

# **SPECIAL BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY**

## **A G E N D A**

**Monday, November 21, 2011**

**7:00 p.m. (or soon thereafter) – Conference Room**

1. CALL TO ORDER
2. DISCUSS PROPERTY SALE
3. CLOSE THE MEETING  
Pursuant to §13.44, Subd. 3, and to develop or consider offers or counter-offers for the purchase or sale of real or personal property.
4. REOPEN THE MEETING
5. ADJOURN



City Attorney's Office

# MEMORANDUM

**TO:** BEDA Members  
**FROM:** Alan Felix, City Attorney  
**DATE:** November 21, 2011  
**RE:** Closed Meeting Procedure

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Minnesota Statute Section 13D.05, Subd. 3 provides that:

A public body may close a meeting to review confidential or non-public appraisal data under §13.44, Subd. 3, and to develop or consider offers or counter-offers for the purchase or sale of real or personal property.

In order to do so, a BEDA member should make a motion, such as:

I move to close this meeting in accordance with Minnesota Statute Section 13D.05, Subd. 3 for the purpose of reviewing confidential or non-public appraisal data relating to the acquisition of real property, as well as to develop or consider offers or counter-offers for the purchase of said property.

The President would then call for a second, discussion and a vote as with any other motion. Once approved, the President should invite any public or media to leave.

The proceedings of the meeting must be tape-recorded and that tape maintained for a period of eight years. The tape must also be made available after all real or personal property discussed at the meeting has been purchased or sold or the BEDA has abandoned the purchase or sale. The real property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. Of course, an agreement that is reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting.

AF/km