



WRIGHT COUNTY
Economic
Development
Authority

ECONOMIC DEVELOPMENT AUTHORITY (EDA) AGENDA

[June 20, 2022, Meeting Continuation]

DATE: June 29, 2022

TIME: 8:30 AM

MEETING LOCATION: County Board Room & Teams

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

AGENDA ITEMS

- I. EDA Bylaws
- II. Central MN Manufacturing Month
- III. Human Services Center Update
- IV. 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.
- V. 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 Gritman
Phil Kern
Josh Gehlen
Frank Petitta

Minutes: Laine Stephan
POST



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
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Requester's Name	Elizabeth Karels
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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.