



**SPECIAL JOINT CITY COUNCIL, HOUSING AND REDEVELOPMENT AUTHORITY, AND ECONOMIC
DEVELOPMENT AUTHORITY WORKSESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
AUGUST 21, 2017
6:15 PM**

Call to order

1. Economic Development Authority's 2018 Budget

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

CITY OF RICHFIELD, MINNESOTA
Office of City Manager

August 17, 2017

Council Memorandum No. 79

HRA Memorandum No. 25

The Honorable Mayor
and
Members of the City Council

Housing and Redevelopment
Authority Commissioners
City of Richfield

Subject: Economic Development Authority Budget

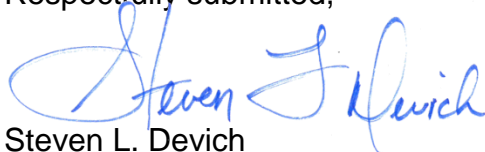
Council Members and Commissioners:

The newly formed Richfield Economic Development Authority (EDA) will be meeting on August 21 to consider their 2018 budget. The City Council had expressed an ongoing desire to provide feedback to the EDA in budgetary matters as well as major programming. In accordance with that desire, there will be a joint work session of the City Council and the coincidental Board of Commissioners of the EDA and HRA at 6:15 p.m. on Monday, August 21.

The proposed EDA budget includes the following:

- Transformation Home Loans: \$131,000
- Kids@Home: \$130,150
- Pilot Apartment Rehabilitation Loan/Grant Fund: \$100,000
- Pilot Business Development/Assistance Loan/Grant: \$100,000
- Personnel: \$54,980
- Professional Services, Memberships, Marketing, etc.: \$4,140
- Operating Reserve: \$37,090

Respectfully submitted,



Steven L. Devich
City Manager

SLD:jcs

Email: Assistant City Manager
Department Directors



**ECONOMIC DEVELOPMENT AUTHORITY MEETING
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS
AUGUST 21, 2017
7:15 PM (IMMEDIATELY FOLLOWING THE HRA MEETING)**

Call to Order

Approval of the minutes of the regular Economic Development Authority meeting of May 15, 2017.

RESOLUTIONS

1. Consideration of the approval of resolutions approving proposed property tax levy for payable 2018 for certification to Hennepin County.

Staff Report No. 3

2. Adjournment

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ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

May 15, 2017

CALL TO ORDER

The meeting was called to order by Mary Supple at 7:59 p.m.

ATTENDANCE

EDA Members Present: Mary Supple, Chair; Pat Elliott; Michael Howard; Doris Rubenstein; and Sue Sandahl

Staff Present: Steve Devich, Executive Director; John Stark, Director of Community Development; Karen Barton, Assistant Director of Community Development; Julie Eddington, Attorney to EDA, Kennedy and Graven; and Kate Aitchison, Housing Specialist.

Item #1	CONSIDERATION OF THE APPROVAL OF A RESOLUTION ESTABLISHING THE RICHFIELD ECONOMIC DEVELOPMENT AUTHORITY AND APPROVING CERTAIN MATTERS IN CONNECTION THEREWITH.
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Community Development Director John Stark presented Staff Report No. 1.

Commissioner Supple asked about the resolution and the question of bylaws that are not specified. Attorney Julie Eddington suggested the details do be finalized during the meeting.

Attorney Eddington suggested that the Treasurer or President of the EDA sign the checks for the EDA. Community Development Director Stark stated that we can always revise the bylaws if needed.

Attorney Eddington suggested that the meetings occur on the same date as the HRA meetings. Community Development Director Stark suggested that the EDA meet following the regularly scheduled HRA meetings. The meetings shall begin at 7:30pm or immediately following the adjournment of the HRA.

M/Rubenstein, S/Elliott, to approve a resolution establishing the Richfield Economic Development Authority and approving certain matters in connection therewith.

Commissioner Howard stated that he thinks this is a positive step forward, and thanked everyone involved in bringing this forward.

Motion carried 5-0.

Item #2	CONSIDERATION OF THE ELECTION OF OFFICERS FOR THE RICHFIELD ECONOMIC DEVELOPMENT AUTHORITY.
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Attorney Julie Eddington stated that the EDA Act requires the following roles: President, Vice President, Treasurer, Secretary and Assistant Treasurer. Other members are called Commissioners.

M/Rub, S/Howard, to nominate Mary Supple as President.

M/Elliott, to close nominations.

Motion carried 4-0.

M/Elliott, S/Howard to nominate Sue Sandahl as Vice President.

Motion carried 4-0.

Vice President Sandahl asked what the duties of the Treasure will be. Attorney Julie Eddington added that it is more of a figurehead role and does not have any direct influence over funds.

M/Supple, S/Elliott to nominate Michael Howard as Treasurer.

Motion carried 4-0.

M/Sandahl, to nominate Chris Regis as Assistant Treasurer.

Motion carried 5-0.

M/Sandahl, S/Elliott, to nominate Kate Aitchison as Secretary.

Motion carried 5-0.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 8:17 p.m.

Date Approved: August 21, 2017

Mary B. Supple
EDA President

Kate Aitchison
Housing Specialist

Steve Devich
Executive Director



STAFF REPORT NO. 3
ECONOMIC DEVELOPMENT AUTHORITY
MEETING
8/21/2017

REPORT PREPARED BY: Chris Regis, Finance Manager
DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, Executive Director
OTHER DEPARTMENT REVIEW: N/A
CITY MANAGER REVIEW: Steven L. Devich, Executive Director

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of resolutions approving proposed property tax levy for payable 2018 for certification to Hennepin County.

EXECUTIVE SUMMARY:

The bylaws of the Richfield Economic Development Authority (EDA) require that an annual budget be submitted to the EDA Commissioners for approval. Accordingly, the 2018 Proposed Budget and Tax Levy are presented for approval.

In addition, Minnesota State Statutes require adoption of a preliminary tax levy from each taxing authority. The proposed tax levy must be certified to the Hennepin County Auditor by September 29, 2017. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to September 29, 2017. No increases in the tax levy are permissible after that date, only reductions. Final certification of the EDA tax levy is part of the City's budget process.

The tax levy as proposed is the maximum levy established by law.

RECOMMENDED ACTION:

By motion: Adopt a resolution approving the 2018 Proposed Economic Development Authority Budget and Tax Levy.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- None

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

- Minnesota Statutes require adoption of a preliminary levy from each taxing authority.
- The budget and accompanying proposed levy for 2018 are ready for consideration.
- Even though a public hearing for the EDA tax levy is not required by State Statute, this does not preclude the EDA from opening this item up for public discussion if the EDA desires to do so.

C. CRITICAL TIMING ISSUES:

- As required by State Statutes, each taxing authority must certify its proposed tax levy for the

payable year 2018 to the County Auditor on or before September 29, 2017.

D. FINANCIAL IMPACT:

- The Proposed 2018 EDA levy represents is the maximum allowed by law and is currently set at \$560,467.
- The levy as proposed is for the maximum levy established by law of the .01813% of the City's total taxable market value net of the market value exclusion.

E. LEGAL CONSIDERATION:

- N/A

ALTERNATIVE RECOMMENDATION(S):

- The EDA could adopt a preliminary levy less than the one proposed herein. However, that would not provide for programs that are recommended in the 2018 Proposed budget.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description	Type
▣ 2018 EDA Proposed Budget and Tax Levy Resolution	Resolution Letter

EDA RESOLUTION NO.

**RESOLUTION APPROVING PROPOSED 2018 ECONOMIC DEVELOPMENT
AUTHORITY BUDGET AND CERTIFYING THE 2018 TAX LEVY**

BE IT RESOLVED by the Housing and Redevelopment Authority of the City of Richfield, Minnesota as follows:

Section 1. The budget for the Economic Development Authority General Fund of Richfield for the year 2018 in the amount of \$520,270 is hereby ratified.

Section 2. The estimated gross revenue of the Economic Development Authority General Fund of Richfield from all sources, including general ad valorem tax levies as hereinafter set forth for the year 2018, and as the same are more fully detailed in the Executive Director's official copy of the budget for the year 2018, in the amount of \$557,360 is hereby approved.

Section 3. There is hereby levied upon all taxable property in the City of Richfield an ad valorem tax in 2017, payable in 2018 for the following purposes:

Economic Development Authority	\$560,467
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Section 4. A certified copy of this resolution shall be transmitted to the County Auditor.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 21st day of August, 2017.

Mary Supple, President

ATTEST:

Kate Aitchison, Secretary