

# JORDAN ECONOMIC DEVELOPMENT AUTHORITY

## MINUTES

November 18, 2003

**Roll Call:** The reconstituted Jordan, Minnesota, Economic Development Authority convened at 7:00 p.m. at Jordan City Hall on November 18, 2003. Present: Commissioners Jeremy Goebel, Ron Jabs, John Mulcahy, Ray Sandey and Greg Sticha. Absent: Commissioners Dave Wolf and Howard Senske  
Also present: City Administrator Linda Waite Smith

**Approve Minutes of Previous Meeting:** This being the first meeting of the group, there were no minutes of previous meetings.

### **Management Report:**

City Administrator Waite Smith presented a number of action items recommended by the Authority's legal advisor from Kennedy and Graven.

- 1. Adopt By-laws:** The by-laws were approved unanimously as presented (EDA Resolution 01-20003).
- 2. Elect Officers:** The following officers were elected: President, Jeremy Goebel; Vice-president, Ray Sandey; Treasurer, Ron Jabs; Assistant Treasurer, the Jordan Finance Director (Thomas Nikunen); Secretary, Greg Sticha (EDA Resolution 02-2003)
- 3. Appoint Second Signatory for EDA Checks:** In addition to the President and Executive Secretary, commissioners voted unanimously to designate the City's Finance Officer as a second signatory on EDA checks (EDA Resolution 03-2003).
- 4. Establish Compensation Rate for Commissioners:** Commissioners voted unanimously to establish the compensation rate for EDA commissioners at \$20 per meeting, which is the same compensation received by members of City advisory boards and commissions (EDA Resolution 04-3003). Commissioner Jabs requested the Executive Director to check into the question of active City Council Members receiving any compensation over and above Council compensation. Commissioner Goebel requested the Executive Director to learn the budget source of commissioner compensation.
- 5. Ratify Actions and Contracts of Previous EDA:** Per the advice of legal counsel, commissioners adopted EDA Resolution 05-2003, ratifying actions and contracts of the previous Authority.

**Consent Agenda Items:** There were no consent items presented for approval.

**All Other Items:**

- 6. Organizational Information:** There was a brief discussion of how commissioners will deal with potential conflicts of interest (abstain from voting) and inquiries made to individual commissioners (refer to City staff or to the Authority as a whole).

Executive Director Waite Smith verified contact information and notification procedure in case of commissioner absence from EDA meetings.

Commissioners expressed a preference for meetings to begin at 7:00 p.m.

- 7. Next Meeting:** Tuesday, December 16, at 7:00 p.m.

Executive Director Waite Smith distributed copies of the Maxfield Research report completed in November 2002 but never discussed by the previous EDA. Commissioners agreed that reading the report would provide direction for the Authority's work plan. The Maxfield consultant will be invited to attend the January meeting to answer any questions about the report.

Commissioners Sandey and Sticha suggested that the Authority's financial advisor (Springsted) might be invited to a future meeting to explain the difference between Tax Increment Financing and Tax Abatement and the applicability of each.

Other ideas mentioned for consideration in developing the Authority goals and work plan: elements of the City's Comprehensive Plan that might apply to the EDA; difference between HRA and EDA roles; current zoning map of the City; a list of current business subsidies and their timelines; resources for information, influence and funding (Metropolitan Council Livable Communities Committee, Historic Preservation Office, Savage City Administrator Barry Stock, Small Cities grant); designated City staff for economic development activities; marketing, research and assessment of community and business needs.

**Adjournment:** The meeting was adjourned at 9:00 p.m.

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Secretary

ATTEST:

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Executive Director