

AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 10, 2023
5:30 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 June 12, 2023

COMMUNICATIONS:

OLD BUSINESS:

2. To continue discussion and work with MSA for the Wyoming Master Downtown Plan

NEW BUSINESS:

3. To consider approving a booth for the MNCAR Expo on October 25, 2023
4. To consider updating the Wyoming Economic Development Authority's Bylaws

UPDATES

5. Wyoming EDA Updates

ADJOURN

**UNAPPROVED MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 12, 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, Eric Nault, Andrew Buccanero, and Alex Bulmer

Also Present: Robb Linwood - City Administrator and Nancy Hoffman – Chisago County HRA/EDA and Michael Lamb, Michael Lamb Consulting, Chris Janson & Emily Herold, MSA.

ABSENT: Eddie Prigge and Dennis Schilling

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 May 8, 2023

A MOTION WAS MADE BY EDA MEMBER BULMER SECONDED BY EDA MEMBER BUCCANERO TO APPROVE THE “REGULAR MEETING” MINUTES OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY FOR May 8, 2023

Voting Aye: Iverson, Nault, Buccanero 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:

2. Rueter Walton 72 unit apartment project update

City Administrator Linwood gave an update on the project. Rueter Walton is proposing a 72 rental units of affordable income apartments to be newly constructed and to be 26700 Fallbrook Ave. in Wyoming.

The property is in the Wyoming Business District included in the Wyoming downtown study. There are roughly 4 acres. The project meets goals of the EDA and city council to have a diversified housing stock.

The applicant has submitted a TIF application that is currently being reviewed by the city's financial analyst Baker Tilly. We anticipate the analysis to be complete in time for the June 26th city council work session and then will go for formal approval to the July 5th, 2023 council meeting. At that meeting the developer will be asking for a formal resolution of support for the project regarding the application for Tax Credits.

The total project cost is anticipated to be \$13,000,000 and the developer has requested a \$200,000 loan from the Chisago County HRA/EDA Housing Trust Fund to support the Reuter Walton Housing Development in Wyoming at 1% interest for a term not to exceed 20 years, to align with the MHFA Housing Tax Credits terms, and to be paid back upon sale or refinancing, contingent upon approval of MHFA's Housing Tax Credits and to require annual reporting similar to MHFA.

OLD BUSINESS:

NONE

NEW BUSINESS:

3. To consider the resignation of Eddie Prigge from the Wyoming Economic Development Authority

The EDA thanked Mr. Prigge for his service and expertise he brought to the commission.

A MOTION WAS MADE BY MEMBER BUCCANERO SECONDED BY MEMBER NAULT TO ACCEPT THE RESIGNATION OF EDDIE PRIGGE FROM THE WYOMING ECONOMIC DEVELOPMENT AUTHORITY

Voting Aye: Iverson, Bulmer, Buccanero and Nault

Voting Nay:

Abstain:

4. Wyoming EDA Downtown Study

City Administrator Linwood gave some background on the Downtown study and its purpose. A Downtown Master Plan is the guiding policy document that captures the vision for a downtown's growth and development. Continuous public engagement and meetings with community decision makers guides the development of the document, which establishes the framework, overarching goals, priorities, and specific action items for achieving the vision. The resulting document expresses and regulates public policies on urban design, economic development, mobility, land use, and other pertinent downtown elements.

Mr. Linwood allowed MSA to introduce themselves including Chris Janson and Emily Herold and Michael Lamb, from Michael Lamb consulting. They talked about the current schedule of the master plan including the public outreach and they reviewed the information they received from their booth at the touch a truck event. The consultants facilitated a SWOT analysis for the Downtown Area with EDA members.

Strengths

- Strong sense of belonging – people move to Wyoming and stay
- Isn't Minneapolis or St. Paul
- Many notable large companies in/around community
- Recently upsized 61 corridor sewer line & water tower

- Sunrise Prairie Regional Trail and the thru traffic that it generates

Weaknesses

- Cement-based old buildings
- Lack of identifiable streetscape
- Lack of eateries, shops, and housing
- Lack of hotels/lodging for corporate visitors
- No QuikTrip/gas station
- Traffic movement within downtown, especially during rush hour
- Parking/walkability from outside downtown
- Not enough sidewalks

Opportunities

- Railroad Park improvements (anticipated to start June/July 2023)
- Collaboration with Planning Commission to develop architectural standards
- Add EV chargers to trail parking lot/downtown area
- New 72-unit multi-family housing developing going in along Forest Blvd
- Lots of land for sale & willing sellers
- Collaboration with owner of multi-business corner (intersection of Forest and Viking)
- Capitalize on industrial character & promote new assets
- Forest/Viking intersection could use further safety improvements
- Implementation of creative traffic calming measures
- Bringing pedestrian infrastructure into ADA compliance

Threats

- Competition with surrounding communities
- Can current infrastructure handle growth?

UPDATES:

5. Wyoming EDA updates

City Administrator Linwood gave an update on the June Wyoming EDA Business of the month being Mike's Bait on 8. He also gave an update on the Manufacturing month event. The event will take place on Wednesday, October 11, 2023 at the Split Rocks facility. Luke Greiner, DEED Labor Analyst, has agreed to present two times that day for the students. Nancy Hoffman will be working on drafting up a schedule for the tours and get information together for the Manufacturers side.

Mayor Iverson brought up that the current meeting time of the EDA is 6:00PM. Previously it was 5:30PM and believes that from input from the current group that it would be more conducive for the membership to change the meeting time back to its previous 5:30PM start time.

A MOTION WAS MADE BY MEMBER IVERSON SECONDED BY MEMBER NAULT TO UPDATE THE MEETING TIME FOR THE EDA IN THE BYLAWS AND TO CHANGE THE MEETING TIME TO 5:30PM STARTING AT THE JULY MEETING MOVING FORWARD.

Voting Aye: Iverson, Bulmer, Buccanero and Nault

Voting Nay:

Abstain:

Nancy Hoffman – Executive Director of the Chisago County HRA/EDA – Gave an update about an upcoming Childcare Provider Resource Fairs. These events are open houses for resources and assistance in starting a child care business or to discover additional resources for your existing business in Chisago County. Upcoming events are June 20th, at Chisago Lakes School and June 22 at Rush City Community Center.

Mrs. Hoffman also reminded EDA members about the Chisago County Economic Growth Summit on Thursday, June 29th at 6:30 at Chisago Lakes Town Hall.

ADJOURN

A MOTION WAS MADE BY MEMBER IVERSON SECONDED BY MEMBER BULMERTO ADJOURN THE JUNE 12, 2023 “REGULAR MEETING” OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY MEETING AT 7:25P.M.

Voting Aye: Iverson, Bulmer, Buccanero and Nault

Voting Nay:

Abstain:



Request for EDA Action

Date: July 6, 2023

Presented to: EDA Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Wyoming Downtown Master Plan - MSA

Method: Old Business

Background Information:

A Downtown Master Plan is the guiding policy document that captures the vision for a downtown's growth and development. Continuous public engagement and meetings with community decision makers guides the development of the document, which establishes the framework, overarching goals, priorities, and specific action items for achieving the vision. The resulting document expresses and regulates public policies on urban design, economic development, mobility, land use, and other pertinent downtown elements.

The Wyoming EDA has engaged MSA to complete a Wyoming Downtown Master Plan. Staff held a kick-off meeting in May to discuss the components of the plan and how to receive input from stakeholders in the area and members of our community. MSA was present on June 3 at the Wyoming Touch a Truck event to receive input from members of the community about the downtown. We feel that the input captured at an event was far superior had we had an actual open house and tried to get community members to attend. MSA did have a great amount of people visit their booth and provide feedback about the downtown area that day.



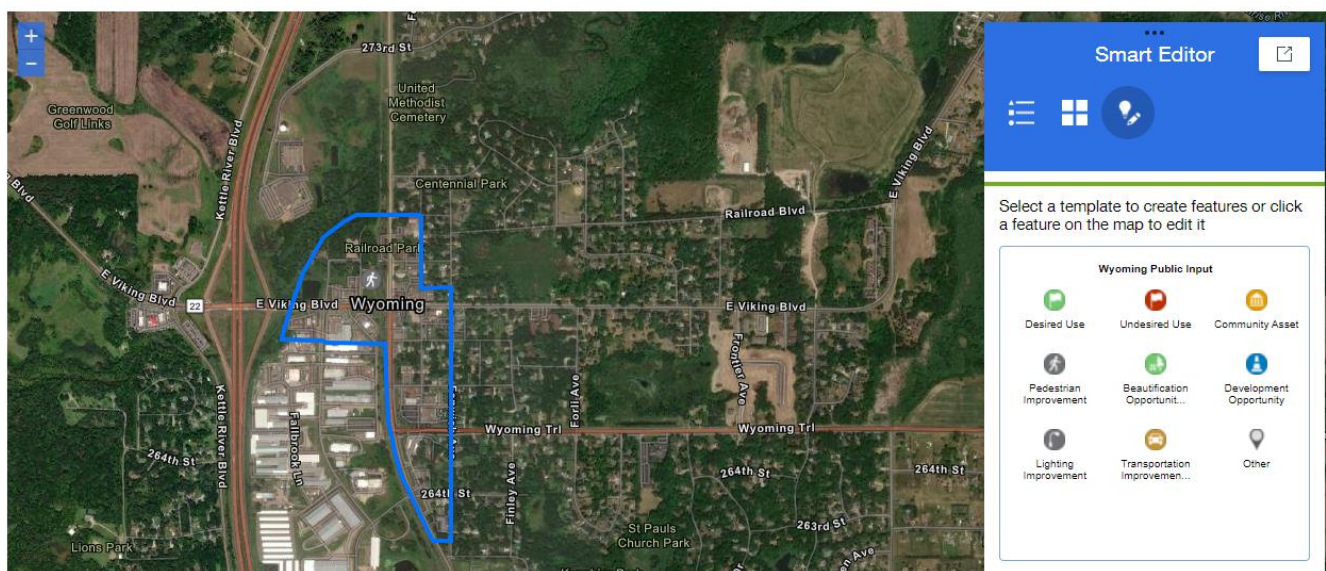
MSA has created a website for the Downtown Plan where the community can take a survey and utilize an interactive map to provide input. This information has been shared on the city's social media and in our weekly email update. If you would like to review the web page it can be found at the following address:

<https://storymaps.arcgis.com/stories/f3f60c2ef3584c55a75556f2dbec3008>

The page has background information on what the master plan is and has information to review on the current progress. It also contains a survey for residents and business owners in the city that can be found at the following link”
[https://survey123.arcgis.com/share/?open=web&embed=fullScreen&id=c0cf63ce9db4467bbb7adf05a387b41c&hide=n
avbar,footer,theme](https://survey123.arcgis.com/share/?open=web&embed=fullScreen&id=c0cf63ce9db4467bbb7adf05a387b41c&hide=navbar,footer,theme)

It also has a community input map for ideas or comments for specific improvements in downtown Wyoming? Use the map below to place points at precise locations and leave feedback and/or images.

1. Click on a colored dot/category in the legend that corresponds to your feedback topic.
2. Navigate around the map to find the relevant location.
3. Click on the map and follow the prompts to leave your comment. Be aware that once a point is placed on the map, it cannot be removed.
4. Add more comments if desired!



Representatives from MSA were at the June 12, 2023 EDA meeting and gave a brief presentation to review the scope and schedule of the project, the EDA’s role, the feedback we got from the Touch-a-Truck event, and next steps. MSA completed a SWOT analysis at the June 23, 2023 meeting and will be present at the July 10, 2023 meeting to continue discussions for the downtown plan.



Request for EDA Action

Date: July 5, 2023

Presented to: EDA Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: MNCAR Event

Method: New Business

Background Information:

October 26, 2022 The Minnesota Commercial Real estate Association has their annual Event. This event has led to positive contacts and the continued marketing of the city's name and brand. This event is attended by 500 to 1000 commercial brokers and is a great opportunity for relationship building. The cost of this year's event is \$1,150 and we would like to add some backdrops for our booth and giveaways. I am requesting \$500.00 for these items and the total request for the event is \$1,650.00



Good morning,

We are getting ready to open our exhibitor registration for our 16th Annual EXPO that is Wednesday, October 25th at The Depot. As a 2022 exhibitor, we first open it up to you to register for this year. **Please let me know by Wednesday, July 12th if you are renewing your booth for this year.** If I don't hear from you I will release your booth to our waitlist. We have around 30 companies on our waitlist for this year.

Expo Date and Time:

Wednesday, October 25th – 4pm-7pm

Location:

The Depot Minneapolis- 225 3rd Ave S, Minneapolis, MN 55401

Expo fee of \$1,150 includes:

- 10' x 10' booth includes: 8' high back drape x 3' high side drape
- (1) 8' x 30" draped table
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number
- 2 complimentary booth reps (additional booth rep fee varies based on MNCAR membership)
- Appetizers
- Entry to MNCAR Award's Program at 3pm
-

*Electricity and WIFI are extra. Information for this will be emailed out closer to event.

SPONSOR & EXHIBITOR CANCELLATION POLICY

For any exhibitor or sponsorship, cancellations are not permitted once payment has been remitted.

Please let me know if you have any questions.

Thank you,

Lindsey Fossum Director of Marketing and Special Events

MNCAR

MINNESOTA COMMERCIAL
ASSOCIATION OF
REAL ESTATE/REALTORS®

6600 France Ave S, Suite 603, Edina MN 55435

O: 952.908.1784 | lindsey@mncar.org | www.mncar.org



16th Annual

MNCAR
COMMERCIAL REAL ESTATE
EXPO

October 25, 2023
The Depot Minneapolis

The premiere commercial real estate event of the year!

Join us for an eventful afternoon with 600+ commercial real estate deal-makers, food, drinks, giveaways, prizes, AND an Awards Program with a band to get the party started!

The 16th Annual MNCAR EXPO will be held on Wednesday, October 25, 2023 at The Minneapolis Depot from 3:00 pm – 7:00 pm



Exhibitor Info:

MNCAR'S Expo hosts over 85 exhibitors to educate, entertain and enlighten our broker members in The Depot's Exhibit Hall. If you'd like your business in front of 600+ CRE pros, sign up to become an exhibitor at the next Annual MNCAR Expo.



Request for EDA Action

Date: July 6, 2023

Presented to: EDA Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: EDA Bylaw Updates – Meeting time change

Method: New Business

Background Information:

At the June 12, 2023 meeting it was brought up to change the EDA meeting time to 5:30pm from its previous 6:00PM. It was voted on and approved at the June 12 meeting. As part of this it is necessary to update the meeting time in the EDA Bylaws to reflect the change. Those bylaws have been updated and have been presented for the EDA's review.

Recommendation: To update the EDA bylaws to reflect the meeting time change from 6:00PM to 5:30PM.

BYLAWS OF THE CITY OF WYOMING
ECONOMIC DEVELOPMENT AUTHORITY

1. THE AUTHORITY

Section 1.1 Name of Authority. The name of the Authority shall be the City of Wyoming Economic Development Authority (hereinafter, the "City EDA"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

Section 1.2 Office. The principal office of the Authority shall be at 26885 Forest Boulevard, P.O. Box 188, Wyoming, MN 55092

Section 1.3 Seal. The Authority shall have an official seal.

Section 1.4 Establishment. The Authority was established by Resolution No. 1-22-97A, approved by the City Council of the City of Wyoming, Minnesota on January 22, 1997 (the "Enabling Resolution"), after a duly noticed public hearing was held pursuant to the Act. The Authority has all the powers set forth in the Enabling Resolution.

Section 1.5 In accordance with the Enabling Resolution, five commissioners will serve on the Board, who shall either be residents of, own or work at a business or own real property in the area of operations of the Authority. Two City Council members will simultaneously serve as Board Commissioners. Those commissioners initially appointed shall be appointed for terms of two, three, four, five, and six years respectively and thereafter all commissioners shall be appointed for six year terms. The terms of the City Council members also serving as Board Commissioners are coterminous with their respective terms on the City Council.

2. ORGANIZATION

Section 2.1 Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary, a Treasurer and an Assistant Treasurer. The President, Vice President, Treasurer, and Secretary shall be elected annually, at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The officers of Secretary and Assistant Treasurer need not be held by a Commissioner.

Section 2.2 President. The President shall preside at all meetings of the Board.

Section 2.3 Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other liability.

Section 2.4 President Pro Tem. In the event of the absence or inability of the President and the Vice President at any meeting, the Board may appoint any remaining Commissioner as President Pro Tem to preside at such meeting

Section 2.5 Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 4.3 herein), keep an account of

all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer.

Section 2.6 Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled

Section 2.7 Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.8 Executive Director. The Executive Director shall be designated from time to time by the Authority; shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

Section 2.9 - Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or these Bylaws, or the rules and regulations of the Authority.

3. PROCEDURES OF BOARD OF COMMISSIONERS

Section 3.1 Annual Meeting. The annual meeting of the Board shall be held at ~~6:00~~5:30 p.m. on Second Monday of January in each year.

Section 3.2 Regular Meeting. The Board shall hold regular meetings on the 2nd Monday of The Month in each year, commencing at ~~6:00p~~5:30.m., or at such time

Section 3.3 Special Meeting. Special meetings of the Board may be called by any two Commissioners or by the Executive Director. The Executive Director or the Secretary shall post notice of any special meeting on the principal office of the Authority no less than three days prior

Section 3.4 Quorum. A quorum of the Board shall consist of four (4) Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board Authority

Section 3.5 - Manner of Voting; Adoption of Resolutions. Voting on all questions coming before the Board shall be by voice vote unless any Commissioner calls for a roll call vote. The yeas and nays shall be entered upon the minutes of such meeting. Resolutions need not be read aloud prior to vote. Resolutions are deemed adopted if approved by at least a simple majority of all Commissioners present, unless State law requires otherwise.

Section 3.6 Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order

4. MISCELLANEOUS

Section 4.1 Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2 Depositories. In accordance with Section 469.099 of the Act, every two years the Authority shall name national or state banks within the State of Minnesota as depositories. Before acting as a depository, a named bank shall give the Authority a bond approved as to form and surety by the Authority.

Section 4.3 Checks. An Authority check must be signed by the Assistant Treasurer and the President. The check must state the name of the payee and the nature for which the check was issued.

Section 4.4 Commissioner Compensation. Commissioners shall receive \$30.00 for one regular monthly meeting based on Call of Roll attendance recorded on the meeting minutes. An additional \$30.00 will be paid per special meeting based on Call of Roll attendance recorded on the special meeting minutes. The amount of compensation will be determined by the city council. In addition, Commissioners shall be reimbursed for actual expenses incurred in doing official business of the Authority. All money paid for compensation or reimbursement must be paid out of the Authority's general budget

Section 4.5 Removal for Cause. A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office, all pursuant to the procedural requirements contained in Section 469.095, Subdivision 5 of the Act.

Section 4.6 Report to the City. The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The Authority shall, at the City's request, make available all records necessary to conduct an audit for the Authority's finances.

Section 4.7 Budget to City. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.7 Dress – As a representative of the city the dress code “Business Casual”

Section 4.8 Employees. The Authority may employ a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.9 Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.10 Supplies, Purchasing, Facilities and Services. The Authority may purchase the supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.11 Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be

executed by the President and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer may execute the document.

Section 4.12 Amendment of Bylaws. These Bylaws may be amended by the Board of majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least three days prior to the meeting at which such amendment is considered.

PASSED AND ADOPTED BY THE WYOMING EDA on this ~~14th day of January~~ 10th day of July,
2023

BY: ~~Mike Soule~~ Lisa Iverson
President

ATTEST

Robb Linwood, City Administrator

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executed by the President and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document, the Assistant Treasurer may execute the document.

Section 4.12 Amendment of Bylaws. These Bylaws may be amended by the Board of majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least three days prior to the meeting at which such amendment is considered.

PASSED AND ADOPTED BY THE WYOMING EDA on this 10th day of July, 2023

BY: Lisa Iverson
President

ATTEST

Robb Linwood, City Administrator



EDA Communications

Date: July 6, 2023

Presented to: EDA Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Updates

Method: Communications

Wyoming EDA Business of the Month for July

First State Bank of Wyoming

First State Bank of Wyoming has proudly served Wyoming, Minnesota and the surrounding community since 1914. First State Bank of Wyoming is one of the strongest financial institutions in the county. With strong capital, profitability, and liquidity our performance often exceeds our peers. In addition to being a well performing bank, First State Bank of Wyoming by making it the largest FDIC-insured depository in Chisago County. First State Bank of Wyoming offers a lengthy amount of diversified banking services for your personal needs, business needs, loans and investments. First State Bank of Wyoming was instrumental to the groundbreaking and start of construction at Railroad Park in Wyoming. First State Bank of Wyoming donated \$100,000 towards this project!

BUSINESS OF THE MONTH: FIRST STATE BANK OF WYOMING



Reuter Walton Apartment Project – At the July 5, 2023 Wyoming City Council meeting the council adopted a resolution of support for the 72 unit apartment building and with the intent to create a Tax Increment Finance district. Rueter Walton will submit an application to MHFA for the 9% tax credit financing and they should be notified of the potential reward by the end of the 4th quarter in 2023.

At their June 27th, 2023 meeting the Chisago County HRA/EDA Housing Trust authorized a \$200,000 loan at 1% interest for 20 years for the potential housing project contingent on the Wyoming city council approval.

Next steps will be to wait to hear back if the project receives tax credits and then it would begin the discussion about the potential creation of a TIF for the project by the Wyoming EDA and Wyoming city council.