

Rules and Bylaws of the Economic Development Commission (EDC) of La Crescent MN (latest amendment November 22, 2021*)

I. Authority

The Economic Development Commission (EDC) of the City of La Crescent is established as a Standing Commission by the City Council.

The EDC was established by City Council actions of August 11, 2014 and August 25, 2014. These Bylaws and Rules were adopted by the EDC to facilitate the performance of its duties and functions. Where there is a conflict between the provisions of the Bylaws and the City Ordinances, the provisions of the City Ordinances will govern.

II. Reporting to Council

The EDC shall report to the City Council at least once a year or as otherwise requested by the Council. Routinely after each meeting the EDC shall make written findings of fact together with its recommendation for matters referred to the EDC for study. The written documents shall be transmitted to the City Administrator for consideration by the City Council at a subsequent meeting.

III. EDC

A. Qualification of members, terms of office and voting

1. The EDC shall consist of seven members who are appointed by the City Council from among the residents of the City or a maximum of two non-La Crescent residents who have an interest in the City's economic development. Appointments shall be for a three-year term. In order to provide a rotating membership, the initial members shall have varying terms beginning as of January 1, 2015, with two of the directors serving for one year, two for two years, and three for three years. The City Economic Development Director is a continuous member of the EDC. Each appointed member's membership shall terminate if that member no longer has an interest in the City economic development.
2. In addition, three ex-officio members shall be appointed, one from the administrative membership of the City government, one from the membership of the City Council and the secretary of the La Crescent Chamber of Commerce. Ex-officio members shall be appointed for annual terms. Each ex-officio member's membership on the EDC shall terminate with the office from which that ex-officio membership is derived
3. All members (appointed, hired or ex-officio) serve at the pleasure of the City Council.
4. The Chief of Police, Building Official, City Attorney, City Administrator and Public Works Director are ex-officio members of all commissions, and the duration of their terms in such ex-officio capacities shall correspond with their respective tenures in their general capacities.

5. Ex-officio members of the EDC are encouraged to provide input, ask questions and offer opinions, but are not entitled to vote on matters that come before the EDC.

6. Members other than ex-officio shall be appointed from among persons in a position to represent the general public interest, and no person shall be appointed with private or personal interests likely to conflict with the general public interest. If any person appointed shall find that his or her private or personal interests are involved in any matter coming before the EDC, he or she shall disqualify himself or herself from taking part in action on the matter, or he or she may be disqualified by the chairperson of the EDC.

B. Removal from office and vacancies

1. Appointments to the EDC, the heretofore provisions notwithstanding, are subject to cancellation or revocation at any time, with or without cause at the sole discretion of the City Council. In the event of vacancies, appointments to fill any vacancy shall be made by the City Council for the unexpired term of the vacant member's position.

2. It shall be the duty of the Chairperson of the EDC to notify the City Council promptly of any vacancies occurring in membership. The City Council shall fill such vacancies within sixty days for the unexpired term of the original appointment.

C. Officers, rules, employees, salaries and expenses.

1. The EDC shall elect a chairperson and vice-chairperson from among those of its members who are not appointed ex-officio, and may create, with ratification of the City Council, such other offices as it may determine. The Economic Development Director shall serve as secretary to the EDC. The secretary shall not be entitled to vote.

2. The Chairperson shall preside over meetings and shall have the authority to add or cancel regular meetings and to call special meetings as provided below. The Chairperson shall work with appropriate city staff in organizing agendas of all EDC meetings.

3. The Vice-chairperson shall assume the duties of the Chairperson in the absence of the Chairperson. In the event of the absence of both the Chairperson and the Vice-chairperson those members present shall elect a temporary chairperson to preside over the meeting.

4. The EDC shall adopt rules for its governance and for the transaction of its business and shall keep a record of attendance at its meetings and of resolutions, transactions, findings and determinations showing the vote of each member on each question requiring a vote or if absent or abstaining from voting, indicating such fact. The records of the EDC shall be a public record. The Business transacted at all EDC meetings shall follow a standard agenda form as prescribed by the City Council and available at the City Administrator's office. Minutes of all proceedings which are public information shall be kept by the Economic Development Director and shall be available at all reasonable times and frequencies as public information and especially for review by the City Administrator, City Council and where indicated, other city staff department heads.

5. Subject to prior approval of the City Council and within limits set by appropriations or other funds made available, the EDC 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. Members of the EDC shall receive no salary or fees for their services thereon, unless the City Council shall provide otherwise. EDC members may receive reimbursement for necessary travel, per diem and other expenses while on official business for the EDC if funds are available for this purpose.
6. Reimbursement is limited to the following. EDC members shall receive such reimbursement for expenses incurred as a result of commission duties with prior approval thereof as the City Council may authorize. Subject to such approval reimbursement may be made for:
 - a. Fees incidental to attendance at out-of-town meetings and seminars
 - b. Ordinary and necessary expenses incurred while attending and in connection with out-of-town seminars and meetings.
 - c. Necessary special equipment and supplies with prior City Council approval.

D. Appropriations, fees and other income

The City Council shall make available to the EDC such appropriations as it may see fit for fees and expenses necessary in the conduct of EDC work.

E. Functions, Powers and Duties

1. The functions, powers and duties of the EDC shall generally be to act as fact finder concerning matters appropriately before it in regard to make recommendation to and advise the City Council concerning but not necessarily limited to:
 - a. The gathering and organization of basic information related to economic development and the potential for economic development within the City.
 - b. Serving as a resource for the City Council to consider details of economic development matters and formulating recommendations for the City Council to consider.
 - c. Drafting strategies and polices relating to economic development at the request of the City Council for consideration of City Council ratification and implementation.
 - d. Support the economic development section of the City's Comprehensive Plan by coordinating with the City Planning Commission.
 - e. Being a focal point for considering requests received by the City Administration for further study and support.
2. In connection with its duties, within the limits of its funds and with prior approval of the City Council, the EDC may make or cause to be made materials, documentation and surveys related to economic development matters. Such work shall be coordinated with activities of the City Planning Commission as related to the maintenance of the Comprehensive Plan.
3. Consistent with organizational structure and specific duty assignments, all city employees shall, upon request and within a reasonable time, furnish to the EDC or its employees or agents such available records or information as are required in the EDC's work.

F. Meetings, Quorum and Attendance

1. The EDC shall hold regular meetings. Meetings will be held the second Monday of each month commencing at 4:00 PM unless another time or date is agreed.
2. Special meetings may be called by the Chairperson upon sufficient notice to all EDC members.
3. Regular or special meetings may be cancelled by the Chairperson in the event that there are no items of business requiring the attention of the EDC or for lack of a quorum, inclement weather or other good and sufficient reason.
4. A quorum shall consist of a majority of the EDC members excluding ex-officio members.
5. EDC members shall advise the Economic Development Director (or if not available, then the EDC Chairperson) of an anticipated absence from any regularly scheduled EDC meeting. Members are expected to make reasonable effort to attend. Two unannounced absences in a year shall be cause for consideration of replacement for the unfulfilled term. Attendance records will be kept on a calendar year basis and reported to the City Council at least in December.
6. Meetings shall be announced at a minimum by posting at City Hall

G. Public Hearings

The purpose of a hearing is to collect information and facts in order for the EDC to develop an economic planning recommendation for the City Council. At a public hearing the following procedure shall be followed for each case for which the hearing is held.

1. Chairperson shall state the case to be heard
2. Chairperson shall call upon the Economic Development Director or designee to provide a staff report.
3. Chairperson shall ask the applicant to present his or her case.
4. Members of the EDC shall be allowed to question the applicant about their proposal.
5. Interested persons may address the EDC giving relevant information regarding the proposal before the EDC with questions being directed through the Chairperson. Reasonable rules limiting individual time to speak may be established to ensure that time is equitably available to all interested parties.
6. The hearing shall be closed. Interested persons shall not be heard again except by agreement of the Chairperson.
7. The EDC shall discuss and clarify the issue and take action.

H. Rules of Procedure

Meetings shall be by Robert's Rules of Order Newly Revised for all meetings of the EDC.

I. Adoption and amendment

These Bylaws and Rules shall be adopted or amended by an affirmative vote of 2/3 of the EDC members present at a regular or special meeting notwithstanding that no rule or amendment can be in conflict with any City Ordinance. A copy of these Bylaws and Rules shall be forwarded to the City Council for its information.

Change history

*Adopted July 8, 2015

Amended August 8, 2016

Amended February 11, 2019

Amended November 22, 2021

