



WRIGHT COUNTY
Economic
Development
Authority

ECONOMIC DEVELOPMENT AUTHORITY (EDA) AGENDA

DATE: May 13, 2021

TIME: 10:00-11:30

MEETING LOCATION: County Board Room & Teams

Darek Vetsch, President
Christine Husom, Vice-President
Mark Daleiden
Mary Wetter
Michael Kaczmarek
Teri Lachermeier
Phil Kern

AGENDA ITEMS

- I. Approve previous meeting minutes
- II. Update on city and township participation in the EDA
- III. RFP - Redevelopment Assessment of the Wright County Government Center
 - a. Staff summary of proposals
 - b. Proposal evaluation process
- IV. Health and Human Services Building – next steps
- V. Action items / agenda for next meeting

cc: EDA Board
Lee Kelly
Elizabeth Karels
Bruce Kimmel
Jolene Foss
Jennifer Nash
Laureen Bodin
Stephen Grittman
Frank Petitta
Lindsey Meyer
Heather Lemieux
Greg Kryzer
Tim Dahl

Minutes: Angie Fisher

POST



WRIGHT COUNTY
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MEETING MINUTES

ECONOMIC DEVELOPMENT AUTHORITY

APRIL 8, 2021

Darek Vetsch, President
Christine Husom, Vice-President
Mark Daleiden
Mary Wetter
Michael Kaczmarek
Teri Lachermeier
Phil Kern

DATE APPROVED: [DATE]

Members Present: Commissioner Husom, Commissioner Wetter, Commissioner Kaczmarek, EDA Commissioner Lachermeier, EDA Commissioner Kern, and EDA Executive Director Kelly, **Attending Remotely:** Commissioner Daleiden

Members Absent: Commissioner Vetsch

Others Present: Elizabeth Karels, Jennifer Nash, City of Buffalo, Jolene Foss, WCEDP, **Attending Remotely:** Bruce Kimmel, Ehlers Inc, Lindsey Meyer, John Holler, Heather Lemieux

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

I. Approve previous meeting minutes

EDA Commissioner Lachermeier moved to accept the minutes from 3-12-21. The motion was seconded by Commissioner Wetter and carried 5-0. Daleiden was not connected remotely at this time.

II. Amend EDA Bylaws

EDA Executive Director Lee Kelly stated at a previous EDA meeting Assistant County Attorney Greg Kryzer made the members aware that the two at-large EDA member terms should be amended from two-year terms to six-year terms.

Husom added this amendment is listed on the first page of the bylaws in Article II – Commissioners. Husom said if something changes with the at-large members, they do not have to complete the full six years.

Daleiden moved to amend the bylaws for the at-large member terms from two-years to six-years. The motion was seconded by Wetter and carried 6-0.

III. Joint Powers Agreement

Kelly stated it was mentioned at the EDA meeting on 3-11-21 that Kryzer was helping with the Joint Powers Agreement in terms of interchange with staff that are working on the operational and financial items. However, Kelly couldn't say whether the EDA will have dedicated staff in the future. The members went over the high-level important items in the Joint Powers Agreement.

Kaczmarek wanted to clarify what the acronym for the Economic Development Authority is going to officially be so there is no confusion in the future. He wanted to make sure everyone is on the same page when it says EDA on the budget report showing expenditures and disbursements. Kelly said there has been a specific fund set up.

Wetter moved to accept the Joint Powers Agreement. The motion was seconded by Lachermeier and carried 6-0.

IV. Adopt 2021 Budget

Kelly said adopting the budget will authorize the transfer of the \$100,000 from the County's reserves into account 01-724.5910. Kelly stated as of now the budget is simple and he is unsure if more items will need to be added moving forward. The \$100,000 will be labeled as professional services.

Assistant Finance Director Heather Lemieux added it must be in the General Fund for financial reporting purposes.

Kaczmarek moved to accept the 2021 budget. The motion was seconded by Wetter and carried 6-0 on a roll call vote.

V. Claims

Kelly said there is an itemized claim from Kennedy & Graven Chartered in the amount of \$923.35 for the work that has been done with Bruce Kimmel, Ehlers Inc., for drafting the bylaws. This included consultant time and developing of the bylaws.

Lachermeier moved to accept the claim from Kennedy & Graven Chartered. The motion was seconded by Kaczmarek and carried 6-0.

VI. Approve Resolution declining workers compensation coverage for elected officials

Kelly stated there is not a lot of risk involved for this board that would cause workers compensation claim.

Daleiden moved to approve the resolution declining workers compensation coverage for elected officials. The motion was seconded by Kaczmarek and carried 6-0 on a roll call vote.

VII. Discuss independent consultant

Project Administrator Elizabeth Karels and Jennifer Nash, City of Buffalo were tasked with finding outside consultants that could perform a redevelopment assessment of the Government Center site. Karels and Nash provided the EDA members with the questions that need to be answered by possible consultants and the content of what should be in the proposals. Husom and Lachermeier asked what the next step in the process will be. Karels said there is a few different ways it can be handled. It could be sent to potential consultants and/or it could be publicly posted, it all depends on how the Board would like to proceed.

Lachermeier asked Karels and Nash if either of them had worked with the potential consultants from the list provided. Some of the consultants had been utilized before by either one of them or some had been utilized by previous coworkers. Lachermeier asked that the potential consultants also submit references along with the proposal.

Kimmel said the scope of the proposed analysis is very good and all the firms listed are excellent architecture and engineering (A/E) firms. Kimmel asked if anyone had spoken to the A/E firms about their ability to delve into the market analysis questions or if there should be some market research or commercial real-estate firms that would be better for the analysis. He said he is concerned that the Board may be looking at the wrong potential entities for the analysis. Daleiden said he agreed with Kimmel that the EDA wants to get the most bang for the buck. Kern said the scope that is written is what the EDA is looking for. He went on to say that having a broker and A/E firm to come together as a team to help decide may be the best idea.

Kern suggested having industry experts advise the EDA on what exactly can be done with the building before entertaining proposals, knowing if there is value in the building as a reuse or if it should be demolished.

RECOMMENDATION:

Repackaging this redevelopment assessment to make it a team approach. Amend the scope of work to explore what it would take to repurpose the structure. Then, publicly post it for outside teams.

VIII. Discuss outreach presentation

Husom attended the Annandale City Council and the South Haven City Council meetings. She gave them the factsheet, sample resolution and went over the power point presentation with them. Husom said she plans to attend the cities and townships in her district to go over this information with them.

The members discussed making sure they are very careful to clarify the difference of the Economic Development Authority (EDA) and the Economic Development Partnership (EDP) so there is no confusion on what is being done in both groups and how they differ.

RECOMMENDATION:

Karels will work on getting the power point on the website along with the factsheet so it's available for all cities and townships. Letters to the cities and townships requesting participation in the EDA will be sent out next week.

IX. Action items/agenda for next meeting

Kelly said the next meeting is at 10:00 A.M., May 13, 2021. An invite will be sent via email with the agenda and all the documents to go along with it.

The meeting adjourned at 11:19 A.M.

Economic Development Authority Minutes submitted by Angie Fisher, Administrative Specialist.