

**City of West St. Paul
Economic Development Authority Minutes
January 25, 2021**

1. Call to Order

President Napier called the meeting to order at 7:18 p.m.

2. Roll Call

Present: President Dave Napier
Commissioners Wendy Berry, Julie Eastman, Lisa Eng-Sarne,
Robyn Gulley, John Justen, and Dick Vitelli

Absent: None

Also Present: City Manager Ryan Schroeder
City Attorney Kori Land
Police Chief Brian Sturgeon
Community Development Director/Executive Director Jim Hartshorn
City Clerk/Secretary Shirley Buecksler

3. Adopt the Agenda

Motion was made by Commissioner Justen and seconded by Commissioner Gulley to adopt the agenda, as presented.

Vote: 7 ayes / 0 nays. Motion carried.

4. Commissioner Comments

Commissioner Gulley

- Welcomed everyone back and glad to be here.

Commissioner Eng-Sarne

- We now have two great Thai restaurants in West St. Paul, which is exciting, so check those out.
- The Tile Store may be open now.
- Continue to support our local restaurants with take-out and in person if you feel comfortable.

Commissioner Eastman

- There are some more small business grants through Dakota County available through February 12, 2021. Check out the Dakota County website for more information.

Commissioner Justen

- Encouraged businesses to take advantage of the grants offered by Dakota County. We want to give money to keep our businesses going.

President Napier

- Remember to shop local and support our businesses.
- There are a lot of fun exciting things happening in economic development in West St. Paul. Considering everything going on, it's amazing we are thriving and developing.

5. EDA Consent Agenda

Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Berry to adopt the following items on the Consent Agenda:

- A. Meeting Minutes for July 2020
 - July 13, 2020 EDA Work Session Minutes
 - July 27, 2020 Regular EDA Minutes
- B. Meeting Minutes for August 2020
 - August 17, 2020 EDA Work Session Minutes
 - August 17, 2020 Regular EDA Minutes
 - August 31, 2020 EDA Work Session Minutes
 - August 31, 2020 Regular EDA Minutes
- C. Meeting Minutes for September 2020
 - September 14, 2020 Regular EDA Minutes
 - September 28, 2020 Regular EDA Minutes
- D. Meeting Minutes for November 2020
 - November 23, 2020 Regular EDA Minutes
 - November 23, 2020 EDA Work Session Minutes
- E. Meeting Minutes for January 2021
 - January 11, 2021 EDA Work Session Minutes
- F. November Financial Update
- G. Annual Insurance Renewal and Resolution No. 21-006 Approving Non-Waiver of Statutory Tort Liability Limits

Vote: 7 ayes / 0 nays. Motion carried.

6. Public Hearing

There were no public hearings.

7. New Business

A. Annual Meeting and Election of Officers

Annual Meeting

Executive Director Hartshorn presented the annual report for the Commission.

Mayor Napier said it's important to highlight that we received \$830,566 in permit fees and asked if the annual report will be on the City's website for everyone to access. Hartshorn said he will add it to the website.

Commissioner Eastman questioned page 3 of the annual report where, in 2020, 414 rental applications were received but only 269 were issued. What does this mean, and are they considered unlicensed? Hartshorn said that number will change, if it hasn't already been rectified. There was some miscommunication among Staff on issuing permits since rental properties were not being inspected due to COVID. They will be inspected when we can, but for right now, it's more important to get as much information on those rentals as we can and to issue those permits.

Election of Officers

Motion was made by Commissioner Vitelli and seconded by Commissioner Eastman to nominate Mayor Napier as President and Commissioner Eng-Sarne as Vice President and adopt Resolution No. 21-002 Electing Officers to include:

President:	Mayor Dave Napier
Vice President:	Councilmember Lisa Eng-Sarne
Treasurer:	Mayor Dave Napier
Assistant Treasurer:	Finance Director Char Stark
Secretary:	City Clerk Shirley Buecksler

Vote: 7 ayes / 0 nays. Motion carried.

B. Amendment to Bylaws

At the workshop meeting of January 11, 2021, related to the City Council OCWS agenda item on City Manager recruitment position profile, Executive Director Hartshorn said there was a consensus of the EDA to amend its bylaws to provide that the City Manager shall serve in the dual role of EDA Executive Director. This move clarifies that the City Manager reports to both the City Council and the EDA and that all other staff positions would report to that staff position in either their role as the City Manager or as the EDA Executive Director. Under current bylaws, this role alignment does not clearly exist.

During the same agenda item of January 11, there was an inquiry regarding a prior EDA resolution delegating purchasing decisions to the EDA Executive Director. The City Attorney explained that this resolution was a holdover from the Great Recession era during which the EDA felt a need existed to delegate that authority in order to quickly enter real estate contracts as the EDA attempted recovery from a real estate market in dire straits. While that same situation does not presently exist, it seems appropriate to consider rescission of that delegation. Instead, it is suggested that the EDA Executive Director have the same purchasing authority as is currently provided to the City Manager.

As Executive Director Hartshorn said he had the purchasing authority but never acted on it. Offers were brought to the EDA Board for discussion, and we always negotiated as a group.

Schroeder said the redline in the packet shows 2.8. There is a change, which is the first one that was mentioned and 4.9 is the purchasing that is same as the City Manager.

Motion was made by Commissioner Justen and seconded by Commissioner Berry to approve the amendments to the bylaws.

Vote: 7 ayes / 0 nays. Motion carried.

Additional discussion:

Commissioner Vitelli asked about the City Manager's purchasing authority. Is there a State statute on the \$25,000? It's a low amount for a quick deal.

Attorney Land said this is in the Charter as the City Manager's purchasing authority. It has been requested over many years to have the Charter reconsider increasing that purchasing amount and, when they have agreed, the Council has disagreed and chosen not to. And sometimes the Charter has agreed not to bring forward an increase.

Commissioner Vitelli asked if it's different for the City Manager in the role as Executive Director? Attorney Land said it would be important to keep it consistent, but if you chose to give the Executive Director additional authority, you could do that in the EDA's purchasing policies. They have their own, or could have their own, purchasing policies and you could do that there.

Commissioner Vitelli said \$25,000 isn't much of a threshold. President Napier said the Executive Director (Hartshorn) has always had access to the EDA and a meeting could be pulled together on short notice, if necessary.

Commissioner Justen suggested that perhaps we forward this to the Charter Commission to consider it.

Commissioner Vitelli asked if there are any circumstances when the Executive Director would need to react fast?

Schroeder said the current level is fine and he doesn't think it needs to be increased. There are plenty of opportunities where we could call an emergency meeting of either body, if needed. Whether it's been the EDA or the City Council, Staff has brought items for your approval, which may not have needed your approval, only because we want to be sure we are in alignment. To raise it would be unnecessary.

Commissioner Justen asked if it's different with the City Manager now becoming the EDA Executive Director? Schroeder said Staff enters purchase agreements contingent on

approval of the Board, whichever Board that is. A seller would not expect an immediate signature and would understand that the Board needs to approve it.

Commissioner Justen said he is fine with letting the increase go for now and suggested looking at this again in six months to see if it would be advantageous for either the EDA or the Charter to look at it at that time.

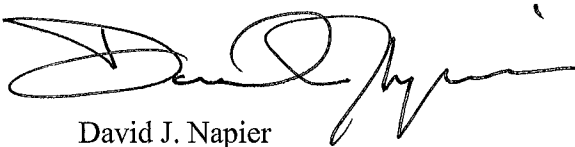
8. Old Business

There was no old business to discuss.

9. Adjourn

Motion was made by Commissioner Justen and seconded by Commissioner Eastman to adjourn the meeting at 5:18 p.m.

All members present voted aye. Motion carried.

A handwritten signature in black ink, appearing to read 'David J. Napier', written in a cursive style.

David J. Napier
President
City of West St. Paul