



**ECONOMIC DEVELOPMENT AUTHORITY (EDA)
COMMITTEE AGENDA**

Christine Husom District 1
Derek Vetsch District 2
Mark Daleiden District 3
Mary Wetter District 4
Michael Kaczmarek District 5

DATE: MARCH 11, 2021

TIME: 10:00 AM

MEETING LOCATION: County Board Room & Teams

AGENDA ITEMS

- I. Approve previous meeting minutes**
- II. Ratify By-Laws**
- III. Discuss the Outreach Documents**
- IV. Discuss the two properties: Health & Human Services Building and current Government Center, and timelines for disposal**
- V. Discuss the possibility of an Independent Consultant that has real-estate experience**
- VI. Action items / agenda for next meeting**

**cc: County Board
Lee Kelly
Elizabeth Karels
Bruce Kimmel
Jolene Foss
Teri Lachermeier
Jennifer Nash
Laureen Bodin
Stephen Grittman
Phil Kern
Frank Petitta**

Minutes: Angie Fisher

POST



COMMITTEE MEETING MINUTES

Economic Development Authority (EDA)

February 9, 2021

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

DATE APPROVED: [DATE]

Members Present: Commissioner Wetter, Commissioner Daleiden, Commissioner Vetsch, Commissioner Husom, Commissioner Kaczmarek, Buffalo Mayor Teri Lachermeier, Wright County Economic Development Partnership Chair Phil Kern, and County Administrator Lee Kelly,

Members Absent:

Others Present: Gregory Pickard, Brian Asleson, Schawn Johnson, Lindsey Meyer, Alan Wilczek, Elizabeth Clow, Bruce Kimmel, Ehlers, Inc, and Jennifer Nash, City of Buffalo

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

I. Approve EDA By-Laws

Kelly stated the County will establish a dedicated account for the EDA. There are a number of funds that the county maintains for other entities. Vetsch suggested transferring a starting fund of \$100,000 from the county reserves into the fund, as there may be costs associated with operating. Once the properties are sold, the EDA would replenish the reserves from the proceeds of the sale.

Vetsch stated site improvements may need to be made to get the highest value for each of the properties.

Commissioner Daleiden made a motion for Commissioner Vetsch to serve as the Chair of the Economic Development Authority. Seconded by Teri Lachermeier. All in favor

Daleiden made a motion to nominate Commissioner Husom as Vice-Chair. Seconded by Teri Lachermeier. All in favor. Consensus of the committee was to there was not a need to have secretary or treasurer positions appointed for the EDA board. Article III, sections 1,4, and 5 regarding references to the Secretary and Treasurer positions were removed from the draft bylaws. Article II was revised to reflect 2-year terms for at large EDA commissioners, with no term limit for reappointment.

Vetsch stated the group needs to formally adopt By-Laws. Kimmel recommend the group approve the modifications to the presented by-laws and formally ratify them in March. Motion was made by Daleiden, seconded by Wetter. All in favor.

II. Set 2021 Meeting Schedule

The group discussed whether to hold monthly meetings or schedule meetings every other month. Husom suggested scheduling meetings monthly and cancelling a meeting if there is a lack topics to discuss. All members are available for Thursday meetings.

Meetings will be scheduled the second Thursday of each month at 10:00 a.m. Meetings may be cancelled if needed. Next meeting will be March 11th at 10:00am

III. Discuss Strategy and Priorities for 2021

Vetsch stated the number one strategy is beginning the process of liquidating the Health & Human Services building and the current Government Center. Additionally, the group needs to develop a strategy to get the participation of townships and cities throughout the County. Members will need to work with staff to put together a presentation asking for their participation.

Kelly stated the group needs to be clear to entities in why the group is coming before them; explain what the EDA is and what it is not and make it clear that participation is optional. Kaczmarek suggested including information on if there is a financial cost to participate.

The group will need to divide into smaller groups (of one or two) for the presentations since there are a large number of cities and townships to reach in a short period of time. The goal is to complete the participation piece by June. Each city and township will have to pass a resolution to participate, so the presentations must be presented individually.

The EDA has been clear it will not have its own levy. If the EDA ever becomes a taxing authority, the group will have to re-affirm participation with each of the cities and townships.

Kimmel stated the presentation or marketing material presented to cities and townships should include a description of the EDA, what it is, who the members are, the focus on liquidating the current Health & Human Services and Government Center, that the group is not a taxing authority and it has no jurisdiction over land use. Cities and townships can vote to rescind their participation.

Vetsch would like to review at the presentation at the meeting in March.

Kaczmarek said the group needs to look at the logistics of how they will get to all the cities and township in 60 days.

Kern stated it may be helpful to include a couple of real-life examples in the presentation. It may give people a better understanding of what the EDA is – it would provide tools to help each city/township do what they want to do.

IV. Discuss Staff and Consultant Resources for 2021

Elizabeth Karels, Wright County Projects Administrator, will begin on February 22, 2021. At that time, the primary duties of the EDA will be handed over to her.

Kimmel stated that based on the number of factors in developing the two sites, it may be helpful to have an independent consultant that has real-estate background.

V. Action Item, Agenda for Next Meeting

- 1) **Ratify By-Laws**
- 2) **Discuss the Outreach Presentation**
- 3) **Discuss the two properties: Health & Human Services Building and current Government Center, and timelines for disposal**
- 4) **Discuss the possibility of an Independent Consultant that has real-estate experience**

Adjourn at 1:56 pm

**BYLAWS OF THE WRIGHT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

ARTICLE I – THE AUTHORITY

Section 1. NAME OF AUTHORITY. The name of the Authority shall be the “Wright County Economic Development Authority” (which may sometimes be referred to as the “EDA” or the “Authority”), and its governing body shall be called the Board of Commissioners (the “EDA Board”). The EDA Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. SEAL OF AUTHORITY. The Authority shall have an official seal.

Section 3. OFFICE OF AUTHORITY. The offices of the Authority shall be the Wright County Government Center in Buffalo, Minnesota.

Section 4. SCOPE OF AUTHORITY. Except as limited by the enabling resolution adopted by the Board of Commissioners of the County (the “County Board”) on November 24, 2020, as it may be amended from time to time, the Authority shall have all the powers, duties, and responsibilities of an economic development authority set forth in Minnesota Statutes, Sections 469.090 through 469.1082, as amended and all other applicable laws. The Authority shall not have the powers of a housing and redevelopment authority under Minnesota Statutes, Section 469.001 through 469.047.

ARTICLE II – COMMISSIONERS

The Authority shall consist of seven members, five of whom must be members of the County Board of Commissioners (the “County Board”) of Wright County, Minnesota (the “County”). The other two members shall be at-large members. The terms of the commissioners of the EDA Board who are also commissioners of the County Board shall coincide with their terms of office as members of the County Board. The two at-large EDA commissioners shall be residents of the County. The terms of the at-large commissioners shall be ~~two years, with no limit to the number of reappointments,~~ . The terms of the commissioners of the Authority that are also commissioners of the County Board shall terminate at such time as such commissioner is no longer a member of the County Board.

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ARTICLE III – OFFICERS

Section 1. OFFICERS. The authority shall elect a president ~~and a vice president,~~ annually. A commissioner must not serve as president and vice president at the same time. The other offices may be held by the same commissioner. ~~.~~

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Section 2. PRESIDENT. The President shall preside at all meetings of the EDA Board. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. VICE PRESIDENT. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the EDA Board shall select a new President.

Section 6. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the EDA Board or the bylaws or rules and regulations of the Authority.

Section 7. VACANCIES. If there is a vacancy on the EDA Board, the Board of Commissioners of the County shall select a candidate to fill the vacancy for the balance of the unexpired term.

Section 8. EXECUTIVE DIRECTOR. The County Administrator or designee shall serve as the Executive Director of the Authority.

Section 9. ADDITIONAL PERSONNEL. The EDA Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The EDA Board shall determine the selection and compensation of such personnel.

ARTICLE IV – MEETINGS

Section 1. REGULAR MEETINGS. The EDA Board may hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by resolution of the EDA Board.

Section 2. SPECIAL MEETINGS. Special meetings of the EDA Board may be called by the President or any two members of the EDA Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the EDA Board or may be mailed, faxed or emailed to the business or home address of each member of the EDA Board at least three (3) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. QUORUM. The powers of the Authority shall be vested in the EDA Board. Four commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the EDA Board upon a vote of a majority of the commissioners present.

Section 4. ADOPTION OF RESOLUTIONS. Resolutions of the EDA Board shall be deemed adopted if approved by not less than a simple majority of all commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 5. RULES OF ORDER. The most recent edition of Robert's Rules of Order shall govern the meetings of the EDA Board.

ARTICLE V – FINANCIAL MATTERS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall be the same as the fiscal year of the County.

Deleted: Section 4. SECRETARY. The Secretary shall keep minutes of all meetings of the EDA Board and shall maintain all records and resolutions of the Authority. The Secretary shall also sign all contracts, deeds and other instruments made or executed by the Authority.¶

Deleted: Section 5. TREASURER. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the EDA Board may select. The Treasurer and one other officer named by the Authority in a resolution shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the EDA Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the EDA Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties subject to the Treasurer's approval thereof or if the Treasurer is absent or disabled. An employee of the County may be appointed as Assistant Treasurer.¶

Section 2. ACCOUNTING SYSTEM AND AUDITS; BOOKS AND RECORDS. The financial records and financial statements of the Authority shall be prepared, audited, filed, and published or posted in the manner required for the financial statements of the County. The books and records of the Authority shall be public records maintained in accordance with state law and with such rules, regulations, and ordinances adopted by the County for maintaining public records.

Section 3. REPORTS TO THE COUNTY. Annually, at a time and in a form fixed by the County Board, the Authority shall make a written report to the County Board giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations the Authority deems advisable for the economic development of the County.

Section 4. FINANCIAL STATEMENTS. At least annually, the Authority shall examine the detailed financial statement, together with the vouchers, filed with the Executive Director or designee. The financial statements 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 the Authority's outstanding liabilities in a form required for the County's financial statements. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

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Section 5. BUDGET TO THE COUNTY. Annually, at a time and in a form fixed by the County Board, the Authority shall send its budget to the County Board. The budget must include a detailed written estimate of the amount of money that the Authority needed by the Authority from the County in order for the Authority to conduct business during the next fiscal year. The County Board may approve, reject or modify the budget submitted by the Authority.

ARTICLE VI – MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall coincide with the fiscal year of the County.

Section 2. AMENDMENTS TO BYLAWS. The bylaws of the Authority shall be amended only by resolution approved by at least four of the members of the EDA Board.



Date: March 8, 2021
To: Economic Development Authority
From: Elizabeth Karels, Project Administrator
Re: EDA Outreach Materials

During the Economic Development Authority (EDA) meeting on February 9, 2021 the EDA identified the need to develop an outreach presentation to request participation of all 35 cities and townships in Wright County. The intent of the presentation was to provide information on what the Wright County EDA is, what it expects to do and not do, and what local participation means.

After discussion with Lee Kelly, County Administrator / EDA Executive Director, and Bruce Kimmel, Ehlers Inc., I am recommending the following approach to communicating with cities and townships regarding their participation in the Wright County EDA:

1. The following documents are sent to all cities and townships in April 2021:
 - a. Letter requesting cities and townships to identify their participation in the EDA
 - b. EDA factsheet
 - c. Sample resolution for use by cities or townships
2. If cities or townships request further information, we will schedule outreach presentations at their city council or township board meetings. A presentation will be developed, following the same flow of information as the factsheet and will include examples and/or case studies. This presentation document has not yet been developed.
3. All executed resolutions, notices to opt-out and requests for information will be sent to Elizabeth Karels. Elizabeth will also follow-up with cities or townships who have not responded.

These referenced materials are provided for review and discussion during the March 11 EDA meeting.



WRIGHT COUNTY

Economic
Development
Authority

Board Members

Darek Vetsch, President
Christine Husom, Vice-President
Mark Daleiden, Board Member
Mary Wetter, Board Member
Michael Kaczmarek, Board Member
Teri Lachermeier, Board Member
Phil Kern, Board Member
Lee Kelly, Executive Director

10 2nd St. NW, Room 235
Buffalo, MN 55313

Ph: (763) 682-7378
Fax: (763) 682-6178

www.co.wright.mn.us

Addressee Name
Company Name
Department or PO Box Number
Street Address
City, State 00000-0000

Dear Addressee,

In November 2020, the Wright County Board established the Wright County Economic Development Authority (EDA). Under state law, county EDAs may operate only in cities and townships that have adopted resolutions electing to participate in the EDA. The attached factsheet provides information on what the Wright County EDA is, what it expects to do and not do, and what local participation means.

The EDA is requesting that each city and township in Wright County elect to participate but understands that some entities may not see a need for development activities and resources in their communities.

The EDA has prepared the attached sample resolution that your governing body can edit and consider for adoption.

If your entity elects to opt into the EDA's area of operation, please send the fully executed resolution to the contact below.

If your entity decides to opt out of the EDA's area of operation, please notify the contact below:

Elizabeth Karels
Wright County Project Administrator
Direct: (763) 684-8604
Elizabeth.Karels@co.wright.mn.us

EDA board members and staff are available to attend city council and township board meetings upon request for additional discussion. Please reach out to Elizabeth Karels to schedule.

The EDA would appreciate receiving notice of all city and township participation decisions no later than June 30, 2021.

Sincerely,

The Wright County Economic Development Authority



WRIGHT COUNTY

Economic Development Authority

What is the Wright County Economic Development Authority?

The Wright County Economic Development Authority (EDA) is a local authority, a subdivision of Wright County with the primary objective of shepherding economic growth within Wright County.

The EDA operates under the authority of Minnesota Statutes, Sections 469.090 through 469.1082.

How was the EDA established?

The formation of the EDA was recommended by an Advisory Committee which included city and township representatives. The committee met in August and October 2020 and provided a report in November 2020.

In November 2020, The Wright County Board passed a resolution establishing the Wright County EDA.

What will the EDA do?

Facilitate and guide redevelopment of county owned properties.

County EDAs have much more legal authority to pursue the repurposing of public assets than do counties themselves. The EDA will facilitate and guide the redevelopment of the current Government Center and Health & Human Services Building located in Buffalo. These two properties are anticipated to be vacated by county staff at the end of 2021.

Partner with local communities.

The EDA will partner with local cities and townships as well as the Wright County Economic Development Partnership (WCEDP) and support their efforts to achieve specific projects and advance broader initiatives.

Access state and federal resources.

The EDA will seek to access state and federal resources that are available mainly to larger public development agencies.

EDA Board Members & Staff

Darek Vetsch, President

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Darek.Vetsch@co.wright.mn.us

Christine Husom, Vice-President

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Phil Kern, Board Member

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pkern@delano.mn.us

Lee Kelly, Executive Director

Ph: (763) 682-7377

Lee.Kelly@co.wright.mn.us

Elizabeth Karels, Project Administrator

Ph: (763) 684-8604

Elizabeth.karels@co.wright.mn.us

What will the EDA NOT do?

The EDA does not intend to enact its own levy.

In establishing the EDA, the Wright County Board was clear that it has no intent for the EDA to levy its own dedicated property tax. EDA activities will be funded with Wright County resources.

The EDA will be limited to economic development.

Although some county EDAs also exercise powers available to housing and redevelopment authorities (HRAs), the Wright County EDA's powers are limited to economic development.

The EDA does not intend to lead any development projects except for the development of the two county owned properties.

With its focus on partnering with local communities and the WCEDP to achieve their objectives, the County EDA does not expect to lead any projects other than the redevelopment of the Government Center and Health and Human Services Building. The EDA's role will be to augment the resources that other entities are bringing to advance projects throughout Wright County.

What does local participation mean?

Under state law, county EDAs may operate only in cities and townships that have adopted resolutions electing to participate in the EDA.

Opting into the EDA

If a city or township chooses to opt into the EDA's area of operation, the entity will be included in the EDA's area of operation.

Opting in does not impose any obligation, financial or otherwise on the participating city or township.

Every five years, cities and townships having opted into the EDA may elect to withdraw.

Opting out of the EDA

If a city or township chooses to opt out of the EDA's area of operation, the EDA is not allowed to assist any development project in that community, even if requested by the city or township.

Future EDA levies

If the EDA ever decides to levy an EDA tax, all participating entities will have the option to withdraw from the EDA and not be subject to the EDA levy.

[CITY OF _____, MINNESOTA]
[TOWN OF _____, MINNESOTA]

RESOLUTION NO. _____

RESOLUTION OPTING TO PARTICIPATE IN THE WRIGHT COUNTY ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the [City of _____, Minnesota] [the Town of _____, Minnesota] (the “Municipality”) is located within Wright County, Minnesota (the “County”); and

WHEREAS, pursuant to a resolution adopted by the Board of Commissioners of the County on November 24, 2020, the County established the Wright County Economic Development Authority (the “EDA”) in accordance with Minnesota Statutes, Sections 469.090 through 469.1082, as amended (the “EDA Act”); and

WHEREAS, Section 469.1082, subdivision 5 of the EDA Act provides that the area of operation of the EDA shall include all cities and townships within the County that have adopted resolutions electing to participate in the EDA; and

WHEREAS, the governing body of the Municipality has determined that it is in the best interests of the Municipality to elect to participate in the EDA; and

WHEREAS, the Municipality may make an election to withdraw from participation in the EDA every fifth year following the adoption of the resolution electing to participate, all in accordance with the terms of Section 469.1082, subdivision 5 of the EDA Act; and

WHEREAS, notwithstanding Section 469.1082, subdivision 5, if the EDA enacts an EDA levy, the EDA will notify the Municipality of the enactment of such levy and the Municipality shall have the opportunity to withdraw its participation in the EDA prior to the levy going into effect; and

NOW, THEREFORE, BE IT RESOLVED by the [City Council of the City of _____, Minnesota] [Board of Supervisors of the Town of _____, Minnesota] as follows:

1. The Municipality hereby elects to participate in the EDA.
2. The election to participate in the EDA shall take effect on the date of adoption of this approval and may only be withdrawn in accordance with Section 469.1082, subdivision 5 of the EDA Act.

Adopted by the [City Council of the City of _____, Minnesota] [Board of Supervisors of the Town of _____, Minnesota] on this _____ day of _____, 20__.

[Mayor] [Chair]

ATTEST:

[City Clerk] [Town Clerk]

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