



**ECONOMIC DEVELOPMENT AUTHORITY MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
AUGUST 20, 2018  
7:15 PM (IMMEDIATELY FOLLOWING THE HRA MEETING)**

Call to Order

Approval of the minutes of the regular Economic Development Authority meeting of March 19, 2018.

**AGENDA APPROVAL**

1. Approval of the Agenda

**RESOLUTIONS**

2. Consideration of the adoption of resolutions approving proposed property tax levy for payable 2019 for certification to Hennepin County.

Staff Report No. 5

**EDA DISCUSSION ITEMS**

3. EDA Discussion Items

**EXECUTIVE DIRECTOR REPORT**

4. Executive Director's Report

**CLAIMS AND PAYROLLS**

5. Claims and Payrolls

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.**



# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

March 19, 2018

**CALL TO ORDER**

The meeting was called to order by President Supple at 7:19 p.m.

*EDA Members Present:* Mary Supple, President; Pat Elliott; Sue Sandahl; and Erin Vrieze Daniels.

*EDA Members Absent:* Michael Howard

*Staff Present:* John Stark, Community Development Director; Julie Urban, Housing Manager; and Kate Aitchison, Housing Specialist.

**APPROVAL OF THE MINUTES OF THE REGULAR EDA MEETING OF JANUARY 16, 2018**

M/Sandahl, S/Elliott to approve the minutes of the January 16, 2018, Economic Development Authority regular meeting.

Motion carried 4-0.

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

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

Motion carried 4-0.

**Item #2 CONSIDERATION OF THE APPROVAL OF PROGRAM GUIDELINES FOR THE APARTMENT REMODELING PROGRAM**

Community Development Director Stark presented Staff Report No. 4.

M/Sandahl, S/Elliott to approve the program guidelines for the apartment remodeling program.

President Supple added that the motion will add a limit to the number of loans that can be received per property, per lifetime, and will authorize staff to prepare loan documents.

Motion carried 4-0.

**Item #3 EDA DISCUSSION ITEMS**

None.

**Item #4 EXECUTIVE DIRECTOR REPORT**

Community Development Director Stark stated that he has nothing to report.

<b>Item #5</b>	<b>CLAIMS AND PAYROLL</b>
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M/Elliott, S/Sandahl that the following claims and payroll be approved:

<b>U.S. BANK</b>	<b>3/19/18</b>
EDA Checks: 20001-20012	\$6,275.00
<b>TOTAL</b>	<b>\$6,275.00</b>

<b>U.S. BANK</b>	<b>2/20/18</b>
EDA Checks: 20033-20043	\$6,366.50
<b>TOTAL</b>	<b>\$6,366.50</b>

Motion carried 4-0.

<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 7:34 p.m.

Date Approved: August 20, 2018

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Mary B. Supple  
EDA President

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Kate Aitchison  
Housing Specialist

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Steven L. Devich  
Executive Director



**STAFF REPORT NO. 5**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING**  
**8/20/2018**

REPORT PREPARED BY: Chris Regis, Finance Manager

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich, Executive Director  
8/15/2018

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, Executive Director  
8/15/2018

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the adoption of resolutions approving proposed property tax levy for payable 2019 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 2019 Proposed Budget and Tax Levy and 2018 Revised Budget 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 October 1, 2018. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to October 1, 2018. 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 represents a 1.22% increase from the previous year's levy.

**RECOMMENDED ACTION:**

**By motion: Adopt resolutions approving the 2019 Proposed Economic Development Authority Budget and Tax Levy and 2018 Revised Economic Development Authority Budget.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- 2018 was the first year that the City of Richfield established and authorized an EDA tax levy.
- The EDA levy is added to the City's general property tax levy and has an impact on the overall City tax levy increase.

**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 2019 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 2019 to the County Auditor on or before October 1, 2018.

**D. FINANCIAL IMPACT:**

- The Proposed 2018 EDA levy represents a 1.22% increase from the previous year's levy.
- Staff made a decision not to apply the full allowable EDA levy for 2019 in order to hold down the City's overall tax levy increase.
- The levy is approximately \$24,320 less than the maximum EDA levy established by law of the .01813% of the City's total taxable market value net of market value exclusion.
- The EDA may decide to levy an addition amount up to the maximum allowed by law, if they choose to do so.

**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 2019 Proposed/2018 Revised budget.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

	Description	Type
□	Resolution - 2019 EDA Budget and Tax Levy	Resolution Letter
□	Resolution - Revision of 2018 EDA Budget	Resolution Letter

**EDA RESOLUTION NO.**

**RESOLUTION APPROVING PROPOSED 2019 ECONOMIC DEVELOPMENT  
AUTHORITY BUDGET AND CERTIFYING THE 2019 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 2019 in the amount of \$536,040 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 2019, and as the same are more fully detailed in the Executive Director's official copy of the budget for the year 2019, in the amount of \$563,400 is hereby approved.

Section 3. There is hereby levied upon all taxable property in the City of Richfield an ad valorem tax in 2018, payable in 2019 for the following purposes:

Economic Development Authority	\$567,281
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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 20th day of August, 2018.

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Mary Supple, President

ATTEST:

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Erin Vrieze Daniels, Secretary

**EDA RESOLUTION NO.**

**RESOLUTION AUTHORIZING REVISION OF THE 2018 BUDGET OF THE  
ECONOMIC DEVELOPMENT AUTHORITY OF RICHFIELD**

**WHEREAS**, Resolution No. 2 appropriated funds for personal services and other expenses for the Economic Development Authority for the year 2018, and

**WHEREAS**, The Executive Director has requested a revision of the 2018 budget as detailed in the 2019 budget document.

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

Section 1. That the 2018 appropriation for the Economic Development Authority General Fund is revised as follows:

\$76,010 decrease

Section 2. Estimated 2018 gross revenue of the Economic Development Authority General Fund from all sources, as the same is more fully detailed in the Executive Director's official copy of the 2019 budget document, are hereby revised as follows:

\$400 decrease

Section 3. That the Executive Director bring into effect the provisions of this resolution.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 20th day of August, 2018.

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Mary Supple, Chair

ATTEST:

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Erin Vrieze Daniels, Secretary