

AGENDA
MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY

6:30 P.M. Monday, January 11, 2021

Held Remotely Via Conference Call

Dial 1-312-626-6799 or 1-888-788-0099

When Prompted Enter Meeting ID: 951 1248 9161#

No Participant ID, Enter # When Prompted

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. December 14, 2020 Economic Development Authority Meeting Minutes

E. PUBLIC HEARING

None

F. UNFINISHED BUSINESS

None

G. NEW BUSINESS

1. Election of Officers

H. ADJOURNMENT

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at the Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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**MEETING MINUTES
MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY**

6:30 P.M. Monday, December 14, 2020
Held Remotely Via Conference Call

A. CALL TO ORDER

A meeting of the Maplewood Economic Development Authority (EDA), was held remotely via conference call and was called to order at 6:30 p.m. by President Knutson.

B. ROLL CALL

William Knutson, President	Present
Bryan Smith, Vice President	Present
Marylee Abrams, Commissioner	Present
Kathleen Juenemann, Commissioner	Present
Sylvia Neblett, Treasurer	Present

C. APPROVAL OF AGENDA

Commissioner Juenemann moved to approve the agenda as submitted.

Seconded by Commissioner Neblett Ayes – All, via roll call

The motion passed.

D. APPROVAL OF MINUTES

1. September 28, 2020 Economic Development Authority Special Meeting Minutes

Commissioner Neblett moved to approve the September 28, 2020 Economic Development Authority Special Meeting Minutes as submitted.

Seconded by Commissioner Juenemann Ayes – All, via roll call

The motion passed.

E. PUBLIC HEARING

None

F. UNFINISHED BUSINESS

1. Resolution Approving CARES Grants to Liquor License Holders

Finance Director Paulseth gave the staff report.

Commissioner Neblett moved to approve the resolution approving CARES funding grants in the total amount of \$27,888.99 to Maplewood liquor license holders.

Resolution 20-12-0006

December 14, 2020
Maplewood Economic Development Authority

MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION APPROVING CARES GRANTS TO LIQUOR LICENSE HOLDERS

WHEREAS, on August 10, 2020, the Maplewood City Council allocated up to \$30,000 in CARES Act funding for business assistance grants for Maplewood liquor license holders to reimburse for two months of license fees during the pandemic closure.

NOW, THEREFORE BE IT RESOLVED that the Maplewood Economic Development Authority (EDA) approves the distribution of \$27,888.99 in CARES Act grants to Maplewood liquor license holders, effective 9/9/2020.

Seconded by Commissioner Juenemann

Ayes – All, via roll call

The motion passed.

G. NEW BUSINESS

1. 2021 Economic Development Authority Meeting Schedule

Assistant Executive Director Thomson gave the staff report.

Commissioner Juenemann moved to approve the 2021 Economic Development Authority meeting schedule with meetings on January 11, April 12, July 12, September 13, and December 13.

Seconded by Commissioner Abrams

Ayes – All, via roll call

The motion passed.

2. Intent to Close Meeting (Minn. Stat. §13D.05 subd. 3(c)) to Discuss Sale of Properties

- a. 1375 Frost Ave E and 1900 Clarence St N
- b. 2501 Londin Lane East

Commissioner Abrams moved to close the meeting to go into closed session pursuant to Minnesota Statutes Section 13D.05 subd. 3(c) to consider purchase offers or counter offers for properties located at 1375 Frost Ave E and 1900 Clarence St N, and then separately to consider purchase offers or counter offers for the property located at 2501 Londin Lane East.

Seconded by Commissioner Juenemann

Ayes – All, via roll call

The motion passed.

Economic Development Authority went into closed session at 6:40 p.m.

The following were present during the meeting:

President Knutson, Commissioner Smith, Commissioner Abrams, Commissioner Neblett, Commissioner Juenemann, Executive Director Coleman, Assistant Executive Director Thomson, Assistant City Manager/HR Director Sable, EDA Attorney Batty, IT Director Fowlds.

The closed session was recessed at 7:12 p.m. to the conclusion of the council meeting.

The closed session was reconvened at 9:52 p.m.

H. ADJOURNMENT

President Knutson adjourned the meeting at 10:25 p.m. while in closed session.

DRAFT

MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY STAFF REPORT

Meeting Date January 11, 2021

REPORT TO: Melinda Coleman, Executive Director

REPORT FROM: Jeff Thomson, Assistant Executive Director

PRESENTER: Jeff Thomson, Assistant Executive Director

AGENDA ITEM: Election of Officers

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

Policy Issue:

The Economic Development Authority (EDA) is a separate legal entity from the City of Maplewood and therefore has its own officers. Each year the EDA appoints its officers, which include president, vice president, treasurer, secretary, and assistant treasurer. The only statutory constraints are that the president and vice president must be different members. The offices of secretary and assistant treasurer need not be held by a commissioner, and typically are held by the city clerk and city finance director, respectively.

Recommended Action:

Motions to appoint the following as officers:

_____ as President until the first meeting in 2021

_____ as Vice President until the first meeting in 2021

_____ as Treasurer until the first meeting in 2021

_____ as Secretary until the first meeting in 2021

_____ as Assistant Treasurer until the first meeting in 2021

Fiscal Impact:

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source
☐ Use of Reserves ☒ Other: n/a

Strategic Plan Relevance:

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment
☐ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

N/A

Background

The officers in 2020 were as follows:

- President – Commissioner Knutson
- Vice President – Commissioner Smith
- Treasurer – Commissioner Neblett
- Secretary – City Clerk Sindt
- Assistant Treasurer – Finance Director Paulseth

Attachments

1. None