



ECONOMIC DEVELOPMENT AUTHORITY

Municipal Center Council Chambers

1616 Humboldt Ave, West St. Paul, MN 55118

Monday, January 12, 2026

Immediately following the Regular City Council Meeting

1. Call To Order

2. Election Of Officers

Documents:

[EDA ACTION ITEM - ELECTION OF OFFICERS.PDF](#)
[RESOLUTION - ELECTION OF OFFICERS.PDF](#)

3. Roll Call

4. Adopt Agenda

5. Commissioner Comments

6. EDA Consent Agenda Items

6.A. Approve EDA Meeting Minutes Of December 8, 2025

Documents:

[12.8.25 REGULAR EDA MINUTES.PDF](#)

6.B. Non-Waiver Of Statutory Tort Liability Limits

Documents:

[EDA ACTION ITEM - NON-WAIVER OF STATUTORY TORT LIABILITY LIMITS.PDF](#)
[EDA RESOLUTION - NON-WAIVER OF STATUTORY TORT LIABILITY LIMITS.PDF](#)

7. General Business

7.A. EDA Bylaws Review

Documents:

EDA ACTION ITEM - EDA BYLAWS UPDATE.PDF
ATTACHMENT - 2026 EDA BYLAWS DRAFT.PDF
ATTACHMENT - EDA BYLAWS.PDF

8. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4108 or email ADA@wspmn.gov at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

Subject: Election of Officers

Meeting Date: Monday, January 12, 2026	
Submitted/Presented by/Department: Ben Boike - Community Development	
Action Type	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve election of EDA officers for the positions of President and Vice President for 2026.	
Background	
<p>Per Section 3.1 of the EDA Bylaws, the EDA shall hold an annual meeting in January each year to elect officers, specifically for the position of President and Vice President. The Treasurer (Mayor), the Assistant Treasurer (Finance Director) and Secretary (City Clerk) are all sitting positions per the bylaws. The Mayor has also held the seat of President in more recent years.</p> <p>In 2025, the Mayor also served as President with Councilmember Eng-Sarne serving as Vice President.</p> <p>President: _____</p> <p>Vice President: _____</p> <p>Treasurer: Mayor (Dave Napier)</p> <p>Assistant Treasurer: Finance Director (Susan Earle)</p> <p>Secretary: City Clerk (Nicole Tillander)</p>	
Attachments	
Resolution	
Previous Relevant Actions	
N/A	

Subject: Election of Officers

Alternatives	
N/A	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	
Department: N/A	
Account: N/A	
Amount: N/A	

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

**ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 26-**

RESOLUTION ELECTING OFFICERS

BE IT RESOLVED by the Board of Commissioners (The “Board”) of the West St. Paul Economic Development Authority (the “EDA”), as follows:

1. Recitals. All actions required by the applicable provisions of Minnesota Statutes, Sections 469.090 to 469.108 inclusive, have been duly taken in order to create, constitute and active the EDA.
2. Appointment of Officers. In accordance with Minnesota Statutes, Section 469.096, the Board hereby elects to the following Officers of the EDA the following persons, respectively:

President: _____

Vice President: _____

Treasurer: Mayor (David J. Napier) _____

Assistant Treasurer: Finance Director (Char Stark) _____

Secretary: City Clerk (Nicole Tillander) _____

3. Terms. The term of the offices of the President, Vice President, Secretary and Treasurer shall expire on the date of the annual meeting of the Board in 2027.

PASSED AND DULY ADOPTED by the Economic Development Authority of the City of West St. Paul, Minnesota, this 12th day of January 2026.

ECONOMIC DEVELOPMENT AUTHORITY
CITY OF WEST ST. PAUL

President David J. Napier

ATTEST:

Nicole Tillander
Secretary/City Clerk

**City of West St. Paul
Economic Development Authority Minutes
December 8, 2025**

1. Call to Order

President Napier called the meeting to order at 8:13 p.m.

2. Roll Call

Present: President Dave Napier
Commissioners Pat Armon, Wendy Berry, Lisa Eng-Sarne, Doug Fromm,
Robyn Gulley, John Justen and Junior Commissioner Elise Moga

Absent: None

Also Present: Executive Director Nate Burkett
Assistant City Manager Dan Nowicki
City Attorney Pam Whitmore
Police Chief Brian Sturgeon
Community Development Director Ben Boike
Finance Director Susan Earle
EDA Secretary Nicole Tillander

3. Adopt the Agenda

Motion was made by Commissioner Berry and seconded by Commissioner Gulley to adopt the agenda as presented.

Vote: 7 ayes / 0 nays. Motion carried.

4. Commissioner Comments

5. EDA Consent Agenda

- A. Approve EDA Meeting Minutes of November 24, 2025
- B. Resolution Adopting a Modification to the Redevelopment Plan for Redevelopment Project No. 1 and a Tax Increment Financing District Plan for Tax Increment Financing District No. 1-6 (Greco)
- C. Resolution Authorizing Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-6

Motion was made by Commissioner Justen and seconded by Commissioner Gulley to adopt the consent agenda as presented.

Vote: 7 ayes / 0 nays. Motion carried.

6. Public Hearing

A. Resolution Authorizing Sale of Land and Approving Purchase and Development (TIF) Agreement in Connection with Tax Increment Financing District No. 1-6 (Greco)

Community Development Director Ben Boike introduced Keith Dahl with Ehlers. Dahl presented the provisions, development phases and sale/refinancing terms. Staff recommends that the commission hold a public hearing and approve the resolution as presented.

President Napier opened the Public Hearing at 8:20 p.m.

No one came forward to address the council.

President Napier closed the public hearing at 8:20 p.m.

Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Fromm to approve EDA Resolution No. 25-007 Authorizing Sale of Land and Approving Purchase and Development (TIF) Agreement in Connection with Tax Increment Financing District No. 1-6 (Greco) as presented.

Vote: Eng-Sarne – aye
 Fromm – aye
 Armon – aye
 Berry – aye
 Gulley – aye
 Justen – aye
 Napier – aye

7 ayes / 0 nays. Motion carried.

7. General Business

8. Adjourn

Motion was made by Commissioner Gulley and seconded by Commissioner Justen to adjourn the meeting at 8:22 p.m.

Vote: 7 ayes / 0 nays. Motion carried.

David J. Napier
President
City of West St. Paul

Subject: 2026 Excess Liability Insurance

Meeting Date: January 12, 2026	
Submitted/Presented by/Department: Finance	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Affirm by resolution the decision not to waive the monetary tort liability limits in state statute.	
Background	
Each year the EDA must decide whether to waive the monetary limits on Municipal Tort Liability as established in Minnesota Statutes 466.04.	
Consistent with prior years, staff recommends not waving the limits.	
Attachments	
None	
Previous Relevant Actions	
The limits have not been waived in prior years.	
Alternatives	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account:	
Amount:	

**CITY OF WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 26-

**RESOLUTION APPROVING NON-WAIVER OF
STATUTORY TORT LIABILITY LIMITS**

WHEREAS, the City of West Saint Paul EDA is renewing the Property and Liability Insurance coverage with the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, the EDA's Municipal Tort Liability is covered under Minnesota Statute 466.05, which limits the amount that the city would be obligated to pay out in the event of a claim under with the limit would apply; and

WHEREAS, the EDA must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.

NOW, THEREFORE, BE IT RESOLVED that the West Saint Paul EDA does not waive the monetary limits on Municipal Tort Liability established by Minnesota Statutes 466.04 for coverage year 2026.

Adopted by the EDA of the City of West St. Paul, Minnesota, this 12th day of January 2026.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

Subject: EDA Bylaws Update

Meeting Date: 1/12/2026	
Submitted/Presented by/Department: Nate Burkett, Executive Director	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve the proposed EDA bylaws amendments as presented and direct staff to update the official bylaws document accordingly.	
Background	
The EDA bylaws establish the Authority’s governance framework, including officer roles, meeting procedures, voting standards, purchasing authority, and execution of contracts. The bylaws have generally functioned well, but staff identified a small number of provisions where clarification and alignment would reduce risk and improve day-to-day usability.	
<u>Summary of proposed changes</u>	
<i>Voting clarity (sections 3.5 and 3.7)</i>	
The bylaws previously contained two vote standards that could produce different outcomes depending on attendance. The proposed amendments make the voting rule consistent and clear: action is taken by a majority of Commissioners present and voting, provided a quorum is present; tie votes fail.	
<i>Administrative roles (section 2.8)</i>	
Clarifies the Executive Director’s authority to appoint an Assistant Executive Director, who may also be a City employee. This creates a clear backup role for continuity of operations and supports the contract execution backup provisions in section 4.10.	
<i>Purchasing authority threshold (section 4.9)</i>	
The Executive Director purchasing and contracting authority threshold is increased from \$25,000 to \$50,000 to align with the City Manager’s authority and reduce unnecessary Board action on routine matters, while still reserving larger commitments for Board approval.	
<i>Execution of contracts and signature mechanics (section 4.10)</i>	

Subject: EDA Bylaws Update

Section 4.10 is revised to create a two-tier signature structure tied to the \$50,000 threshold, and to add continuity provisions if the Executive Director is unavailable. Agreements of \$50,000 or less are executed by the Executive Director (or, if unavailable, the Assistant Treasurer or Assistant Executive Director). Agreements exceeding \$50,000 are executed by the presiding officer of the meeting where the agreement was approved and the Executive Director (or, if unavailable, the Assistant Treasurer or Assistant Executive Director).

Why this matters

Reduces legal and operational ambiguity: consistent voting language lowers the risk of procedural disputes on close or controversial actions.

Aligns authority with real operations: the \$50,000 threshold reflects current administrative expectations and avoids dragging routine items into formal action unnecessarily.

Improves continuity: adding an Assistant Executive Director role and recognizing backup signers reduces single-point-of-failure risk.

Strengthens accountability on larger agreements: requiring both the presiding officer (reflecting formal approval) and the Executive Director (reflecting administration) for agreements over \$50,000 is a strong governance control without being overly burdensome.

Attachments

Attachment - 2026 EDA Bylaws DRAFT
Attachment - EDA Bylaws

Previous Relevant Actions

Alternatives

Financial

Budgeted: Yes

No Financial Impact

Fund:

Department:

Account:

Amount:

**Do BYLAWS OF THE
WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY**
(Revised 7/15/99, 8/26/99, 01/02/02, 1/07/08, 2/1/10, 4/2/12, 2/11/13, 3/5/13, 1/15/14)

1. The Authority

Section 1.1. Name of Authority. The name of the Authority shall be the West St. Paul Economic Development Authority (hereinafter, the “Authority”), and its governing body shall be called the Board of Commissioners (hereinafter, the “Board”).

Section 1.2. Office. The Principal office of the Authority shall be at Municipal Center, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

Section 1.3. Seal. The Authority shall have an official seal. The seal can be the City seal.

2. Organization

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary, and a Treasurer, and Assistant Treasurer. All officers shall be elected annually, at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

Section 2.2. President. The President shall preside at all meetings of the Board.

Section 2.3. Vice President. The Vice President shall preside at any meeting of the Board in the absence or due to the inability of the President.

Section 2.4. Repealed.

Section 2.5. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 4.3 herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority’s financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer. The Treasurer shall not have the authority to order goods or services except by written approval of the Executive Director. The Treasurer shall be the Mayor.

Section 2.6 Assistant Treasurer. The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled. The Assistant Treasurer shall not have the authority to order goods or services except by written approval of the Executive Director. The Assistant Treasurer may be the City Finance Director.

Section 2.7. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.8. Executive Director. The Executive Director shall be designated from time to time by the Authority and shall be the chief appointed executive officer of the Authority. The Executive Director shall have the authority to carry out and execute the purposes of economic development within the powers given the EDA in Minn. Stat. §§469.090 to 469.108 for projects that have been approved by the Board, including, but not limited to directing or ordering the services of legal counsel, staff, consultants, vendors, appraisers, contractors, auditors, developers, or others as needed, and shall have such additional responsibilities and the authority as the Board may from time to time by resolution prescribe. The Executive Director shall be the City Manager. The Executive Director shall have the authority to appoint an Assistant Executive Director who may also be an employee of the City.

Section 2.9. Advisory Committees. The Authority may by resolution establish one or more advisory committee to the Authority.

3. Procedures of Board of Commissioners

Section 3.1. Annual Meeting. The Board shall hold an annual meeting in January of each year and other meetings as called pursuant to Section 3.3.

Section 3.2. Repealed.

Section 3.3. Special meetings. Special meetings of the Board may be called by the President, any two Commissioners or by the Executive Director. The Executive Director or the Secretary shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum. A quorum of the Board shall consist of four Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by a majority of the Commissioners present and voting, provided a quorum is present. A tie vote fails. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

Section 3.7. Except as otherwise required by law or these Bylaws, action by the Board shall be taken by a majority of the Commissioners **present and voting**, provided a quorum is present. A tie vote fails. Commissioners abstaining are not counted as votes cast.

Section 3.8. Commissioner Authority. Individually, Commissioners cannot bind, commit, or make promises, either verbal or written, to any person or business engaged in or pursuing activity related to economic development in the City. Commissioners should not engage in lengthy preliminary discussions regarding economic development inquiries, but should refer all such inquiries to the Executive Director. The Executive Director will determine if the information is appropriate for or sufficiently significant enough to bring it to the attention of the Board, at which time, the information will be shared with all members of the Board.

4. Miscellaneous

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. Treasurer's Bond. The Treasurer/Assistant Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and be filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that said bond must not exceed \$300,000.

Section 4.3 Checks. An Authority check must be signed by the Treasurer and the Assistant Treasurer. The check must state the name of the payee and the nature for which the check was issued.

Section 4.4. Financial Statement. The Authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.5. Report to the City. The Authority shall annually, at any time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4.6. Budget to City. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money

needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.7. Employees. The Authority may employ an Executive Director, chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.8. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.9. Supplies, Purchasing, Facilities and Services. The Executive Director shall be the chief purchasing agent of the EDA. All EDA purchases and contracts shall be made and signed by the Executive Director when the amount of the purchase or contract does not exceed \$50,000. All purchases and contracts that exceed \$50,000 shall be approved by the Authority, after the recommendation of the Executive Director has first been obtained. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.10. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed as follows:

- a. Agreements of \$50,000 or less. Executed by the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer or Assistant Executive Director may execute the document.
- b. Agreements exceeding \$50,000. Executed by the presiding officer of the meeting where the agreement was approved and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer or Assistant Executive Director may execute the document.

Section 4.11. Amendment of Bylaws. These Bylaws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

**BYLAWS OF THE
WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY**
(Revised 7/15/99, 8/26/99, 01/02/02, 1/07/08, 2/1/10, 4/2/12, 2/11/13, 3/5/13, 1/15/14)

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Section 2.4. Repealed.

Section 2.5. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 4.3 herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority’s financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer. The Treasurer shall not have the authority to order goods or services except by written approval of the Executive Director. The Treasurer shall be the Mayor.

Section 2.6 Assistant Treasurer. The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled. The Assistant Treasurer shall not have the authority to order goods or services except by written approval of the Executive Director. The Assistant Treasurer may be the City Finance Director.

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Section 2.8. Executive Director. The Executive Director shall be designated from time to time by the Authority and shall be the chief appointed executive officer of the Authority. The Executive Director shall have the authority to carry out and execute the purposes of economic development within the powers given the EDA in Minn. Stat. §§469.090 to 469.108 for projects that have been approved by the Board, including, but not limited to directing or ordering the services of legal counsel, staff, consultants, vendors, appraisers, contractors, auditors, developers, or others as needed, and shall have such additional responsibilities and the authority as the Board may from time to time by resolution prescribe. The Executive Director shall be the City Manager.

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3. Procedures of Board of Commissioners

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Section 3.4. Quorum. A quorum of the Board shall consist of four Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

Section 3.7. A vote would pass with a majority of a quorum and no action would be taken on a tie vote.

Section 3.8. Commissioner Authority. Individually, Commissioners cannot bind, commit, or make promises, either verbal or written, to any person or business engaged in or pursuing activity related to economic development in the City. Commissioners should not engage in lengthy preliminary discussions regarding economic development inquiries, but should refer all such inquiries to the Executive Director. The Executive Director will determine if the information is appropriate for or sufficiently significant enough to bring it to the attention of the Board, at which time, the information will be shared with all members of the Board.

4. Miscellaneous

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. Treasurer's Bond. The Treasurer/Assistant Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and be filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that said bond must not exceed \$300,000.

Section 4.3 Checks. An Authority check must be signed by the Treasurer and the Assistant Treasurer. The check must state the name of the payee and the nature for which the check was issued.

Section 4.4. Financial Statement. The Authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.5. Report to the City. The Authority shall annually, at any time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4.6. Budget to City. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.7. Employees. The Authority may employ an Executive Director, chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.8. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.9. Supplies, Purchasing, Facilities and Services. The Executive Director shall be the chief purchasing agent of the EDA. All EDA purchases and contracts shall be made and signed by the Executive Director when the amount of the purchase or contract does not exceed \$25,000. All purchases and contracts that exceed \$25,000 shall be approved by the Authority, after the recommendation of the Executive Director has first been obtained. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.10. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by an officer and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer may execute the document.

Section 4.11. Amendment of Bylaws. These Bylaws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.