



WRIGHT COUNTY  
Economic  
Development  
Authority

## ECONOMIC DEVELOPMENT AUTHORITY (EDA) AGENDA

DATE: June 20, 2022

TIME: 8:30 AM

MEETING LOCATION: County Board Room & Teams

Derek Vetsch, President  
Christine Husom, Vice-President  
Mark Daleiden  
Mary Wetter  
Michael Kaczmarek  
Phil Kern  
Josh Gehlen

### AGENDA ITEMS

- I. Approve previous meeting minutes
  - a. May 16, 2022
  - b. June 8, 2022
- II. Review of Annual Meeting
- III. Tax Abatement and TIF overview
- IV. EDA Bylaws
- V. Central MN Manufacturing Month
- VI. Human Services Center update
- VII. Government Center Steering Committee update
  - a. Review of RFP
- VIII. Closed Session to Develop and Consider Offers and Counteroffers for the Sale of Real Property, Minn. Stat. 13D.05 Subd. 3. PIDs: 103026002011, 103026001061, 103026002010, 103026001050, 103026001040, and 103026001010.
- IX. Action items / agenda for next meeting
  - a. City/Township updates – Clearwater
  - b. Tax Abatement Policy

cc: County Board  
Lee Kelly  
Clay Wilfahrt  
Elizabeth Karels  
Greg Kryzer  
Heather Lemieux  
Jolene Foss  
David Kelly  
Laureen Bodin  
Stephen Grittman  
Phil Kern  
Josh Gehlen  
Frank Petitta  
Minutes: Laine Stephan



WRIGHT COUNTY  
Economic  
Development  
Authority

## MEETING MINUTES

### ECONOMIC DEVELOPMENT AUTHORITY

MAY 16, 2022

DATE APPROVED: [ ]

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

- 
- Members Present:** Darek Vetsch, Christine Husom, Mark Daleiden, Mary Wetter, Mike Kaczmarek, Josh Gehlen, and Phil Kern
- Others Present:** Clay Wilfahrt, Elizabeth Karels, Greg Kryzer, Heather Lemeiux, Matthew Detjen, Jolene Foss (Wright County Economic Development Partnership), David Kelly (City of Buffalo); Remote: Lee Kelly, Lindsey Meyer

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

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#### I. Approve Previous Meeting Minutes

EDA Member Christine Husom moved to approve the April 18 Economic Development Authority (EDA) meeting minutes. The motion was seconded by EDA Member Mary Wetter and carried 7-0.

#### II. City/Township Updates – Buffalo

David Kelly, Community Planning and Economic Development Director for the City of Buffalo, made a presentation providing a community update for the Wright County. He said there are lot of moving parts and projects ongoing in Buffalo.

Kelly provided a development update on residential highlights. In 2021, there were 78 single-family home permits issued – down from 85 in 2020, which has been a trend throughout the state of downward departures in 2021. Those 78 permits have a valuation of \$23.46 million. He said that has followed a trend in Wright County of continued and sustained growth. The were 193 total building permits issued to date this year with a valuation of \$10.59 million. In 2021 through mid-May there were 289 building permits issued, but the value was less (\$7.75 million). He said the difference can be attributed to both higher costs and the higher value of some of the projects. The building permits cover several areas, including remodels, re-roofing, house additions, mechanical upgrades, etc. Kelly added that demand continues to grow in Buffalo despite rising costs and supply chain concerns. He said the city anticipates experiencing continued growth in population over the next five to 10 years as the west metro of the Twin Cities continues to expand westward.

EDA Chairman Darek Vetsch asked what sort of residential lot inventory Buffalo has and how many lots are open for construction. Kelly said the city is running short on buildable land within the city limits, adding that the city is working on a comprehensive plan through the year 2040. One of the calculations the city will look at is how to properly steer the growth. Vetsch asked Kelly where the city anticipates future growth will be concentrated. Kelly responded to the north along Hwy. 25 and the land near the Coborn's site. He said there are two 31-unit apartment complexes being constructed in that area. The demand for residential multi-family properties is booming because there currently are almost no vacancies. Vetsch asked if the infrastructure in the city has the capacity to handle expansion to the north and east. Kelly said the comprehensive plan will address those issues, adding that most growth will likely be in the north and northwest area of the city.

Vetsch asked about the usage rate of the revitalization grants that the city has entered into. Kelly said the city received a Small Cities Development Program Grant from Minnesota DEED (Department of Employment and Economic Development), which is targeted for specific areas of a community. In Buffalo that was an area northwest of the downtown area and another southeast of downtown. Residential homeowners could access up to \$21,000 in grant funding, with a \$1,000 match from the Buffalo HRA (Housing and Redevelopment Authority). In all, nine grants were awarded. In addition, there were eight DEED grants available for commercial properties that awarded \$30,000 with a \$5,000 matching contribution from the Buffalo HRA. Kelly said the reinvestment in the downtown area of Buffalo is critical because any city is only as strong and as vital as its downtown.

Kelly went over some of the commercial development that took place over the last year, which included new businesses, commercial properties under new ownership and OutDoWork Suites, which is a fully-leased business that is meeting the

increased demand for remote work options and coworking spaces. Other downtown business owners have expressed interest in similar workspaces.

Kelly highlighted Buffalo's economic development/planning projects. The 2040 Comprehensive Plan, also known as the "Buffalo Community Plan" is going to be the guiding path for the city for the next 20 years. If all goes as planned, the documentation of the plan will be finalized in September 2020. The city will be diving into areas it has previous not taken on that are addressed in the plan, such as water conservation. Online permitting is an effort to be at the forefront of making permitting easier for residents and businesses.

Kelly said the city's business expansion and retention survey was recently completed and approximately 20 businesses responded. The city has explored the feasibility and demand for a new industrial park. The city's current industrial park has neared capacity and was built 35 years ago. As part of the industrial park component, Buffalo is looking into identifying key industries and sectors to target for relocation to the city. Taking a cue from the City of St. Michael, Buffalo is looking to create a listing of available commercial and industrial land on the city's website.

Kelly explained the economic development priorities for downtown Buffalo. These include wayfinding installation for pedestrians and business in the downtown area, creating a vacancy list for downtown storefronts, the feasibility of a fine dining restaurant and the future of Buffalo Cinema – a key building in downtown Buffalo. He added that the city and the Buffalo HRA have made an investment in downtown façade improvement and a commercial repair program.

Lastly, Kelly discussed the development philosophies for the City of Buffalo moving forward. These include capitalizing on the growth of the west metro area of the Twin Cities, ensuring that all growth is environmentally and financially sustainable, consider the importance of community amenities in all development, minimizing risks and costs wherever possible, leveraging existing resources and entities, thinking long-term while remaining cognizant of the short-term impacts and continuously striving to improve. Husom said she regularly hears from Buffalo residents about the lack of a grocery store in the downtown Buffalo from the time Coborn's left its downtown location. She added that it didn't need to be a big grocery store chain like the Cub and Coborn's on the outer edge of town, just somewhere where people in the downtown area can make a quick stop to pick up amenities.

**RECOMMENDATION: Informational only.**

### III. Revolving Loan Program

Vetsch began the discussion by saying that this topic was sent back to staff to make modification to the language in the Revolving Loan Program (RLP) documentation. Project Administrator Elizabeth Karels said the RLP documentation was reduced from five pages to three and asked the EDA Board members if they wanted to proceed with the revised language. She added that, in the Request for Board Action, funding options were identified, an amount was specified and where the funds would come from.

Vetsch said many of the changes dealt with concerns raised by EDA Board members that wanted language spelled out more clearly that access to the RLP was open to other cities and townships. Being able to change the funding amount would allow other municipalities to make requests for RLP funds. Scoring criteria for projects was also included in the revised document used as the basis for the awarding of funds. Vetsch strongly encouraged the EDA Board to approve the revised documentation so the program can move forward. Drainage Coordinator Matt Detjen said that a project on County Ditch 34 in Delano would be perfect for this program when funds are available. It is behind in the planning process from the County Ditch 33 project in Monticello, which is first project seeking funding through RLP.

Husom said projects like this would be a good way to expand the EDA. Vetsch said this program will accomplish a lot in terms of projects that can't get outside funding, which would likely make them a problem for years. EDA Member Mike Kaczmarek asked why the interest amount and payback period that was part of the first draft and not in the second draft. Vetsch said the interest rate would be done on a per-case basis. He said that currently there could be little to no interest charged, but, if the economy continues to struggle, the time may come where a higher interest rate may be necessary. Kaczmarek asked about the amount of money that is in the program. Vetsch said the program was initiated with \$2.5 million in funding as a benchmark for future planning to have a stable, set amount in the fund. The county board would have the authority to put additional money into the fund, but it wasn't recommended.

Assistant County Administrator Clay Wilfahrt said the \$2.5 million allocation amount for the RLP fund was arrived at by working with the finance team to look at what dollars the county had in unallocated fund balance and what obligations the

county had coming in the future, such as expenses related to the dental clinic and potential levy buydowns in the future. The finance team determined what its comfort level was of unallocated money for into the RLP and arrived at \$2.5 million. Vetsch pointed out that the levy buydown would be approximately \$32-33 million, while the dental clinic expenses would be \$200,000 at most. Assistant Finance Director Heather Lemieux said all costs were taken into account to arrive at the \$2.5 million RLP figure. Husom said that Community Dental is fundraising, so there may not be \$200,000 coming from unallocated funds going toward that project.

EDA Member Mary Wetter said in the Request for Board Action the transfer of funds to the EDA wouldn't take place until after the final sale of the Human Services Center (HSC) and asked why the transfer was written to be contingent on the sale. Karels said it would mitigate risk in the event county priorities shifted. She said the target date to transfer funds isn't until the fourth quarter of 2022, which will be after the sale is expected to be completed. Lemieux said the county is merely trying to be financially responsible to put in the safeguard of waiting to transfer the \$2.5 million in the RLP until after the sale of the HSC is complete.

Kaczmarek asked Lemieux to confirm that Wright County has not received the \$1.4 million in state bonding money yet that is earmarked for the dental clinic. Lemieux said Karels has received an update that the expectation is that the money will likely be received by the end of May. Kaczmarek asked what would happen if the \$1.4 million wasn't received or if it was potentially reduced. Karels said the \$1.4 million has been approved and set aside in the state bonding bill, but the county has to go several procedural steps to access the money, which the county is very close to completing.

Kaczmarek shared commentary from some of his constituents from the previous EDA meeting. He spoke around the county with different cities and townships – some that are EDA members and some that are not – to see if there was more interest from non-EDA members to join if they could potentially access the RLP funds. The feedback he got from non-members that being part of the RLP alone wouldn't be reason for them to sign up to join the EDA. He added that those he spoke with didn't believe the county should be involved in loaning money out. EDA member jurisdictions he spoke with agree with the economic development plan, but also don't think the county shouldn't be lending money out of the county fund balance.

EDA Member Phil Kern said that a significant element of this discussion is the funding level from the county, which he said was not something for he or EDA Member Josh Gehlen – who are not county commissioners on the EDA board – to chime in on. He said he appreciated the changes that were made in the revised draft of the RLP presented. He said stating the purpose of the program to facilitate economic growth by converting rural stormwater systems in county ditches to city stormwater systems creates an appropriate nexus for the county to partner with cities and townships on these types of projects. Previously, the verbiage simply stated “infrastructure” – which covers a wide gamut of potential uses. By focusing directly on the conversion that will be necessary to convert from rural ditch systems to city stormwater systems it is a good fix. He said he is glad the EDA Board isn't just looking at one project, because he has heard of a couple of other projects that would qualify under the revised designation to utilize these funds.

Vetsch said the goal is to avoid residents along county ditch systems spending hundreds of thousands of dollars to make improvements only to have a municipality come in a few years later and transfer the current ditch system into a city stormwater system, making money invested in the ditch system a worthless investment. The RLP would gap instances like that to provide funding to build up the system earlier and developers would pay for those infrastructure pieces when they develop these properties. Vetsch added it's a good investment for county funds because it will allow development that otherwise landowners would likely oppose because of the investment made for improvements that would vanish.

EDA Member Mark Daleiden asked when it can be expected that the HSC sale would be completed. Assistant County Attorney Greg Kryzer said that, at the time of the signing of the intent to purchase, there is a 180-day due diligence period. Karels added that the buyer will be on site the week of May 16-20 and more will be learned after the site investigation. She said the 180-day due diligence period along with the 60-day period for closing if fully extended would make November the absolute latest for closing.

Daleiden made a motion to approve the Revolving Loan Program. The motion was seconded by Husom for discussion. Gehlen agreed that the RLP is a worthwhile program, especially how it has been tailored from the first draft of the scope of the fund and the changes made in the second draft. He said he hopes that the EDA will consider non-municipality type projects as well because there is a need in the townships. Townships find themselves at a current disadvantage because they don't have many of the funding programs available to them that cities and counties can access. He said his understanding was the EDA was formed to investigate economic development specific to the sale the old Government Center and Human Services Center and the premise of what could be done to improve economic development using the proceeds from the sale of those two properties. Gehlen added that he hoped some of RLP funds or funds from the sale of the buildings could be used to attract or retain businesses in the county to promote tax base growth.

Vetsch called for a vote and the motion to approve the Revolving Loan Program with the new guidelines and documentation spelled out. The motion passed 6-1 with Kaczmarek voting against the program.

**RECOMMENDATION: Approve the Revolving Loan Program and the guideline documents that were presented in the second draft to the EDA.**

#### **IV. 2022 EDA Annual Meeting Reminder**

Vetsch said the meeting is scheduled for 6 p.m. Wednesday, June 8 at the Wright County Board Room. Karels said the only question is what the budget would be for food and beverages at the event. Vetsch said the expectation is that between 18 and 26 people will be attending. Vetsch felt there should be something because it is expected to last between 90 minutes and two hours and the meeting is happening over the typical dinner hour. Husom said it might not be a bad idea to open the meeting a little before 6 p.m. because some may be scrambling to get there after work. Daleiden said he thought cookies, coffee and bottled water would suffice. Vetsch said there should be a variety of beverages.

**RECOMMENDATION: Authorize staff to provide cookies and beverages for the June 8 EDA Annual Meeting at the Wright County Board Room.**

#### **V. Action Items/Agenda for the Next Meeting**

1. City/Township Updates
2. Recap of the EDA Annual Meeting
3. An update on building Government Center redevelopment in downtown Buffalo
4. An update on the sale of Human Services Center
5. Tax abatement discussion
6. EDA by-laws

**RECOMMENDATION: Place the stated items on the agenda for the next EDA meeting.**

Meeting adjourned at 9:33 a.m.

EDA minutes submitted by John Holler, Communications Specialist



WRIGHT COUNTY  
Economic  
Development  
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## ANNUAL MEETING MINUTES ECONOMIC DEVELOPMENT AUTHORITY

JUNE 8, 2022

DATE APPROVED: [ ]

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

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**Members Present:** Darek Vetsch, Christine Husom, Mark Daleiden, Mary Wetter, Mike Kaczmarek, Josh Gehlen  
**Members Absent:** Phil Kern  
**Others Present:** Clay Wilfahrt, Elizabeth Karels, Lee Kelly, Jim Jacobson, David Paradise, Melissa Stenson, Norman Bodeker, Greg Eckblad, Kristen Logas, Rachel Leonard, Jessica Stockamp, Pete Zimmerman, Nick Haggenmiller, Jennifer Nash, Bob Idziorek, Jim Bischoff, Jolene Foss, Jim Hallstrom, Zach Doud, Kelly Hinnenkamp, Scott Enter, Bruce Kimmel

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

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### I. Economic Development Authority Annual Meeting

At 6 p.m. Wednesday, June 8, the facilitator for the 2022 Annual Economic Development Authority (EDA) Meeting, Ehlers Public Finance Advisors Senior Municipal Advisor Bruce Kimmel started with a presentation talking about the EDA's background and focal points the group had established. Kimmel highlighted the focal points of facilitating redevelopment of county-owned properties, partnering with local communities, the Wright County Economic Development Partnership (WCEDP), and accessing state and federal resources. Kimmel told those present that he was going to have them break into small groups to share his or her community's top development priorities, strengths and weaknesses, identifying common interests and concerns. He also wanted the small groups to discuss opportunities and challenges that they believed the EDA might be able to help address within the townships and cities. Commissioner Darek Vetsch asked that people also share their unique ideas for economic development.

Everyone present introduced themselves and at 6:30 p.m. broke off into small groups to discuss these topics. At 6:48 p.m. the group came back together to discuss what they had learned. The following was a list of items that had been identified as being the greatest needs within the townships and cities:

- Small cities and townships requested assistance in educating their residents on issues like Tax Increment Financing (TIF) and tax abatement. It was noted that the EDA was currently working on an abatement policy.
- The lack of shovel-ready commercial-industrial sites.
- The lack of developers coming in without the ability to create multi-use living and working environment.
- Broadband dead zones, specifically in regard to the difficulty finding grants and funding for small projects, inconsistent service, the need for redundancy, and the townships' lack of knowledge about who the existing Internet Service Providers (ISPs) were. The group thought older neighborhoods were struggling the most with these broadband issues.
- A lack of commercial and industrial gap financing opportunities specifically for childcare centers. The group pointed out that the existing Revolving Loan Fund (RLF) was only available for industrial and some sites within the county were not feasible to develop. A possible solution could be to have the EDA match funding for these projects.
- Assistance with new and existing infrastructure replacement. The group had a common goal of trying to attract commercial businesses and wondered what funding was available.
- Support when townships and cities write grants.
- Providing infrastructure to additional industrial sites throughout the county.
- WCEDP matching financial support for advertising and marketing the county. The group thought this could help fill open jobs and increase the tax base.
- The need to improve countywide transportation funding policies with the involvement of townships and cities.
- The request for more engagement between the EDA and the county with the cities and townships. The group thought these entities needed to be more cohesive when it came to pooling resources and working together on projects and needs.
- The group pointed out that sometimes county focuses and city focuses for infrastructure improvements were two different concerns and thought the EDA should focus on projects that would happen without these infrastructure improvements.

- There was a discussion about whether an EDA levy could potentially be a good source for funding. There was a clarification that a levy would only happen if members had a chance to opt out.
- There were parts of the county that were landlocked and were still in need of business expansion, i.e. parking requirements. The group thought the county could help facilitate this expansion.
- There was a need for infrastructure improvements as it related to workforce housing development and building affordable multi-family housing. These projects had high construction costs and it had been difficult for the cities and townships to make a project of this nature feasible.
- The group wondered if there was a way for cities and townships to use the county's bond rating to lower costs.
- There was a need for the EDA to stem zoning changes to increase the potential for economic growth and the need for outdoor storage that was not able to be captured due to current zoning constraints.
- There was a need for funding for projects that the state was not covering like market rate housing and retail. The group noted that it wanted to ensure the funding was able to be diversified and that funding would not overlap with other programs.
- The group thought that both the EDA and the WCEDP could focus more on lobbying, marketing, utility inventory, education regarding what programs to pursue, and capacity building.
- Many cities and townships saw a need for utility improvements as a lot of the county was still using propane instead of utilizing natural gas lines. The group thought it could use the county's Geographic Information System (GIS) data to figure out where natural gas lines were located in addition to providing more information about fiber, water and sewer locations. This would be a huge help to small cities that needed engineering plans for expansion. However, it was noted that the EDA did not want to pursue utility planning too aggressively as it was not the Metropolitan Council.
- It was noted that communities with a population less than 5,000 did not have access to gas tax revenue from the state and this was a potential shortcoming the EDA could help compensate.
- The cities and townships wanted to not only focus on infrastructure expansion but quality of life as well. The representatives of these communities saw a need for more parks and other recreational opportunities in order to draw people into the county.
- The representatives from the cities and townships saw a need to market jobs within the county and keep the workforce local. There was a huge need to retain residents to fill jobs within the county as well as bring in people from outside of the county. WCEDP Executive Director Jolene Foss said that 70 percent of residents of working age living in the county worked outside of the county.

Of the list of issues and potential for growth, the group came up with the following list of the highest priority needs:

- Education for smaller communities
- Movement on tax abatement strategic ideas and policy
- The need for the EDA to partner with the WCEDP on projects
- GIS data sharing to provide expansion information
- Addressing the communities' broadband shortcomings

Vetsch emphasized that the EDA and county focus should be on projects that would not happen without infrastructure improvements. Members of the group voiced the concern that small communities did not necessarily benefit from the broad stroke improvements. Foss added that from the WCEDP perspective, she would want to see if the EDA would be interested in matching support for communities as well as work with the WCEDP to ensure there was no overlap in projects or funding. Project Administrator Elizabeth Karels added that if anyone wanted broadband information to please reach out to her. She shared that the Broadband Committee had collected a lot of data and utilized GIS in relation to this conversation. Kimmel added that GIS information could also be used to highlight portions of the townships that had strategic locations for natural gas improvements. He thought this was good to be aware of so the townships could plan for the future.

Commissioner Christine Husom pointed out that the topic that was brought up more than anything else was related to broadband throughout the county. She thought it made a big difference in building the communities and providing the county equal opportunity for growth. Kimmel encouraged fostering conversations about broadband and ISPs in a way that would make it economically feasible. The group thought it was important to focus on redundancy when working with ISPs in order to avoid the whole system being brought down by one outage. Commissioner Mary Wetter thought that satellite service was another way to address the issue rural communities were having with broadband. She did note that satellite was more expensive but still an option. Vetsch concluded the meeting by saying that he wanted to be able to be a resource for communities going forward and thanked everyone for their time and input.

**RECOMMENDATION: Add the discussed items on the agenda for the next EDA meeting.**

Meeting adjourned at 7:29 p.m.

EDA minutes submitted by Laine Stephan, Office Manager



Board Meeting Date:	06/20/2022
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Requester's Name	Heather Lemieux
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Board Action Requested:

Authorization to ratify the attached claims in the amount of \$28,809.84 that was paid according to the County's Financial Policy Manual.

Background/Justification:

\*\*\* WRIGHT COUNTY \*\*\*



ACCOUNT ACTIVITY REPORT

Page Break Option: 1 1 - Page Break by FUND Print Service Dates: No
2 - Page Break by DEPT

Sort: 1st: 2nd: 3rd 4th 5th 6th F - G/L OBJECT WITHIN FUND NUMBER
G D T N M W G - G/L ACCOUNT NUMBER
P - G/L OBJECT WITHIN DEPT NUMBER
D - TRANSACTION DATE
M - G/L MONTH & YEAR
N - VENDOR/PAYER NAME
T - TYPE OF TRANSACTION
W - RECEIPT/WARRANT NUMBER

Range Subtotals: 1 1 - No Subtotals
2 - Detail and Subtotals by OBJECT Range
3 - Subtotals only by OBJECT Range
4 - Account Totals and Subtotals by OBJECT Range
5 - Account Totals and Subtotals by PROGRAM
Range

Report Basis: 1 CASH Only This Basis?: No

Print YTD Totals: No Type of Report: 1 1 - DETAIL
2 - ABBREVIATED

Specific Dates: From: 05/11/2022 Thru: 06/13/2022

Comment:

FUND Range From 1 Thru 1

DEPT Range From 724 Thru 724

**\*\*\* WRIGHT COUNTY \*\*\***



**Fund 01 - GENERAL REVENUE FUND**

**ACCOUNT ACTIVITY REPORT**

From: **05/11/2022** Thru: **06/13/2022**

Report Basis: 1

Tran	SC	Type	Vendor	G/L	Month	Receipt/Warrant	Number	Date	Seq	Amount	Description / Service Dates	Invoice	Accr	Basis	R1R2
												Number	Cd		
<b>DEPT 724 - ECONOMIC DEVELOPMENT</b>															
<b>PROGRAM 000</b>															
<b>01-724-000-0000-6261 - PROFESSIONAL SERVICES</b>															
DI	DI		3365-WSB & ASSOCIATES INC		05/2022	808621	05/12/2022		333	6,904.50	PROF SERV 2022-03	R-018323-000			1
DI	DI		3817-RUPP,ANDERSON,SQUIRES,		06/2022	274006	06/02/2022		333	651.00	ECONOMIC DEVELOPMENT AUTHORITY	15188			1
DI	DI		3365-WSB & ASSOCIATES INC		06/2022	808888	06/02/2022		333	21,254.34	PROF SVCS 2022-04	R-018323-000			1
<b>01-724-000-0000-6261 - PROFESSIONAL SERVICES</b>										<b>Total</b>	<b>28,809.84</b>				
<b>PROGRAM 000 Total</b>										<b>28,809.84</b>					
<b>DEPT 724 - ECONOMIC DEVELOPMENT Total</b>										<b>28,809.84</b>					
<b>Fund 1 - GENERAL REVENUE FUND Total</b>										<b>28,809.84</b>					
<b>3 Transactions</b>		<b>1 Accounts</b>				<b>Final Total</b>				<b>28,809.84</b>					



Board Meeting Date:	06/20/2022
Requester's Name	Elizabeth Karels
Board Action Requested: Review and discuss EDA by-laws.	
Background/Justification: During the EDA meeting on 5/16/2022, Commissioner Kaczmarek requested discussion around limiting the at-large membership to 1 per municipality. At-large memberships are outlined in the EDA bylaws.	

**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 six 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.

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.

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 4. 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 5. 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 6. EXECUTIVE DIRECTOR. The County Administrator or designee shall serve as the Executive Director of the Authority.

Section 7. 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.

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.

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.

***Ratified April 8, 2021***

WR140-15 (JAE)  
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Board Meeting Date:	06/20/2022
Requester's Name	Elizabeth Karels
Board Action Requested: Provide staff direction on setting up a tour for EDA Board Members as part of Minnesota Manufacturing Month. Also, discuss if the EDA wants to make a proclamation declaring October as Manufacturing Month.	
Background/Justification: Central Minnesota is preparing for another successful Manufacturing Month of activities and events, which will be held in October. Communities celebrate their manufacturers by holding luncheons, giving certificates of acknowledgment, offering job fairs, giving presentations, setting up school tours, and doing tours of their local manufacturers.	



Board Meeting Date:	06/20/2022
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Requester's Name	Elizabeth Karels
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Board Action Requested:

Approve the Request for Proposals (RFP) for the Redevelopment of the old Government Center site and direct staff to post and advertise.

Background/Justification:

The Government Center Steering Committee members recommend posting an RFP for the redevelopment of the old Government Center site. The RFP was provided to EDA board members.