



Roseville Economic Development Authority (REDA) Meeting Minutes
City Council Chambers, 2660 Civic Center Drive
Monday, January 4, 2016 at 6:15 p.m.

1. Administration of Oaths

City Manager Patrick Trudgeon administered the Oath of Office to Board Members Dan Roe, Robert Willmus, Tammy McGehee, Jason Etten and Lisa Laliberte

2. Call to Order

At the advice of legal counsel and prior to election of officers, City Manager Trudgeon convened and called to order the regular meeting of the Roseville Economic Development Authority (REDA) in and for the City of Roseville at approximately 6:15 p.m.

3. Appointment of Pro Tem President and Secretary

Continuing under guidance of legal counsel, City Manager Trudgeon reviewed the process for election of a Pro tem President and Secretary of the REDA prior to further action, as outlined in the Request for Economic Development Authority Action, dated January 4, 2016.

Member Etten moved, Member Willmus seconded, appointment of Member Roe as Pro Tem President of the REDA to serve until election of a President for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None **Motion carried.**

City Manager Trudgeon turned the meeting over to President Pro tem Roe.

Member Etten moved, Member McGehee seconded, appointment of City Manager Trudgeon as Secretary Pro Tem of the REDA to serve until election of a Secretary for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

4. Roll Call

Present: Board Members Dan Roe, Robert Willmus, Tammy McGehee, Jason Etten and Lisa Laliberte

5. Approval of Agenda

Member Etten moved, Member McGehee seconded, approval of the meeting agenda as presented.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None
Motion carried.

6. Public Comment

7. Records Filing

At the direction of President Pro tem Roe, City Manager briefly reviewed the requested REDA detailed action dated January 4, 2016 for administrative action filing evidence that the Roseville City Council has taken steps required by state law to establish the REDA and that it is thereby authorized to conduct business; and under the guidance of REDA Attorney Martha Ingram from the firm, Kennedy and Graven.

President Pro Tem Roe directed Secretary Pro Tem Trudgeon to file the following documents in the permanent records of the REDA:

- a. Copy of the City Council Meeting Minutes of October 26, 2015 setting the date of the Public Hearing to Consider 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 RDDA

8. Adoption of By-laws

At the request of President Pro tem Roe, Secretary Pro Tem Trudgeon reviewed the governance of the REDA governed by State Statute, and as detailed in the REDA report dated January 4, 2016.

President Pro tem Roe referenced the draft REDA By-laws as presented, noting the specification of several officers (page 2), with the Secretary indicated in those By-laws as serving as the REDA Executive Director; and the City's Finance Director serving as REDA Assistant Treasurer.

Member Laliberte questioned if there were any conflicts of interest with the City Manager and Finance Director serving in those roles and implied in those staff appointments.

City Manager/REDA Secretary Pro Tem Trudgeon responded there were none evident, since both met statutory requirements and were beneficial based on their respective levels of expertise for those positions.

President Pro tem Roe noted that Statutes indicate five officers, but clarified that neither the Secretary nor Assistant Treasurer had to be members of the board; and further clarified that their responsibilities were related to filing documents beyond that of recording meeting minutes for the REDA Secretary.

Member Etten moved, Member McGehee seconded, adoption of the By-laws of the Economic Development Authority (Attachment A) as presented and in accordance with State Statute 469.090 to 469.1071 and Enabling Resolution No. 11277.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

9. Election of Officers

Member Etten moved, Member McGehee seconded, appointment of Member Roe as President of the REDA for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

Member McGehee moved, Member Etten seconded, appointment of Member Willmus as Vice President of the REDA for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

Member McGehee moved, Member Willmus seconded, appointment of Member Etten as Treasurer of the REDA for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

Member Etten moved, Member McGehee seconded, appointment of City Manager Trudgeon as Secretary of the REDA for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

Member Etten moved, Member Willmus seconded, appointment of Finance Director Miller as Assistant Treasurer of the REDA for 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None
Motion carried.

10. Action Items

a. Resolution Accepting RHRA Projects and Programs

At the request of President Roe, REDA Secretary Trudgeon reviewed the requested action as detailed in the report and related attachments dated January 4, 2016.

Member Willmus moved, Member McGehee seconded, adoption of REDA Resolution No. 1 (Attachment A) entitled, "Resolution Accepting Transfer of Projects and Programs from the RHRA to the REDA; and Approving Certain Organizational Matters."

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

b. Adoption of Contract with Kennedy & Graven, Chartered for Legal Services for the REDA

At the request of President Roe, REDA Secretary Trudgeon reviewed the requested action as detailed in the report and related attachments dated January 4, 2016.

Member McGehee questioned how responsibilities were defined between the REDA legal counsel and the City Attorney for their respective roles.

REDA Secretary Trudgeon advised that those roles were clearly defined in accordance with the REDA's use of its EDA powers under guidance by Ms. Ingram based on statutory authority.

Member Etten moved, Member McGehee seconded, approval of a legal services contract with Kennedy & Graven, Chartered (Attachment A).

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

c. Adoption of a Contract with Greater Metropolitan Housing Corporation (GMHC) for Housing Resource Center (HRC) Services

At the request of President Roe, REDA Secretary Trudgeon reviewed the requested action as detailed in the report and related attachments dated January 4, 2016.

Member Willmus moved, Member McGehee seconded, approval of a contract (Attachment A) for construction and loan services with Greater Metropolitan Housing Corporation (GMHC) for Housing Resource Center (HRC) services; authorizing the President and Executive Director to execute documents.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

d. Adoption of a Contract with the City of Roseville's Finance Department to Perform Accounting Services for the REDA

At the request of President Roe, REDA Secretary Trudgeon reviewed the requested action as detailed in the report and related attachments dated January 4, 2016.

Member McGehee moved, Member Willmus seconded, approval of a fiscal services contract (Attachment B) with the City of Roseville; authorizing the President and Executive Director to execute documents.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

e. REDA Next Steps

At the request of President Roe, REDA Secretary Trudgeon deferred to Community Development Director Paul Bilotta, for review of the next steps for the REDA as detailed in the report and related attachments dated January 4, 2016.

With this serving as the procedural meeting for the REDA, Mr. Bilotta advised that staff would prepare an update of pending items carried forward (e.g. an update on high density and multi-family housing in the community; and updates on the rental registration program). Mr. Bilotta noted that staff would also provide input on the PPP as approved in December and the REDA's role with those priorities. Mr. Bilotta asked that, between now and the February 8, 2016 City Council meeting, individual members bring anything to staff's attention that they wished to have addressed further or receive additional information about. Mr. Bilotta advised that staff was prepared to provide an overview of where things stood at this time, and receive direction from the City Council on next steps to take.

Secretary Trudgeon clarified that the February 8, 2016 meeting would be under the role of the City Council; and no official action taken by the REDA that would need them to meet unless otherwise directed based on that discussion.

Next Regular Meeting of the REDA

President Roe asked for official action scheduling the next regular meeting of the REDA for August 8, 2016, with any special meetings called as and if needed.

Member McGehee moved, Member Etten seconded, scheduling the next regular meeting of the REDA for August 8, 2016.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None

Motion carried.

At the request of President Roe, REDA Secretary Trudgeon reviewed the requested action as detailed in the report and related attachments dated January 4, 2016.

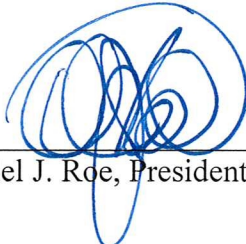
11. Adjourn

Member Etten moved, Member Laliberte seconded, adjourning the meeting at approximately 6:31 p.m.

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

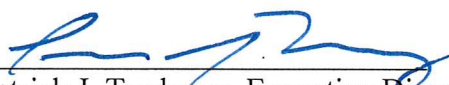
Nays: None

Motion carried.



Daniel J. Roe, President

ATTEST:



Patrick J. Trudgeon, Executive Director