



**Meeting Agenda**

**Monday, October 2, 2017 (7:00 P.M.)**

*Please call 507-479-3219 if you are unable to attend.*

- I. Call meeting to order (7:00 P.M.)**
- II. Agendas & Minutes:**
  1. Consider 10/2/2017 agenda
  2. Consider 9/11/2017 minutes
- III. Bills and Communications:**
  - A. **EDA Fund Balances**
  - B. **Periodic Financial Reports**
- IV. Monthly Reports/Updates:**
  1. Mayor's report
  2. Council liaison report (Mark Wentzlaff)
- V. Unfinished Business:**
  1. USDA Rural Development Grant
  2. Timberline request
- VI. New Business:**
  1. Accept resignation of Brian Oelfke
  2. Review of By-Laws
- VII. Adjournment**



September 11, 2017  
7:00 P.M.

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**I. CALL TO ORDER**

Pursuant to due call and notice thereof, Green Isle EDA President Randal Bruegger called the Green Isle Economic Development Authority meeting to order at Green Isle City Hall at 7:00 P.M.

**Members present:** Randal Bruegger (President), Bert Panning, Scott Vos, Mark Wentzlaff, Mark Miller

**Members absent:** Brian Oelfke

**Staff present:** Amy Newsom (EDA Director)

**Staff absent:** None

**Guests present:** None

**II. MINUTES & AGENDA –**

1. 8/7/2017 EDA minutes
2. 9/11/2017 EDA agenda – Newsom requested to include a presentation on the child care shortage. Motion by Wentzlaff to approve minutes and agenda with addition, second by Miller, motion carried.

**III. BILLS & COMMUNICATIONS**

- A. EDA Fund Balances:
- B. Periodic Financial Reports:

**IV. MONTHLY REPORTS/UPDATES**

1. **Mayor's report** – None.
2. **Council liaison report (Mark Wentzlaff):** Wentzlaff reported that Rickert Excavating from New Auburn would be coming out to take a look at the ditch problem down by the park. Wentzlaff also reported that sidewalks would be going in around the flags at the Green Isle Area Veterans Park.

**V. UNFINISHED BUSINESS**

**1. Marketing lot by Green Isle Area Veterans Park:**

- a. The sale sign is up on the lot. Newsom will share information on Facebook.

**2. Conservation Partners Legacy Program:**

- a. Newsom reported that the City is not eligible for the grant because the City does not own the property.

**VI. NEW BUSINESS**

**1. USDA Rural Development Grant approved:**

- a. Newsom reported that the Green Isle EDA received the \$10,000 grant from the USDA.

**2. Approve Revolving Loan Fund Applicant package:**

- a. Motion by Vos, second by Wenzlaff to approve the revolving loan fund applicant package pending any changes requested from Green Isle City Attorney Ross Arneson. Motion carried. The applicant package will be placed on the September 12 City Council agenda for approval.

**3. Timberline request:**

- a. The EDA Board reviewed a request from Timberline Woodproducts to build a cabinet shop in the Green Isle Industrial Park (PID #34.0158.100). Timberline presented several requests to the EDA. EDA accepted the following requests: allow 2 entrances for Timberline Woodproducts building; allow for future subdivision for mini storage; City/County tax abatement for 10 years; lot for \$1.00; address the auction traffic, mud on streets, and potential storm sewer blockage, waive \$2,058.08 property assessment; and suggested adding extra meter for irrigation with City possibly paying water for one year. Motion by Bruegger, second by Wenzlaff to move the request forward to City Council with the above EDA recommendations. Motion carried. Vos abstained from voting due to a conflict of interest. Newsom to contact Timberline Woodproducts to see if they would like to move the request on to City Council with the EDA recommendations.

**4. Rural Child Care Innovation Program:**

- a. Newsom presented information on the County's work with First Children's Finance to address the child care shortage in Sibley County. Arlington has the highest child care shortage with a shortage of 134 slots. Newsom also reported that there has been interest in building a child care center in the area. Newsom invited EDA members to attend the Town Hall meeting on November 16 at the Arlington Community Center from 6:00 to 9:30 p.m.

**VII. ADJOURNMENT: At 8:12 P.M.**

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Amy Newsom, EDA Director

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Randal Bruegger, EDA President

**By-Laws  
of  
Green Isle Economic Development Authority**

**Article I**

**Purpose**

The Green Isle Economic Development Authority is a public body politic and corporate and a political subdivision of the State of Minnesota. The primary purpose of the Authority is to serve as an Economic Development Authority pursuant to Minnesota Statutes, Chapter 469, and any laws amending or replacing said laws. The authority shall be governed by all requirements of said statute, the Enabling Resolution passed by the Green Isle City Council and any amendments to the Enabling Resolution which may be enacted in the future.

**Article II**

**Offices and Boundaries**

1. The principal office shall be in the City Hall of the City of Green Isle, County of Sibley, State of Minnesota.
2. The authority may also have offices at such other places as the Commissioners of the Authority may from time to time appoint, or as the business of the authority may require.
3. The territory in which operations of the corporation are principally to be conducted consist the City of Green Isle in the State of Minnesota.

**Article III**

**Board of Commissioners**

1. The management of all of the affairs, property and business of the Authority shall be vested in a Board of Commissioners, consisting of seven (7) persons, two of whom shall be members of the City Council. Commissioners shall be appointed by the Mayor with the approval of the City Council. The Mayor shall be an ex-officio member of the Board.
2. The City Council members of the Commission shall serve for their term of office on the City Council. The initial terms of any non-Council Commissioners shall be for one, two, three and four years respectively. Thereafter, all non-council Commissioners shall be appointed for six year terms.
3. The Board of Commissioners may exercise all powers of the Authority and do all such lawful acts and things as are directed or required to be done pursuant to law, the enabling resolution or pursuant to these By-Laws.

4. All vacancies in the Board of Commissioners, whether caused by resignation, termination of Council members, death or otherwise, shall be filled by Mayoral appointment with approval by the City Council. Any commissioners, thus selected to fill any vacancy shall hold office for the balance of the unexpired term to which he or she is appointed.
5. The annual meeting of the Board shall be held on the same day as the first City Council meeting in January each year.

The Board shall hold regular meetings on the first Monday of the month, or at such other time as the Board may determine.

6. Special meetings of the Board of Commissioners may be called at any time by the President, or, in his/her absence, by the Vice-President or by any two (2) Commissioners, to be held at the principal office of the Authority in the City of Green Isle, State of Minnesota, or such other place or places as the Commission may from time to time designate. Notice of special meetings of the Board of Commissioners shall be given to each Commissioner at least three (3) days prior to the meeting via telephone, telegram, letter or personally.
7. A quorum at all meetings of the Board of Commissioners shall consist of a majority of the whole board. Less than a quorum may, however, adjourn any meeting, which may be held on a subsequent date without further notice, provided a quorum be present at such deferred meeting.
8. No stated salary shall be paid Commissioners for their services, but, by subsequent resolution of the Board of Commissioners, expenses may be reimbursed for attendance at each regular or special meeting of such Board; provided that nothing herein contained shall be construed to preclude any Commissioner from serving the Authority in any other capacity and receiving compensation therefor.

#### **Article IV**

##### **Officers**

1. The officers of the corporation shall be a President, a Vice-President, a Secretary-Assistant Treasurer and a Treasurer who shall be elected to a one (1) year term in such officer position. They shall hold office until their successors are elected and qualified. The President, Vice-President and Treasurer shall be members of the Board of Commissioners. The Secretary-Assistant Treasurer need not be a member of the Board of Commissioners.
2. The President shall preside at all meetings of the Authority, shall be in charge of the day-to-day operations, shall sign or counter-sign all certificates, contracts and other instruments of the Authority as authorized by the Board of Commissioners, shall make reports to the Board of Commissioners, and shall perform all such other duties as are incident to the office or are properly required by the Board of Commissioners.
3. The Vice-President shall exercise the functions of the President during the absence or disability of the President.

4. The Secretary-Assistant Treasurer shall issue notice for all meetings, except that notice for special meetings of Commissioners called at the request of Commissioners provided herein may be issued by such Commissioners, shall keep minutes of all meetings, shall have charge of the Authority books, perform the Treasurer duties if the Treasurer is absent or disabled, and shall make such reports and perform such other duties as are incident to the office, or are properly required by the Board of Commissioners.
5. The Treasurer shall perform all duties incident to the office which are properly required by the Board of Commissioners.
6. In the case of the absence or inability to act of any officer of the Authority and of any person herein authorized to act in his or her place, the Board of Commissioners may from time to time delegate the powers or duties of such office to any other officer or any Commissioner who it may select.
7. Vacancies in any office arising from any cause may be filled by the Commissioners at any regular or special meeting.
8. The salaries, if any, of all officers and agents of the Authority shall be fixed by the Board of Commissioners, from time to time, subject to approval of the City Council.

## **Article V**

### **Attendance and Expenses**

1. Any Commissioner who is absent from three (3) consecutive duly called meetings of the Board shall be deemed to have resigned unless the absentee provides a satisfactory explanation to the President and the President so notes in the records of the Authority.
2. Commissioners and officers shall be entitled to reimbursement for all reasonable travel and related expense incurred in attendance at meetings and in the performance of duties on behalf of the Authority. Schedules of reimbursable expense shall be established by the Authority from time to time. The city may also in its discretion, provide life insurance coverage for the commissioners and officers while they are performing city business.

## **Article VI**

### **Finance and Administration**

1. The monies of the Authority shall be deposited in the name of the Authority in such bank or banks as the Board of Commissioners shall designate, and shall be drawn out only by check signed by persons designated by resolution by the Board of Commissioners.
2. The fiscal year of the Authority shall be the same as the fiscal year of the municipality.
3. The nature, number and qualification of the staff required by the Authority to conduct its business according to these By-Laws shall be annually determined by the Board of Commissioners. Any agreement shall set forth in reasonable detail the nature of the services to be performed, the cost basis for such services and the payment to be made by the Authority. Included within the services to be provided under this agreement shall be necessary contacts with prospective applicants, involved financial institutions, federal or

state agencies and the keeping of necessary books of account and records in connection with the Authority business.

4. The books and records of the Authority shall be kept at the Authority office in the City of Green Isle and State of Minnesota.
5. All contracts, notes and other written agreements or instruments to which the Authority is a party or by which the Authority may be bound shall be executed by the President and/or the Executive Director or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe.
6. An Authority check must be signed by the Treasurer and one other official named by the Authority in a resolution. The check must state the name of the payee and the purpose for which the check was issued.

## **Article VII**

### **Powers**

1. The Authority may exercise all of the powers contained in the Enabling Act, Minnesota Statutes, Section 469.090 to 469.108.
2. The Authority may exercise all of the powers contained in the Housing Act, Minnesota Statutes, Section 469.001 to 469.047.
3. The Authority may exercise all of the powers of an Agency contained in the Development Act, Minnesota Statutes, Sections 469.124 to 469.134.
4. The Authority may exercise all of the powers of a redevelopment agency contained in the Industrial Bond Act, Minnesota Statutes, Sections 469.152 to 469.165.
5. The Authority may exercise all of the powers of a city contained in the Housing Finance Act, provided authorized to do so by ordinance of the Council pursuant to Section 462C.02, Subdivision 6 of the Housing Financing Act.
6. The Authority may exercise all of the powers of an authority contained in the Tax Increment Act, Minnesota Statutes, Section 469.174 to 469.179.
7. The Authority may exercise such powers as may be contained in other laws applicable to economic development authorities or housing and redevelopment authorities not specifically described herein.

## **Article VIII**

### **Limit of Powers**

1. The sale of all bonds issued by the Authority must be approved by the City Council before issuance.
2. The ability of the Authority to participate as a limited partner in a development project must have prior approval of the City Council.

3. All official actions of the Authority must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan.
4. The Authority must submit administrative structure and management practices to the City Council for approval.

## **Article IX**

### **Annual Report and Budget**

1. The Authority shall prepare an annual report describing its activities and providing an accurate statement of its financial condition. Said report shall be prepared and submitted to the City of Green Isle by March 1 each year.
2. The Authority shall prepare an annual budget projecting anticipated expenses and sources of revenue. Said budget shall be prepared and submitted to the City Council as part of the annual city budget process.
3. The financial statements of the Authority must be prepared, audited, filed and published in the manner required for the financial statements of the municipality.

## **Article X**

### **Notices**

1. Whenever the provisions of the statute or these By-Laws require notice to be given to any Commissioner or officer, they shall not be construed to mean personal notice; such notice may be given in writing by depositing the same in a post office or letter box, in a post-paid, sealed wrapper, addressed to such Commissioner at his/her address as the same appears in the books of the Authority, and the time when the same shall be mailed shall be deemed to be the time of the giving of such notice.
2. A waiver of any Notice in writing, signed by a Commissioner, whether before or after the time stated in said Waiver for holding a meeting, shall be deemed equivalent to a Notice required to be given to any Commissioner.

## **Article XI**

### **Staff**

1. The staff shall have professional management, legal and accounting capabilities sufficient to insure the proper and efficient operation of the Authority.
2. "Staff" shall include employees and Commissioners of the Authority and other qualified individuals or organizations, who may from time to time contract with the Authority to provide professional legal, accounting and technical assistance services to the Authority.



3. The number of the staff shall be as determined by the Board of Commissioners.
4. The Authority may contract for the services of consultants, agents, public accountants, independent contractors and other persons and entities as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.
5. The Authority may purchase the supplies and materials it needs. The authority may use the facilities of the city's purchasing department. The city may furnish offices, structures and space, equipment and supplies, stenographic, clerical, administrative, engineering, technical and other assistance to the Authority.

## **Article XII**

### **Indemnification**

1. The Authority shall have the power to indemnify any persons, whether officers, Commissioners, employees, agents or other persons acting for or on behalf of the Authority in respect to any and all matters or actions for which indemnification is permitted by the laws of the State of Minnesota, including, without limitation, liability for expenses incurred in defending against actions commenced or threatened.
2. In the discretion of the Commissioners, the Authority may purchase and maintain insurance against claims arising out of events and made or threatened against persons described in Section 1 above, whether or not the Authority has the power to indemnify such person under the laws of the State of Minnesota.

## **Article XIII**

### **Amendment of By-Laws**


1. Alterations, amendments or repeal of the By-Laws may be made by a majority of the Commissioners entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the By-Laws shall be given in writing to each Commissioner at least ten (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

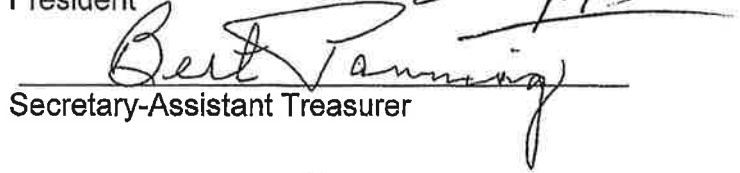
## **Article XIV**

### **Miscellaneous**

1. All meetings of the Authority shall be governed by Roberts Rules of Order, Revised.

Dated: February 14, 2017

  
President

  
Secretary-Assistant Treasurer

