



## Legislation Text

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**DATE:** March 21, 2019  
**TO:** Members of the Economic Development Authority  
**FROM:** Nate Carlson, Economic Development Coordinator

### 2019 Economic Development Authority Meeting Schedule

**SUMMARY AND ACTION REQUESTED:**

The proposed meeting dates are scheduled for 7:30 a.m. on the fourth Thursday of each month. Please review the proposed schedule and make any desired changes. A motion to approve the 2019 meeting schedule will formalize the EDA regular meeting schedule.

**BACKGROUND:**

Article III of the EDA Bylaws states that the Board shall hold regular meetings according to a meeting schedule adopted or revised from time to time by the Board. Board members should also review the dates for the November and December meeting dates, as those dates are one week earlier due to the Thanksgiving and Christmas holiday schedule. The February EDA meeting will be postponed due to staff on leave. The March meeting will be one week earlier.

In addition to regular meetings, a special meeting of the Board may be called by the President or any two (2) members of the Board for the purpose of transacting business designated in the call. Public written notice of a special EDA meeting must be posted a minimum of three (3) business days prior to the meeting.

If members of the EDA would like to schedule a retreat in 2019 it can be added to the regular meeting schedule as well. Other than the EDA Strategic Planning work session, the last EDA retreat was held at the Library in October 2018. If a retreat is desired, staff recommends a date in September or October to review the EDA Work Plan and discuss future initiatives. The EDA will also meet with the City Council in a joint work session to present recent economic development initiatives. Staff will be working with City Administration to designate a date for the joint session.

**RECOMMENDATION:**

Approve the meeting dates for 2019 with the addition of an EDA work retreat (if desired).