

**EDA Members:**

Dan Roe,  
President  
Julie Strahan,  
Treasurer  
Jason Etten  
Wayne Groff  
Robin  
Schroeder



**Economic Development Authority  
Meeting Agenda  
Monday, January 23, 2023  
6:00pm**

Members of the public who wish to speak during public comment or an agenda item during this meeting can do so in person or virtually by registering at [www.cityofroseville.com/attendmeeting](http://www.cityofroseville.com/attendmeeting)

**Address:**

2660 Civic Center Dr.  
Roseville, MN 55113

**Phone:**

651 - 792 - 7000

**Website:**

[www.growroseville.com](http://www.growroseville.com)

1. 6:00 P.M. Roll Call  
Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
2. 6:02 P.M. Pledge Of Allegiance
3. 6:03 P.M. Approve Agenda
4. 6:04 P.M. Public Comment
5. Business Items (Action Items)
  - 5.A. 6:05 PM Election Of Officers  
Documents:  
[5A REPORT AND ATTACHMENTS.PDF](#)
  - 5.B. 6:07 PM Recognize Roseville Sustainable Steward Annual Award  
Documents:  
[5B REPORT AND ATTACHMENTS.PDF](#)
6. 6:15 P.M. Adjourn To City Council



REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: 1/23/2023
Item No.: 5.a

Department Approval

Executive Director Approval

Janice Gundlach

Sam Trudgeon

Item Description: Annual Election of Officers of the Roseville Economic Development Authority

BACKGROUND

Minnesota State Statute 469.096, Subdivision 2 requires an Economic Development Authority to elect a President, a Vice President, a Treasurer, Secretary and an Assistant Treasurer at an annual meeting. The Roseville Economic Development Authority bylaws designate that the office of Secretary be held by the Executive Director, who may delegate duties to other City staff as needed, and the Assistant Treasurer be held by the City's Finance Director. A Commissioner may not serve as President and Vice President at the same time, but the other offices may be held by the same Commissioner. The offices of President, Vice President and Treasurer must be held by a Commissioner. The officers elected in 2022 were:

- President - Member Dan Roe
Vice President - Member Bob Willmus
Treasurer - Member Julie Strahan
Secretary - Patrick Trudgeon
Assistant Treasurer - City Finance Director, Michelle Pietrick

POLICY OBJECTIVE

The annual election of officers per Minnesota State Statute 469.096 Subdivision 2.

BUDGET IMPLICATIONS

Not applicable

RACIAL EQUITY IMPACT SUMMARY

This is a procedural action, therefore there are no racial equity impacts.

STAFF RECOMMENDATION

Staff recommends Commissioners elect members for the following officer positions per Minnesota State Statute 469.096, Subdivision 2:

30 President –  
31 Vice President -  
32 Treasurer –

33

34 The following positions are dictated by the REDA bylaws and are as follows:

35 Secretary – Executive Director, Patrick Trudgeon

36 Assistant Treasurer – City Finance Director, Michelle Pietrick

37

38 **REQUESTED REDA BOARD ACTION**

39 Motion to elect a President, Vice President, and Treasurer of the Roseville Economic  
40 Development Authority.

Prepared by: Jeanne Kelsey, Housing and Economic Development Program Manager, 651-792-7086

Attachment A: REDA By-laws

**BYLAWS OF THE**  
**ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE I - THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the “Roseville Economic Development Authority.”

Section 2. Office of Authority. The office of the Authority shall be at the City Hall in the City of Roseville, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

Section 3. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 4. Establishment. The Roseville Economic Development Authority is established pursuant to Minnesota Statutes, Section 469.090 to 469.1081, as amended (the “Act”), as memorialized in the City of Roseville Resolution Enabling the Creation of the Roseville Economic Development Authority dated November 30, 2015 and as it may be amended (the “Enabling Resolution”). The provisions of these Bylaws are intended to be consistent with the terms of the Act and Enabling Resolution, and in the case of any actual or apparent conflict, the terms of the Act and Enabling Resolution shall control.

**ARTICLE II - THE COMMISSIONERS**

Section 1. Appointment, Terms, Vacancies, Pay, and Removal. Shall be in accordance with the Enabling Resolution.

**ARTICLE III - THE OFFICERS**

Section 1. Officers. The Authority shall elect a president, a vice president, a treasurer, a secretary, and an assistant treasurer at the annual meeting. A commissioner must not serve as president and vice president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 2. President. The President shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Board of Commissioners, the President and the Executive Director (the Assistant Treasurer, in the Executive Director’s absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the President and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice President. The Vice President shall perform the duties of the

President in the absence or incapacity of the President, including signing all contracts, deeds, and other instruments executed by the Authority; and in the case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The office of Secretary shall be held by the Executive Director, who may delegate duties to other City staff as required.

Section 5. Treasurer's Duties. The Treasurer:

- (1) shall receive and is responsible for Authority money;
- (2) is responsible for the acts of the Assistant Treasurer;
- (3) shall disburse Authority money by any Authority-approved method, including without limitation check, wire transfer, or credit card;
- (4) shall keep an account of the source of all receipts and the nature, purpose, and authority of all disbursements;
- (5) shall file the Authority's detailed financial statement with its Secretary at least once a year at times set by the Authority; and
- (6) shall prepare and submit an annual report describing the Authority's activities and providing an accurate statement of its financial condition to the City of Roseville.

All duties of the Treasurer shall be performed in accordance with the Enabling Resolution and the provisions of Section 469.100 of the Act.

Section 6. Assistant Treasurer. The Assistant Treasurer has the powers and duties of the treasurer if the treasurer is absent or incapacitated. The City Finance Director shall be designated as Assistant Treasurer of the Authority.

Section 7. Public Money. Authority money is public money.

#### **ARTICLE IV - EXECUTIVE DIRECTOR**

As provided in the Enabling Resolution, the City Manager shall be designated as Executive Director of the Authority.

Section 1. Duties. The Executive Director shall have general supervision over the administration of the Authority's business and affairs subject to the direction of the Authority. The Executive Director in his or her own name and title shall keep the records of the Authority, shall act as recorder of the meetings of the Authority and record all votes, and shall keep record

of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office. Except as otherwise authorized by resolution of the Board of Commissioners, the Executive Director shall, with the President, sign all contracts, deeds, and other instruments executed by the Authority. The Executive Director shall keep in sole custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

Any person appointed to fill the office of Executive Director, or any vacancy herein, shall have such terms as the Authority fixes, but no commissioner of the Authority shall be eligible to serve as the Executive Director.

#### **ARTICLE V - MEETINGS**

Section 1. Regular Meetings. Regular meetings shall be held pursuant to the calendar of meetings set by the Authority at its final meeting of the year preceding each such calendar.

Section 2. Annual Meeting. The annual meeting of the Authority shall be held at the regular meeting place of the Authority on the date of the first regular meeting of the Authority, pursuant to the calendar established as described in Section 1.

Section 3. Special Meetings. Special meetings of the Authority may be called by the President, two members of the Authority, or the Executive Director for the purpose of transacting any business designated in the call. All commissioners of the Authority shall be notified.

Section 4. Quorum. At any meeting of the Authority, the presence of three commissioners shall constitute a quorum. If a quorum is not present at any meeting, those present shall have power to adjourn the meeting from time to time without notice other than announcement at such meeting until the requisite number of votes shall be present to constitute a quorum. At any such adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called. Any resolution, election, or other formal action of the Authority shall be adopted upon the affirmative vote of a majority of the Authority membership.

Section 5. Rules of Procedure. Unless otherwise specified in the Enabling Resolution or in these bylaws, all meetings of the Authority shall be conducted in accordance with Rosenberg's Rules of Order.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be voice unless the President calls for a roll call vote. The yeas and nays shall be entered upon the minutes of such meetings.

#### **ARTICLE VI - EMPLOYEES; SERVICES; SUPPLIES**

Section 1. Employees. Subject to limits set by the appropriations or other funds made available, the Authority may employ such staff, technicians, and experts as may be deemed proper and may incur such other expenses as may be necessary and proper for the conduct of its

affairs.

Section 2. Contract for Services. The Authority may contract for services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.

Section 3. Legal Services. The Authority may use the services of the city attorney or hire a general counsel for its legal needs. The city attorney or general counsel, as determined by the Authority, is its chief legal advisor.

Section 4. Supplies. The Authority may purchase the supplies and materials it needs to carry out its function pursuant to Minnesota Statutes, Sections 469.090 to 469.1081.

Section 5. City Purchasing. The Authority may use the facilities of its city's purchasing department in connection with construction work and to purchase equipment, supplies, or materials.

Section 6. City Facilities, Services. The City may furnish offices, structures and space, and stenographic, clerical, engineering, or other assistance to the Authority.

Section 7. Delegation Power. The Authority may delegate to one or more of its agents or employees powers or duties as it may deem proper.

#### ARTICLE VII - POWERS

Section 1. Functions, Powers, and Duties. Shall be in accordance with the Enabling Resolution.

Section 2. Limitations of Power. Shall be in accordance with the Enabling Resolution.

#### ARTICLE VIII - AMENDMENTS

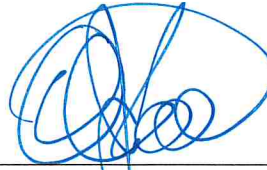
Section 1. Amendment to Bylaws. The bylaws of the Authority shall be amended by a majority vote of the Authority membership at a regular or special meeting. The amendments must be in written form.

Section 2. Conflicts. In any instance where these bylaws are in conflict with the Enabling Resolution, the Enabling Resolution shall control.

Section 3. Effective Date. These bylaws are effective upon their adoption by the Authority.

Dated: January 9, 2017.

Signed:



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President

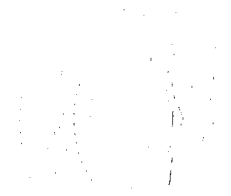
(Seal)



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Executive Director





  
**ECONOMIC DEVELOPMENT AUTHORITY**

Date: 1/23/2023  
Item No.: 5.b

Department Approval

Executive Director Approval

*Janice Gundlach*

*Paul J. Trueman*

Item Description: Recognize Roseville Sustainable Steward Awards

For years, the Roseville Economic Development Authority (REDA) operated a Roseville Green Award program recognizing residential projects that incorporated sustainability. This program was underutilized and on July 18, 2022 the REDA authorized staff to modify the Roseville Green Award program to include recognition of sustainable efforts made by businesses. Public Works and REDA staff worked together on the revised program to make the application process less daunting for interested parties to apply (Attachment A) and rebranded the program to be a Roseville Sustainable Steward Award. Marketing efforts for the revised program were done through the Roseville newsletter, social media, and direct contact with businesses and residents where possible. When newsletter and social media marketing efforts didn't result in submission of any applications, staff identified potential projects that may qualify for recognition through building permit requests. The latter exercise resulted in 49 businesses and residents identified for possible recognition. Staff sent letters to these property owners providing information on the program and a suggestion they make an application for recognition. Staff received 18 applications. Many of these applicants have been working on sustainable efforts over the past several years, including completion of an energy audit in conjunction with commencing any major improvements such as solar, heat pumps, tankless water heaters, etc.

Staff has identified three (3) recommendations for financial awards:

Gold Award of \$500:	Anne DeMuth and Mark Hodge, 833 Drive Sandhurst W
Silver Award of \$250:	Matt Anderson, 1875 Oxford Street N
Bronze Award of \$100:	SunTide Realty, 1911 Rice Street

The President of the REDA should recognize and present to each of the parties a certificate and check.

The remaining applicants are recommended to receive window clings and/or a yard sign (Attachment B), naming them as a Roseville Sustainable Steward.

Public Works and REDA staff will be in attendance to help answer any questions about the new program and/or the projects staff is recommending for recognition.

**POLICY OBJECTIVE**

33 As a community, Roseville aspires to be environmentally responsible and has identified sustainability as  
34 a strategic priority. The Roseville Sustainable Steward Award aims to bring recognition to commercial  
35 and residential projects that honor this mission and priority.

36 **BUDGET IMPLICATIONS**

37 The REDA budgets \$850 annually to recognize sustainability efforts in Roseville.  
38

39 **RACIAL EQUITY IMPACT SUMMARY**

40 There are no identified racial equity impacts related to this request.

41 **STAFF RECOMMENDATION**

42 Staff recommends the REDA recognize the following properties with a Roseville Sustainable Steward  
43 financial award:

- 44 • Gold Award of \$500: Anne DeMuth and Mark Hodge, 833 Drive Sandhurst W
- 45 • Silver Award of \$250: Matt Anderson, 1875 Oxford Street N
- 46 • Bronze Award of \$100: SunTide Realty, 1911 Rice Street

47 **REQUESTED EDA ACTION**

48 By motion, recognize the listed properties with Gold, Silver and Bronze Sustainable Steward financial  
49 awards.

50  
51 Prepared by: Jeanne Kelsey, Housing & Economic Program Manager, 651-791-7086  
52 Noelle Bakken, Sustainability Intern, 651-792-7057  
53

54 Attachments A: Application for the Roseville Sustainable Award  
55 B: Logo of window cling and yard sign of Sustainable Steward  
56

## Roseville Sustainable Steward Application



Date: \_\_\_\_\_

Applying as:  Resident  Business

Name or Business: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

*If the applicant is a builder, landscaper, or contractor, please complete the following:*

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Contractor Email address: \_\_\_\_\_

Completing on behalf of:  Resident  Business

The Roseville Sustainable Steward program is funded and supported by the City of Roseville, and is intended to recognize and reward residents and businesses for incorporating sustainability and energy efficiency best practices in the City of Roseville.

**Your actions or project may be eligible for our Sustainable Steward Annual Award, at the gold (\$500) silver (\$250) or bronze (\$100) level! To be considered, applications must be submitted on or before December 31<sup>st</sup>. Winning residents, buildings, or properties will be highlighted by the City of Roseville.**

### Application Guidelines:

- A property is eligible for only one Sustainable Steward Award.
- Properties must be in full compliance with City ordinances and codes and have all required permits.
- All Annual Award winners must agree to allow pictures of their home or business, including the address, displayed by the City of Roseville.
- A contractor may submit an application, but the homeowner or business owner must also agree to all contest requirements.
- Applications for the Annual Award are due by December 31 (postmarked); winners are notified in mid-January.
- Properties that use a combination of the following best practices will rank higher:
  - ✧ Energy Efficiency ✧ Water Conservation ✧ Indoor Environmental Quality
  - ✧ Site and Community Impact ✧ Renewable Energy
- **Applicant does not need to meet all criteria listed in application.**

### Application Instructions:

- If the application is submitted by a builder or landscaper, the homeowner or business owner must also sign the application indicating they comply with all contest requirements.
- All applications must include "Before" and "After" images. Please attach images as well as any additional pages needed to describe improvements.

Please indicate which of the following example sustainable actions you have taken, or use the "Other" box on the next page to provide details about actions not represented in these lists. There is no minimum number of activities or requirement to do things in multiple categories to earn recognition.

### **Community involvement**

- Volunteer at city sustainability/park events (Event & Date: \_\_\_\_\_)
- Serve on a sustainability-related church or volunteer service group (Name of group or committee: \_\_\_\_\_)
- Adopt a Storm Drain (Location: \_\_\_\_\_)
- Other: \_\_\_\_\_

### **Energy Efficiency**

- Have a Home Energy Squad (residents) or Energy Smart (businesses) audit completed Date: \_\_\_\_\_
- Complete a recommended energy project following an energy audit Date: \_\_\_\_\_
- Complete a home/building insulation project Date: \_\_\_\_\_
- Install a programmable and/or smart thermostat Date: \_\_\_\_\_
- Replace an inefficient appliance with an Energy Star rated appliance Date: \_\_\_\_\_
- Air-source or ground-source heat pump installed to replace or augment a gas furnace Date: \_\_\_\_\_
- Other: \_\_\_\_\_

### **Renewable Energy**

- Subscribe to at least 50% of your energy usage from renewable energy (WindSource®, Renewable\*Connect®, or Solar\*Rewards Community®): Date subscribed: \_\_\_\_\_
- Install rooftop or ground-mount solar panels Date: \_\_\_\_\_ kW installed \_\_\_\_\_
- Battery backup/storage installed Date: \_\_\_\_\_
- Geothermal system installed Type: \_\_\_\_\_ Date: \_\_\_\_\_
- Other: \_\_\_\_\_

### **Responsible and pollinator-friendly lawn care/landscaping**

- Switch to electric lawn care equipment Date: \_\_\_\_\_
- Plant a pollinator garden Date: \_\_\_\_\_
- Native and climate-appropriate plantings used in new landscaping Date: \_\_\_\_\_
- Replace or reduce turf coverage Date: \_\_\_\_\_
- Alternatives to herbicides and pesticides are used in yard maintenance
- Large exterior windows or doors are treated with bird-safe coatings, etchings, window clings, etc.
- Other: \_\_\_\_\_

### **Water savings and stormwater management**

- Dual flush or low-flow (WaterSense labeled) toilets installed Date: \_\_\_\_\_
- Tankless water heater installed Date: \_\_\_\_\_
- Install a rain barrel or other rainwater harvesting system Date: \_\_\_\_\_
- Install a rain garden Date: \_\_\_\_\_
- Install a smart irrigation system controller Date: \_\_\_\_\_
- Reduced impermeable surfaces on the site with permeable materials (pavers, etc.) Date: \_\_\_\_\_
- Other: \_\_\_\_\_

### **Transportation**

- Drive an electric or hybrid vehicle
- Bike, walk, or take transit to replace a regular car trip
- Install an EV charging station Date and charge level: \_\_\_\_\_
- Other: \_\_\_\_\_

**Recycling**

- Recycle organic waste/food scraps (Location: \_\_\_\_\_)
- Backyard/home compost system (residents) or provide labeled onsite organics disposal (businesses)
- For large remodel projects, deconstruction techniques were used to salvage materials suitable for reuse
- Other: \_\_\_\_\_

***For businesses – sustainable business practices:***

- Incentivize green practices for customers (reusable bags, paperless billing, etc.) Please specify:

- 
- (Restaurants) Compostable and/or recyclable takeout containers used
  - Food scrap and organic waste receptacles are available on-site and clearly labeled
  - Phone/web conferences used in place of face to face meetings
  - Bicycle racks or secure bicycle parking is available for employees and customers
  - EV or hybrid vehicles used for company fleet
  - Two-sided printing is the default
  - Company has a “green committee” to involve employees
  - Company is a certified B-corporation
  - Sponsor, host, or donate in-kind services or products to community organizations/events. Please specify: \_\_\_\_\_

- Other:

Section for additional comments/narrative

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Award preference:**  Window Cling  Yard Sign

**Would you be willing to have your property or project featured on a map, tour, and/or in City News? (We would contact you prior to any mention on our website, news, or otherwise.)**  Yes  No

**Applications may be mailed or electronically submitted to:**

City of Roseville – Sustainable Steward Award  
Attn: Community Development  
2660 Civic Center Drive  
Roseville, MN 55113

**OR**

[eda@cityofroseville.com](mailto:eda@cityofroseville.com)

**Questions?**

Call: 651-792-7015

Email: [eda@cityofroseville.com](mailto:eda@cityofroseville.com)



**ROSEVILLE**

**SUSTAINABLE STEWARD**