

**APPROVED MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 13, 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, Eric Nault, Eddie Prigge, and Alex Bulmer

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

ABSENT: Buccanero

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 February 13, 2023

A MOTION WAS MADE BY EDA MEMBER SCHILLING SECONDED BY EDA MEMBER BULMER TO APPROVE THE “REGULAR MEETING” MINUTES OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY FOR FEBRUARY 13, 2023

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

Voting Nay:

Abstain:

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:

OLD BUSINESS:

NONE

NEW BUSINESS:

2. To discuss and consider selection of a consultant for the downtown study

City Administrator Linwood gave an overview of the RFP Process and the proposals received. He discussed The long-term success of Downtown depends heavily on a strong and well-designed core. It is this area where the integration of commerce, residential living, community activity – and parking – need to fit together like puzzle pieces.

The Final RFP was approved by the EDA at the January 9, 2023 EDA meeting. The RFP was sent to the League of Minnesota cities and advertised on our web site that same day. All submissions from consultants were due no later than February 15, 2023.

We received three proposals as follows:

- Bolton and Menk
- MSA in partnership with Michael Lamb Consulting, LLC
- WSB

Administrator Linwood discussed the components of the RFP as far as the outcomes that included the following:

- Review of Current Plans
- Land Use
- Transportation
- Market Assessment, Economic Niche and Development Strategies
- Implementation Strategies
- Necessary Proposal Contents

Mr. Linwood did express that all three of the consultant proposals fulfilled the necessary components of the RFP.

The EDA had significant discussion reviewing the RFP's and the components they brought to the study. The EDA eliminated Bolton and Menk due to the significant price difference from the other proposals (Approximately \$118,000). The group focused on the comparison of the proposals from WSB and MSA. The group did like the crowdsourcing, website option and stakeholder interviews that was proposed by MSA, these options would be extra in the WSB proposal.

The group discussed that WSB is a known commodity and that they have done fantastic work as the city's engineer and also on other study's they have worked on for the city. After considerable discussion it was determined that the group felt that the MSA proposal contained more content for the downtown study and at a significantly less cost than WSB's proposal.

A MOTION WAS MADE BY MEMBER IVERSON SECONDED BY BULMER TO APPROVED THE PROPOSAL FROM MSA FOR THE WYOMING DOWNTOWN STUDY IN THE AMOUNT OF \$30,000

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

Voting Nay:

Abstain:

ADJOURN

A MOTION WAS MADE BY MEMBER IVERSON TO ADJOURN THE MARCH 13, 2023 “REGULAR MEETING” OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY MEETING AT 6:44P.M.

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

Voting Nay:

Abstain: