

**INSERT BOARD OR COMMISSION NAME**

AGENDA SECTION	ELECTION OF OFFICERS
MEETING DATE	2/6/2023

ITEM:	Election of Economic Development Authority Officers		
DEPARTMENT: Community Development		BY/DATE: Mitchell Forney, 1/13/23	

BACKGROUND:

Pursuant to the bylaws of the Columbia Heights Economic Development Authority (the “EDA”), officers are required to be elected annually. The 2022 EDA officers that served are as follows:

- President – Marlaine Szurek
- Vice President – Connie Buesgens
- Treasurer – Gerry Herringer

In order for an EDA Commissioner to be considered for an officer position, an EDA Commissioner must be nominated by another commissioner, or by him or herself. The bylaws require that the Executive Director or his/her designee conduct the following nomination process.

1. President
 - a. Please provide all nominations for President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the President of the EDA by the Executive Director.
2. Vice President
 - a. Please provide all nominations for Vice President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Vice President of the EDA by the Executive Director.
3. Treasurer
 - a. Please provide all nominations for Treasurer of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Treasurer of the EDA by the Executive Director.

Furthermore, it should be noted that the EDA bylaws require the City Manager (Kelli Bourgeois) to serve as the “Executive Director”, the Community Development Director (Aaron Chirpich) to serve as “Deputy Director” and the Finance Director (Joseph Kloiber) to serve as the “Assistant Treasurer”. The bylaws also specify that the position of “Secretary” be appointed by the EDA. Thus, it is recommended that the community development department’s Administrative Assistant, Alicia Howe serve as the Secretary. Staff recommends approval of the following motions:

Following ratification of the below motions, the newly elected President of the EDA will now preside over the remainder of the meeting.

RECOMMENDED MOTION(S):
MOTION: Move to elect _____ as President of the Economic Development Authority. MOTION: Move to elect _____ as Vice President of the Economic Development Authority. MOTION: Move to elect _____ as Treasurer of the Economic Development Authority. MOTION: Move to appoint Alicia Howe as the Secretary of the Economic Development Authority.