



**ECONOMIC DEVELOPMENT AUTHORITY MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JANUARY 16, 2018  
7:15 PM (IMMEDIATELY FOLLOWING THE HRA MEETING)**

Call to Order

Consideration of the election of officers for the Richfield Economic Development Authority for 2018.

Staff Report No. 1

Approval of the minutes of the regular Economic Development Authority meeting of November 20, 2017.

**AGENDA APPROVAL**

1. Approval of the Agenda
2. **Consent Calendar contains several separate items which are acted upon by the HRA in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further HRA action on these items is necessary. However, any HRA Commissioner may request that an item be removed from the Consent Calendar and placed on the regular agenda for HRA discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consideration of the approval of resolutions designating official depositories for the Economic Development Authority for 2018, including the approval of collateral.  
Staff Report No. 2
  - B. Consideration of the approval of designating the Community Development Director as the Acting Executive Director of the EDA for 2018 in the event the Executive Director is absent from the City.  
Staff Report No. 3
3. Consideration of items, if any, removed from Consent Calendar

**EDA DISCUSSION ITEMS**

4. EDA Discussion Items

**EXECUTIVE DIRECTOR REPORT**

5. Executive Director's Report
6. 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.**



**STAFF REPORT NO. 1**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING**  
**1/16/2018**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, Executive Director  
1/8/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, Executive Director  
1/8/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the election of officers for the Richfield Economic Development Authority for 2018.**

**EXECUTIVE SUMMARY:**

The bylaws of the Richfield Economic Development Authority (EDA) provide that the EDA hold an annual meeting in January. The bylaws further provide that the EDA elect the President, Treasurer, and Secretary annually.

Officers for 2017 were:

- Mary Supple, President
- Sue Sandahl, Vice-President
- Michael Howard, Treasurer
- Kate Aitchison, Secretary (not required to be an EDA Commissioner)
- Chris Regis, Assistant Treasurer (not required to be an EDA Commissioner)

**RECOMMENDED ACTION:**

**By Motion: Elect officers for the Richfield Economic Development Authority for 2018.**

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

- Provided in the Executive Summary.

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

- The EDA bylaws provide for the election of officers.

C. **CRITICAL TIMING ISSUES:**

- None

D. **FINANCIAL IMPACT:**

- N/A

E. **LEGAL CONSIDERATION:**

- None

**ALTERNATIVE RECOMMENDATION(S):**

- None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
Richfield, Minnesota**

**Regular Meeting**

**November 20, 2017**

**CALL TO ORDER**

The meeting was called to order by Mary Supple at 7:36 p.m.

**ATTENDANCE**

EDA Members Present: Mary Supple, Chair; Pat Elliott; Michael Howard; Erin Vrieze Daniels

EDA Members Absent: Sue Sandahl

Staff Present: Steve Devich, Executive Director  
John Stark, Director of Community Development  
Kate Aitchison, Housing Specialist/Acting City Clerk

**APPROVAL OF THE MINUTES OF THE REGULAR ECONOMIC DEVELOPMENT AUTHORITY  
MEETING OF AUGUST 21, 2017**

M/Elliott, S/Howard, to approve the minutes of the regular Economic Development Authority meeting of August 21, 2017.

Motion carried 4-0.

**Item #1      EDA APPROVAL OF THE AGENDA**

M/Elliott, S/Vrieze Daniels, to approve the agenda.

Motion carried 4-0.

**Item #2      CONSIDERATION OF THE APPROVAL OF A RESOLUTION TO ACCEPT  
TRANSFERRED PROJECTS FROM THE RICHFIELD HOUSING AND  
REDEVELOPMENT AUTHORITY**

Community Development Director John Stark presented Staff Report No. 4.

Commissioner Vrieze Daniels asked why the programs are being moved to the EDA. Community Development Director Stark answered that it was recommended by financial and legal counsels to move these programs away from TIF funding.

M/Elliott, S/Howard, to approve the resolution to accept transferred projects from the Richfield Housing and Redevelopment Authority.

Motion carried 4-0.

<b>Item #3</b>	<b>CONSIDERATION OF THE APPROVAL OF REVISIONS TO THE TRANSFORMATION LOAN PROGRAM GUIDELINES UPDATING THE ADMINISTRATION OF THE PROGRAM</b>
----------------	--

Housing Specialist Kate Aitchison presented staff report No. 5.

Commissioner Howard complimented the program and noted that this seems like a fair process. Howard asked if a person could receive multiple loans, and Housing Specialist Aitchison responded that guidelines only allow one application per household.

M/Elliott, S/Howard, to approve revisions to the Transformation Loan Program guidelines.

Motion carried 4-0.

<b>Item #4</b>	<b>EDA DISCUSSION ITEMS</b>
----------------	-----------------------------

None

<b>Item #5</b>	<b>EXECUTIVE DIRECTOR REPORT</b>
----------------	----------------------------------

None

<b>ADJOURNMENT</b>
--------------------

The meeting was adjourned by unanimous consent at 7:46 p.m.

Date Approved: January 16, 2018

---

Mary B. Supple  
EDA President

---

Kate Aitchison  
Housing Specialist

---

Steve Devich  
Executive Director



**STAFF REPORT NO. 2**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING**  
**1/16/2018**

REPORT PREPARED BY: Chris Regis, Finance Manager

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, Executive Director  
1/3/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, Executive Director  
1/3/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of resolutions designating official depositories for the Economic Development Authority for 2018, including the approval of collateral.**

**EXECUTIVE SUMMARY:**

In compliance with Minnesota statutes, the Economic Development Authority of Richfield (EDA) must designate on an annual basis those financial institutions it does business with.

The following resolutions for the EDA Board's consideration, designate U.S Bank/4M Fund as a depository of EDA funds, and certain savings and loan associations, banks, credit unions and certain financial institutions as depositories for the investment of EDA funds.

**RECOMMENDED ACTION:**

**By motion: Adopt resolutions designating official depositories, with the understanding that the EDA could not invest in any of the depositories beyond the level of insurance coverage of the pledged collateral.**

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

- N/A

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

- In accordance with Minnesota Statutes Section 118A.01 - 118A.06 and 469.099, the EDA of Richfield must designate financial institutions annually. The institutions must pledge the collateral over and above the amount of federal insurance, as public depositories.
- U.S. Bank acts as the banking institution in the EDA's banking arrangement with the 4M Fund. Monies received, checks written, by the EDA, flow through U.S. Bank, however, at the end of each business day, any proceeds remaining in EDA U.S. Bank accounts are swept to the 4M Fund to be invested. Therefore, at the end of the business day the EDA accounts are zero, which means the collateral requirements of Minnesota Statutes Section 118A.03 are not required. Accordingly, U.S. Bank has met all other statutory requirements and should be considered as a depository for the EDA's vendor accounts and all savings deposits.

- The EDA must also designate annually, certain savings and loan associations, banks, and credit unions as official depositories for deposit and investment of certain EDA funds. With approval of these official depositories, the EDA will be able to invest funds in these institutions, not exceeding the federal insurance of \$250,000.
- Finally, a designation must be made for certain financial institutions as depositories for the investment of EDA funds for 2018. These institutions, such as investment brokerage firms, offer government securities in the manner required by law. These financial institutions include RBC Capital Markets, Raymond James & Associates, Northland Securities, Oppenheimer & Co., Wells Fargo Institutional Retirement and Trust, and the 4M Fund.

**C. CRITICAL TIMING ISSUES:**

- N/A

**D. FINANCIAL IMPACT:**

- N/A

**E. LEGAL CONSIDERATION:**

- The EDA is required by Minnesota Statute 118A.01 - 118A.06 and 469.099, to designate as a depository of funds, insured banks or thrift institutions. Any collateral so deposited is accompanied by an assignment pledged to the EDA in the amount specified in the attached resolutions.

**ALTERNATIVE RECOMMENDATION(S):**

- The EDA could solicit other financial institutions for official depositories, but past relationships with the depositories recommended have proven satisfactory for the City.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Resolution designating US Bank a depository of funds of the EDA of Richfield for the year 2018	Resolution Letter
□ Resolution designating certain savings & loan associations, banks, and credit unions as depositories for the investment of EDA funds in 2018	Resolution Letter
□ Resolution designating certain financial institutions as depositories for the investment of EDA of Richfield funds in 2018	Resolution Letter

**RESOLUTION NO.**

**RESOLUTION DESIGNATING U.S. BANK  
A DEPOSITORY OF FUNDS OF THE EDA OF RICHFIELD  
FOR THE YEAR 2018**

**BE IT RESOLVED**, by the Economic Development Authority of Richfield as follows:

That, in accordance with Minnesota Statutes, Section 118A.01- 118A.06, U.S. Bank be, and hereby is designated a depository of the funds of the Economic Development Authority of Richfield, subject to modification and revocation at any time by said Economic Development Authority, and subject to the following terms and conditions:

The said depository shall not be required to give bonds or other securities for such deposits provided that the total sum thereof shall not at any time exceed in any depository the sums for which its deposits are insured under the Acts of Congress of the United States relating to insurance of bank deposits; but that in case such deposits in any such depository shall at any time exceed such insured sum, said depository shall immediately furnish bonds or other security for such excess according to law, approved by the Economic Development Authority of Richfield.

That said depository shall pay on demand all deposits therein; and shall pay all time deposits, at or after the end of the period for which the same shall be deposited, on demand.

**BE IT FURTHER RESOLVED**, that there shall be maintained a general account in which shall be deposited all monies. The following officers or their facsimile signatures shall sign checks on this account;

MARY SUPPLE, PRESIDENT  
STEVEN L. DEVICH, EXECUTIVE DIRECTOR

**BE IT FURTHER RESOLVED**, that all funds remaining in the account at the end of each business day will be transferred from U.S. Bank to the 4M Fund where funds deposited are invested and insured.

Adopted by the Economic Development Authority of Richfield, Minnesota this 16th day of January, 2018.

\_\_\_\_\_  
Mary Supple, President

ATTEST:

\_\_\_\_\_  
Erin Vrieze Daniels, Secretary



**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS,  
BANKS  
AND CREDIT UNIONS AS DEPOSITORIES FOR THE INVESTMENT OF ECONOMIC  
DEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2018**

**BE IT RESOLVED**, by the Economic Development Authority of Richfield, Minnesota:

**WHEREAS**, pursuant to Minnesota Statutes, Sections 118A.01 – 118A.06, municipal funds may be deposited in any Savings and Loan Association, Bank or Credit Union which has its deposits insured by the Federal Deposit Insurance Corporation (FDIC), or National Credit Union Administration (NCUA); and

**WHEREAS**, the amount of said deposits may not exceed the FDIC/NCUA insurance covering such deposits which insurance amount is presently \$250,000; and

**WHEREAS**, the deposit of Economic Development Authority funds in Savings and Loan Associations and Banks would provide greater flexibility in the Economic Development Authority's investment program and maximize interest income thereon.

**NOW, THEREFORE, BE IT RESOLVED**, by the Economic Development Authority of Richfield, Minnesota, as follows:

1. It is hereby found and determined that it is in the best interest of the proper management of Economic Development Authority funds that certain Savings and Loan Association and Banks be designated as additional depositories for Economic Development Authority funds for 2018.
2. It is further found and determined that the purpose of such depository designation is to facilitate the proper and advantageous investments of Economic Development Authority funds and that such designation is not exclusive nor does it preclude the deposit of any Economic Development Authority funds in other officially designated depositories of the Economic Development Authority.
3. The Treasurer and Finance Manager are hereby authorized to deposit Economic Development Authority funds in various depositories up to the amount of \$250,000, or such other amount as may be subsequently permitted by law, such deposits to be in the form of demand accounts, payable to the Economic Development Authority of Richfield on the signatures of the Economic Development Authority Treasurer or Finance Manager. Such deposits may be made and withdrawn from time to time by the Treasurer or Finance Manager as his best judgment and the interests of the Economic Development Authority dictates.
4. The investment of funds and the reporting thereof pursuant to this resolution shall be conducted in accordance with established policies of the Economic Development Authority regarding the investment of Economic Development Authority funds.

Adopted by the Economic Development Authority of Richfield, Minnesota this 16th day of January, 2018.

ATTEST:

\_\_\_\_\_  
Mary Supple, President

\_\_\_\_\_  
Erin Vrieze Daniels, Secretary

**RESOLUTION NO.**

**RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF ECONOMIC DEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2018**

**WHEREAS**, the Economic Development Authority of Richfield has money which is available for investment; and

**WHEREAS**, different financial institutions offer different rates of return on investments; and

**WHEREAS**, the Economic Development Authority of Richfield shall purchase U. S. Treasury Bills, U. S. Treasury Notes and other such government securities in the manner required by law from the institution offering the highest rate to the Economic Development Authority of Richfield providing greater flexibility in the investment program and maximize interest income thereon.

**NOW, THEREFORE, BE IT RESOLVED**, by the Economic Development Authority of Richfield, Minnesota, in accordance with Minnesota Statutes, Sections 118A.01 – 118A.06, as follows:

1. It is hereby found and determined that it is in the best interest of the proper management of Economic Development Authority of Richfield funds that certain financial institutions be designated as additional depositories for Economic Development Authority of Richfield funds for 2018.
2. The following financial institutions designated as depositories for the Economic Development Authority of Richfield funds:  

RBC Capital Markets.	Raymond James & Assoc.
4M Fund	Oppenheimer & Co.
Wells Fargo Institutional Retirement & Trust	
Northland Securities, Inc.	
3. The Treasurer and Finance Manager are hereby authorized to deposit the Economic Development Authority of Richfield funds in any or all of the depositories herein designated. Such deposits may be made and withdrawn from time to time by the Treasurer or Finance Manager's judgment and as the interest of the Economic Development Authority of Richfield dictates.
4. The investment of funds and the reporting thereof pursuant to this resolution shall be conducted in accordance with established policies regarding the investment of these funds.

Adopted by the Economic Development Authority of Richfield, Minnesota this 16th day of January, 2018.

ATTEST:

\_\_\_\_\_  
Mary Supple, President

\_\_\_\_\_  
Erin Vrieze Daniels, Secretary



**STAFF REPORT NO. 3**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING**  
**1/16/2018**

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, City Manager  
1/8/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
1/8/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of designating the Community Development Director as the Acting Executive Director of the EDA for 2018 in the event the Executive Director is absent from the City.**

**EXECUTIVE SUMMARY:**

The City Manager serves as the EDA Executive Director. It is recommended that the Community Development Director be designated by the EDA as the Acting Executive Director to serve in that capacity during the absence of the Executive Director.

**RECOMMENDED ACTION:**

**By motion: Designate the Community Development Director as the Acting Executive Director of the EDA for 2018 in the event the Executive Director is absent from the City.**

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

- None

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

- This designation should be made at the first meeting in January of each year.

C. **CRITICAL TIMING ISSUES:**

- It is necessary to designate a person to serve as Acting Executive Director to ensure continuation of EDA operations during an absence of the Executive Director.

D. **FINANCIAL IMPACT:**

- This designation has no cost to the EDA.

E. **LEGAL CONSIDERATION:**

- N/A

**ALTERNATIVE RECOMMENDATION(S):**

- The EDA may defer this designation to a future meeting.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A