law or these bylaws. The president, treasurer and secretary shall be elected annually by the Board. No commissioner may be both president and vice president simultaneously. No commissioner may be both treasurer and assistant treasurer simultaneously. The secretary and the assistant treasurer need not be commissioners. Each officer of SFEDA shall be compensated for his or her actual expenses for attending each regular and special meeting of SFEDA.

MOTION BY PAVELICH-BECK SECOND ORPEN TO APPOINT CHRIS McCLISH AS PRESIDENT OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND PAVELICH-BECK TO APPOINT RICHARD ORPEN AS VICE PRESIDENT OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND SANDOVAL TO APPOINT BRENDA PAVELICH-BECK AS TREASURER OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY PAVELICH-BECK SECOND SANDOVAL TO APPOINT CITY CLERK BARB HELD AS SECRETARY OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND ORPEN TO APPOINT JEFF SANDOVAL AS ASSISTANT TREASURER OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

Lepak stated in regards to the Executive Director as stated in Section 3.9 Initially, the City Administrator shall serve as the executive director of the Authority. The executive director shall be the chief executive officer of the Authority, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The executive director shall serve at the pleasure of the Authority.

6. **Northland Securities Inc. – Informational Presentation:** George Eilertson of Northland Securities along with Julie Eddington of Kennedy and Graven were there to explain and summarize the Minnesota HRA and EDA powers and financing of the different types of bonds. Eilertson stated the City Council is looking at a Lease Revenue Bonds which are very common in Minnesota. They answer the board members questions on tax levy's. Eilertson also stated that sometime in December will be the issuance of the bonds. All the action by the City Council so far has been pending the EDA Financing approval.
7. **Scheduling of next EDA Meeting:** President McClish stated the next EDA meeting will be held on November 7, 2011 at ISD #15 Central Service Center, 4115 Ambassador Blvd NW. at 5:00 pm. At this meeting there will be a resolution before us to commit to the lease revenue bond financing.
8. **Adjourn:** MOTION BY SANDOVAL SECOND SHOOK TO ADJOURN THE EDA MEETING AT 6:00 PM. Motion carried 5-0.

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Barbara I. Held, City Clerk