

The Scandia Economic Development Authority met in the Board Room at the Scandia Community Center on Monday, August 19, 2013 beginning at 7pm. Commissioners Present: Tom Triplett, Dan Lee, Greg Isaacson, and Bruce Swenson. Staff Present: Kristina Handt. Commissioners Absent: Sally Swanson.

Motion by Lee, seconded by Swenson to approve the agenda. Motion carried.

The board reviewed the sample bylaws provided by Assistant City Attorney Pratt. Motion by Triplett, seconded by Lee to recommend approval of the bylaws to the Council after having the Attorney add a section noting the conflict of interest policy and requiring a written statement from the Commissioners each year. Motion carried.

The board reviewed a sample conflict of interest policy modeled after one used by the Washington County HRA. Isaacson asked how much detail needed to be disclosed. Just stating that a potential conflict exists is sufficient. It was noted that if a potential conflict exists the commissioner would not influence the decision, take action in the vote or decision or be counted toward a quorum. Motion by Lee, seconded by Triplett to approve the Conflict of Interest Policy. Motion carried.

Handt noted the need to determine the terms for the non-council members so that they would be staggered. Per the bylaws the terms of the first commissioners are for 3, 4 or 5 year terms. It was decided to draw slips of paper to determine the length of initial terms. The results were as follows: Triplett-3 years, Isaacson-4 years and Swenson-5 years.

The board discussed the election of officers and decided on the following: President-Sally Swanson, Vice President-Tom Triplett, Treasurer-Dan Lee and Secretary/Assistant Treasurer-Kristina Handt. Motion by Triplett, seconded by Swenson that each officer serve a term of one year. Motion carried.

The board discussed requesting a tax levy for 2014. Motion by Lee to request \$5,000 for EDA. Discussion about need to segregate funds for EDA and HRA purposes. Handt read from Attorney Pratt's memo to confirm this. Lee rescinded his motion. Motion by Swenson, seconded by Lee to seek a \$5,000 levy for each EDA and HRA purposes to be used for legal, engineering, planning and other professional services. Motion carried.

The board discussed setting future meeting dates. The next meeting will be the third Monday in September at 6:30pm. Starting in October the regular meeting will be on the second Monday of each month at 6:30pm.

The board discussed future agenda items and the following list was noted: inviting members of other EDAs to speak to our group about what they have done and lessons learned, creating a vision and mission statement, compiling a list of businesses in Scandia, reviewing zoning and property classifications, presentation from the Executive Director of the Washington County

HRA and discussion of infrastructure issues. Public Forum time will be added to the agenda and the commissioners were encouraged to invite members of the public. For September the board would like to invite other EDA members, particularly those from similar communities but also Craig Waldron who wrote a report with DEED on EDAs. Also on the September agenda will be the vision and mission statement discussion.

Motion by Swenson, seconded by Lee to adjourn. Motion carried. Meeting adjourned at 8:03pm.

Respectfully Submitted,

Kristina Handt, Secretary