



# BECKER COUNTY

*Economic Development Authority*

915 Lake Ave., Detroit Lakes, MN 56501

telephone: 218-846-7330

Website: [www.co.becker.mn.us](http://www.co.becker.mn.us)

## **BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING**

**THUR. March 16, 2017**

**3:00 P.M.**

**1<sup>st</sup> Floor Board Room**

**Becker County Court House**

**Detroit Lakes, MN**

**ANNUAL MEETING**

### **MISSION STATEMENT:**

**THE BECKER COUNTY EDA WILL ENHANCE THE QUALITY OF LIFE BY PROMOTING AND DEVELOPING HOUSING & ECONOMIC OPPORTUNITIES**

### **ANNUAL MEETING AGENDA**

- 1) Call Annual Meeting to Order
- 2) Welcome & Introductions
- 3) Oath of Office
- 4) Election of Officers for 2017
  - President
  - Vice President
  - Treasurer/Secretary
  - Secretary/Assistant Secretary
  - Approval of Regular Board Agenda
- 5) Approval of 2017 Annual Meeting Agenda
- 6) Approval of Minutes from 2016 Annual Meeting
- 7) EDA Board of Directors
  - Date and Time of 2017 Board Meetings
  - Board of Directors Conflict of Interest Policy
  - 2017-2018 Depository Banks
  - 2017 EDA General Fund Budget
- 8) Adjourn

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF BECKER    )

**In the Matter of Administering the Oath of Office to  
The Appointed Officials of  
Becker County Economic Development Authority**

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and that I will faithfully execute and discharge the duties of the office of the Board of Directors for the Becker County Economic Development Authority in the County of Becker, State of Minnesota, according to the law and to the best of my judgment and ability.

By \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of March, 2017

\_\_\_\_\_  
Notary Public in and for the State of Minnesota

My Commission Expires \_\_\_\_\_

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
in Becker County, Detroit Lakes, Minnesota.

\_\_\_\_\_  
County Auditor/Treasurer, Becker County, Minnesota

BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS

2017 Meeting Schedule

The Becker County Economic Development Authority Board of Directors has determined that when "in session" it is in the best interest of the County to be able to take action on issues before the Board; and

The schedules of meetings for 2017 are approved for the entire year and any deviation or addition to this schedule will be posted by the Economic Development Authority as required by MN Statute. The Agenda for each of these meetings may be posted and distributed by the Economic Development Authority; however, Once adopted, the official calendar will be posted on the Becker County's website and is considered an official posting for all meetings. The meetings will start at **3:00 pm** in the 1<sup>st</sup> Floor Board Room at the Becker County Court House building located at 915 Lake Avenue in Detroit Lakes, MN on the following dates:

~~January 19, 2017~~  
~~February 16, 2017~~  
March 16, 2017  
April 20, 2017  
May 18, 2017  
June 15, 2017  
July 20, 2017  
August 17, 2017  
September 21, 2017  
October 19, 2017  
November 16, 2017  
December 21, 2017



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### **Becker County Economic Development Authority Conflict of Interest Policy**

1. **Statement of Interest.** The HEDA intends to be independent, impartial and responsible to its public trust. Commissioners and Staff of the HEDA will not use their respective positions with the Authority for personal gain. Recognizing this intent, the Authority adopts this Policy for its Commission and Staff.
2. **Definitions.** The following terms have the following meanings in this Policy, unless the context clearly indicates otherwise.
  - a) **“Business”** means a corporation, partnership, sole proprietorship, firm, organization or other legal entity.
  - b) **“County”** means the County of Becker, and its boards, commissions, and committees.
  - c) **“Director”** means a member of the governing body of the Becker County HEDA.
  - d) **“Conflict of Interest”** means any situation in which this Policy, State law, Federal law, or County Ordinance would disqualify a Director from considering or voting on a matter.
  - e) **“Financial Interest”** means any interest or relationship that might yield, directly or indirectly, any monetary or other material benefit. The term “financial interest” does not include Directors or staff member’s salary, per diem, compensation, fringe benefits, or expense reimbursement as provided by the HEDA and authorized by-laws.
  - f) **“Quasi-judicial Act”** means a decision of the HEDA that is to be made following any hearing required or permitted by state or federal law, City ordinance, or rule or procedure of the Authority.
  - g) **“Related to”** means relationship to a person, through blood, adoption, or marriage as a spouse, parent, child, brother, sister, grandchild, great-grandchild, grandparent or great-grandparent, uncle aunt, niece or nephew.
  - h) **“Staff”** means a member of the administrative support staff employed by or assigned to the HEDA.
3. **Disqualification for Conflict of Interest.**
  - a) **Contracts and Business Matters:** A director shall be disqualified from participating in any act of the HEDA that directly affects a Business which:
    - i. the Director has a Financial interest; or
    - ii. a person Related to the Director has a financial interest.
  - b) **Quasi-Judicial Acts.** A Director shall be disqualified from participating in any Quasi-judicial act that directly affects a Business in which:

- i. The Director has a Financial interest; or
  - ii. A person Related to the Director has a Financial interest.
- c) **Legal Disqualification.** A Director shall be disqualified from participating in any matter when State, Federal, or other law or regulation requires disqualification.
4. **No Disqualification for General Matters.** Unless otherwise provided herein, a Director is not disqualified from participating in a matter that affects the Director's business if the effect of a proposed action will be no greater on the director than other members of the same business classification, profession or occupation of the Director.
5. **Annual Disclosure.** By December 15 each year, the Executive Director is to provide each Director and Staff with an Annual Disclosure Form and copy of this Policy. Those persons shall complete the Annual Disclosure Form and return it to the Executive Director by the first business day in January.
6. **Initial Disclosure.** If a Director takes office in mid-year, before taking any official action the Director must complete the Annual Disclosure Form adopted by the HEDA and file it with the Executive Director.
7. **Ongoing Disclosure.**
  - a) **Procedure.** A Director who may have a conflict of interest in a matter pending before the HEDA shall, prior to any discussion of the matter by the HEDA, disclose the existence of that conflict and request to be excused from consideration of the matter and voting on it. The Director making the request shall disclose the nature of the conflict of interest. After disclosure, any Director may move to have another Director excused from consideration of a matter and voting on that matter.
  - b) **Priority Request.** A request that a Director be excused from participating in a matter has priority over any matter pending at the time. The Director requesting removal may interrupt a speaker to make the request. The vote on excusing a Director has priority over any matter pending at the time.
  - c) **Majority Vote.** Upon a majority vote of the HEDA, the Director shall be excused from participating in the discussion and vote on the matter in which the Director has a conflict of interest.
  - d) **Determination of Majority.** A Director excused for conflict of interest shall not be counted in determining the fraction used to decide whether a matter passed by the required margin.
  - e) **Abstention.** In the event a Director's request to be excused from participating in a matter before the HEDA, is not granted, or the Director participated in discussion, the Director may nonetheless abstain from participating in the vote of the HEDA. Such abstention will be functionally treated as a negative vote in determining whether the matter is passed.
  - f) **Effect of Conflict.** A Director excused from participating due to a conflict of interest shall not participate in the discussion of or vote on the matter for which the Director was excused. After a Director is excused, the remaining Directors shall determine whether the excused Director may be present during the consideration of the matter.
8. **Application of Policy to Staff.** Provisions and requirements of this Policy that apply to Directors, including initial, annual, and ongoing disclosure of conflicts, shall also apply to Staff unless the context clearly indicates otherwise.

**BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
ANNUAL STATEMENT BY COMMISSIONERS AND BOARD MEMBERS AND STAFF  
CONCERNING POTENTIAL CONFLICT OF INTEREST**

1. I acknowledge receipt of a copy of the Becker County EDA Conflict of Interest Policy. \_\_\_\_\_ .
2. I understand my ongoing obligation to report conflicts of interest and agree to abide by the Conflict of Interest Policy.
3. I disclose the following under the terms of the Conflict of Interest Policy and known to me at this time:

\_\_\_\_\_ I am not aware of any conflict of Interest.

\_\_\_\_\_ I may have a conflict of interest in the following area(s)

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**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_