

AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 13, 2023
6:00 PM

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

"An opportunity for members of the public to address the City Council on items on/or not on the current agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. You will be limited to three (3) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak".

APPROVAL OF MINUTES:

1. To consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City EDA for January 9, 2022

COMMUNICATIONS:

2. Initiative Foundation Communication
3. Chisago County Economic Growth Summit

OLD BUSINESS:

NEW BUSINESS:

4. To begin discussion on 2023 EDA work plan and goals

ADJOURN

**UNAPPROVED MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 9, 2023
6:00 PM**

CALL TO ORDER:

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming EDA were present:

EDA Members: Mayor Iverson, Council Member Schilling, Andrew Buccanero, and Alex Bulmer

Also Present: Robb Linwood - City Administrator and Nancy Hoffman – Chisago County HRA/EDA

ABSENT: Prigge

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the EDA on items not on the current Agenda. Items requiring EDA action maybe deferred to staff for research and future EDA Agendas if appropriate.”

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City EDA for December 12, 2022

A MOTION WAS MADE BY EDA MEMBER SCHILLING SECONDED BY EDA MEMBER BUCCANERO TO APPROVE THE “REGULAR MEETING” MINUTES OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY FOR DECEMBER 12, 2022

Voting Aye: Iverson, Schilling, Buccanero, and Bulmer

Voting Nay:

Abstain: Soule

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND DEPARTMENT HEADS:

COMMUNICATIONS:

2. EDA Pertinent Documents

City Administrator Linwood explained that he provided the commission with the following documents to reference during the 2023 EDA year.

- Wyoming EDA Mission Statement
- Wyoming EDA Strategic Plan
- Chisago County HRA/EDA Strategic Plan

OLD BUSINESS:

3. To consider an RFP for a Wyoming Downtown Study on behalf of the Wyoming EDA

A MOTION WAS MADE BY MEMBER IVERSON SECONDED BY MEMBER SCHILLING TO TABLE THIS ITEM TO BRING UP THE LETTER OF INTEREST FROM ERIC NAULT

Voting Aye: Iverson, Bulmer, Schilling, and Buccanero

Voting Nay:

Abstain:

NEW BUSINESS:

4. To consider the letter of interest from Eric Nault to join the Wyoming EDA

A MOTION WAS MADE BY MEMBER BULMER SECONDED BY MEMBER SCHILLING TO APPROVE THE APPOINTMENT OF ERIC NAULT TO THE WYOMING EDA.

Voting Aye: Iverson, Bulmer, Schilling, and Buccanero

Voting Nay:

Abstain:

5. To consider an RFP for a Wyoming Downtown Study on behalf of the Wyoming EDA

A MOTION WAS MADE BY MEMBER IVERSON SECONDED BY MEMBER SCHILLING TO UNTABLE THE RFP FOR THE DOWNTOWN STUDY

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

City Administrator Linwood explained that this was the final version of the RFP for the EDA Downtown Study. The RFP would be posted tomorrow and submittals would be due on February 10th, 2023.

EDA Member Buccanero – asked if we should consider a different date for our February meeting since the due date for the proposals is close to our regular February 13th meet.

City Administrator Linwood suggested if it is acceptable to the commission he could have the proposals at the March 13, 2022 meeting.

A MOTION WAS MADE BY MEMBER SCHILLING, SECONDED BY MEMBER BULMER TO NOMINATE APPROVE THE RFP FOR THE DOWNTOWN STUDY FOR THE WYOMING EDA.

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

6. Vote and Assign EDA positions for 2023

A MOTION WAS MADE BY MEMBER BULMER, SECONDED BY MEMBER SCHILLING TO NOMINATE LISA IVERSON AS EDA PRESIDENT FOR 2023.

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

A MOTION WAS MADE BY MEMBER SCHILLING SECONDED BY MEMBER BUCCANERO TO NOMINATE SCHILLING AS EDA VICE PRESIDENT FOR 2023 .

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

A MOTION WAS MADE BY MEMBER SCHILLING, SECONDED BY MEMBER BULMER TO NOMINATE BUCCANERO AS EDA PRESIDENT PRO TERM FOR 2023.

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

A MOTION WAS MADE BY MEMBER IVERSON, SECONDED BY MEMBER SCHILLING TO NOMINATE ALEX BULMER AS TREASURER, ERIC NAULT AS ASSISTANT TREASURER AND ROBB LINWOOD EXECUTIVE DIRECTOR AND SECRETARY FOR 2023.

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

A MOTION WAS MADE BY MEMBER IVERSON, SECONDED BY MEMBER SCHILLING TO NOMINATE ROBB LINWOOD EXECUTIVE DIRECTOR AND SECRETARY FOR 2023.

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

7. EDA Meeting dates for 2023

The EDA meets on the 2nd Monday of each month at 6:00PM. Throughout the year sometimes federal holidays conflict with EDA meetings and per Minnesota Statute it is not allowable to meet on those days. This year the only date that conflicts with the EDA's normally schedule meeting is October 9, 2023 which identified as Columbus Day according the Federal Holiday Calendar. Staff is recommending that this meeting to Tuesday, October 10 2023 in its place.

A MOTION WAS MADE BY MEMBER BULMER, SECONDED BY MEMBER BUCCANERO TO APPROVE THE MEETING DATES FOR 2023.

Voting Aye: Iverson, Bulmer, Schilling, Nault, and Buccanero

Voting Nay:

Abstain:

A MOTION WAS MADE BY MEMBER IVERSON, SECONDED BY MEMBER SCHILLING TO APPROVE A DONATION TO THE INITIATIVE FOUNDATION OF \$250

Voting Aye: Iverson, Bulmer, Schilling, Nault, and Buccanero

Voting Nay:

Abstain:

8. To consider approving the City Administrator's attendance at the 2023 Economic Development Association Conference not to exceed \$550.00

A MOTION WAS MADE BY MEMBER SCHILLING, SECONDED BY MEMBER BULMER TO APPROVE THE ATTENDANCE OF CITY ADMINSTRATOR ROBB LINWOOD AT THE 2023 EDAM WINTER CONFERENCE.

Voting Aye: Iverson, Bulmer, Schilling, Nault, and Buccanero

Voting Nay:

Abstain:

Member Nault gave some background about his professional experience and family for the board. The EDA members gave individual introductions to Mr. Nault and thanked him for joining the commission.

ADJOURN

A MOTION WAS MADE BY MEMBER BULMER, SECONDED BY MEMBER SCHILLING ADJOURNED THE JANUARY 09, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY MEETING AT 6:33PM

Voting Aye: Iverson, Bulmer, Schilling, Nault and Buccanero

Voting Nay:

Abstain:

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

January 23, 2023

Rob Linwood, City Administrator
City of Wyoming
26885 Forest Blvd
PO Box 188
Wyoming, MN 55092

Dear Rob,

We have received the city of Wyoming's 2023 funding to support the work of the Initiative Foundation in Central Minnesota. Please extend our appreciation to your city council and mayor. **Thank you!**

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This year, we will continue to help our communities with needs related to the COVID-19 crisis. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We realize the past several years have been difficult, and we encourage you to reach out to us if we can be of any additional assistance.

We truly value your partnership and your support.

Sincerely,

Matt Varilek
President

Carl Newbanks
Director of Development



Powering Possible

Equal opportunity lender, provider and employer.



Economic Growth Summit for Chisago County

Saturday, February 18, 2023

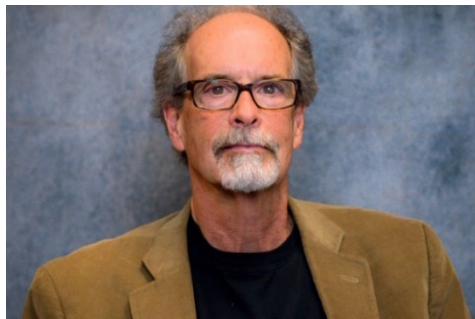
8:00 am to 11:30 am

Lent Township Hall, 33155 Hemingway Avenue, Stacy, MN 55079

The Chisago County Economic Growth Committee is bringing elected and appointed government officials from across the county together to hear how the county is transitioning, learn about the various officials' roles, and to determine how we can work together for countywide economic growth.

Please join us for Breakfast, Networking, and Planning for Countywide Economic Growth.

The event is Free to attend, but Registration is required



Keynote Presenter – Dr. Craig Waldron

Dr. Craig Waldron is the owner of The Waldron Company, a government consulting firm. Craig has worked in several communities as City Administrator and Community Development Director. He has also served as City Council member in North Mankato and has served as president of many associations. Craig will share his insight and experience in leadership and economic growth.

Craig Waldron is currently an adjunct faculty member at Hamline University in the School of Business. He has a BA in Sociology from the University of Iowa, a master's degree in Urban and Studies from Minnesota State University, and a Doctorate in Public Administration from Hamline University.

This project was funded in part by the Initiative Foundation, a regional community foundation, in partnership with Chisago County Economic Growth Committee.

[Register Here](#)



Request for EDA Action

Date: February 10, 2023

Presented to: EDA Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: 2023 Work Plan Discussion/Goals/Marketing

Method: New Business

Background Information:

As part of the start for the EDA's 2023 Work Plan/Goals and Marketing effort we wanted to discuss with the group about the focus of our efforts in 2022 and utilize that to work on components for things to be completed in 2023. I have attached last year's work. We can utilize this document for some of the 2023 EDA Initiatives. We will not have the downtown study RFP's on this agenda, but they will be on the March agenda.

STRENGTHS – Advantages Wyoming has (in no particular order).

Hwy 8 and I35

Proximity to city for business and residential

Labor Force

Police and Fire

Schools

Parks

Better value for land – commercial and residential

8.

9.

10.

WEAKNESSES – disadvantages Wyoming has that we may or may not be able to remedy.

Lack of commercial office space

No real definitive downtown
Hwy 8 – Lack of infrastructure water/sewer
People don't want change of a developing city
Lack of Food options/restaurants
Workforce Housing/Starter Homes
Lack of Industrial Land
8.
9.
10.
OPPORTUNITIES are defined as being potential areas for economic Development that have not yet been taken advantage of.
Hospital Land
School
Housing improvements Chisago
Empty lot in downtown across from Bank
Land Near Lakes Gas
Expansion of Local Manufacturers
7.
8.
9.
10.

THREATS are events that could seriously impair Wyoming's economy, tax base or job base if they were to occur
Economy – cost of building
Construction Period of Hwy 8
Housing Legislation
People working from home
Fiber Quality
6.
7.
8.
9.
10.

The Second Component of the discussion can talk about areas of focus and how we want to work on these or potential marketing efforts depending on the topic.

- **Business Retention and Expansion** – Maintaining a systematic visitation program with Wyoming's existing businesses, providing outstanding customer service and doing everything within our power to help our local companies succeed and grow.
 - BR&E is the number one source for economic activity and growth in a community
 - Up to 90% of community growth comes from existing companies
 - Very inexpensive
 - Most effective activity in creating new jobs
 - Excellent marketing opportunity when owners and manager of businesses share what a great community they reside in.

Strategies and Actions

- The EDA identified this as a high value activity and that the relationship building is critical. The City and County will be working on CRM that will track the business visits and the data that we accumulate

Skilled Workforce – What can we do to grow our own skilled workforce locally by engaging high school students and educating them about opportunities provided at local tech colleges for training and education. Chisago HRA/EDA is working to complete a Labor study that will be shared with this group.

- Businesses and especially manufacturers indicate a server shortage of skilled workers

- Available skilled workforce is driving factor of a business's looking to expand or relocate

Strategies and Actions

- Labor Study
- Assist with Hiring events
- Manufacturing week job fair
-

Business Attraction – How do we gain a competitive advantage vs other communities of having our businesses expand here and new businesses locate here.

Key Factors:

- Skilled workforce
- Available land
- Gap financing
- Attractive community
- Collaborative – (County, City, ECRDC, County HRA/EDA, business community)
- What type of businesses do we want to attract and where can we locate them

Strategies and Actions

The Labor study that was just completed will be extremely helpful this goal. We can continue to work with local schools and utilize manufacturing week to expose high school kids to the trades in the city. The EDA would like to try to expose more trades to students like electrical and plumbing. Construct America is an agency we may be able to work with. Contact land owners that don't have land actively for sale and make list of potential properties for development.

Downtown Redevelopment – maintaining an attractive area as a part of community that reinforces that it is a great place to live

- Downtowns can be a reflection of how the community sees itself
- Typically independently owned businesses that keep profits in town
- Do we have areas of priority or opportunities?

Strategies and Actions

- The EDA thought that the downtown had opportunities for redevelopment and store fronts or multifamily housing
- Potentially look at long term downtown redevelopment plan

- **Workforce Housing – How we develop and look for new opportunities**
 - According to the Urban Land Institute (ULI), Workforce Housing is defined as housing affordable to households earning between 60 and 120 percent of area median income (AMI). Workforce housing targets middle-income workers which includes professions such as police officers, firefighters, teachers, health care workers, retail clerks, and the like. Households who need workforce housing may not always qualify for housing subsidized by the Low-Income Housing Tax Credit (LIHTC)
 - Chisago County has developed a housing trust fund
 - Affordable housing is essential to a flourishing business base, especially manufacturing

Strategies and Actions

- Government Financing (TIF/Abatement)
- Helpful Zoning
- Low Cost land/donated land
- Advocacy by the EDA to engage
- Partner with Forest Lake CTE and Pine Tech and Construct America about partnering with Wyoming

Marketing Efforts

- Work on updating EDA website to ensure good information
- More Social media presences and the continued use of constant contact
- Site selectors are utilizing city's web pages for information
- Community image and reputation matter
- Branding is important to set us apart

Strategies and Actions

- Social Media Posts (VIDEOS)
- New Businesses and New Development
- Featured Businesses of the Month