



ECONOMIC DEVELOPMENT AUTHORITY (EDA) AGENDA

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

DATE: January 24, 2022

TIME: 8:30 AM

MEETING LOCATION: County Board Room & Teams

AGENDA ITEMS

- I. Elect President and Vice-President
- II. Approve previous meeting minutes
- III. Authorize payment to MCIT
- IV. Approve the annual financial report
- V. Recommend EDA Board Member replacement
- VI. City/Township Updates – Howard Lake
- VII. Update on Human Services Center purchase agreement
- VIII. Approve Government Center task force
- IX. Discussion on real estate agent for Government Center site
- X. Update on Annual EDA Workshop planning
- XI. Schedule meetings for 2022
- XII. Action items / agenda for next meeting
 - a. City/Township Updates – Monticello

cc: County Board
Lee Kelly
Elizabeth Karels
Greg Kryzer
Heather Lemieux
Jolene Foss
David Kelly
Laureen Bodin
Stephen Grittman
Phil Kern
Frank Petitta

Minutes: Elizabeth Clow
POST



Board Meeting Date:	01/24/2022
Requester's Name	Elizabeth Karels
Board Action Requested: Elect a president and vice president to preside over the EDA board in 2022.	
Background/Justification: Article III Section 1 of the EDA bylaws states "the authority shall elect a president and a vice president annually". The current president and vice-president were elected February 9, 2021.	



WRIGHT COUNTY
Economic
Development
Authority

MEETING MINUTES

ECONOMIC DEVELOPMENT AUTHORITY

DECEMBER 9, 2021

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

DATE APPROVED: [DATE]

Members Present: Darek Vetsch, Christine Husom, Mark Daleiden, Mary Wetter and Mike Kaczmarek

Members Absent: Phil Kern

Others Present: Elizabeth Karels, Brenda Smith (City of Buffalo), Lee Kelly, Jolene Foss (Wright County Economic Development Partnership), Erin Walsh, John Holler, Tom Salkowski, and Greg Kryzer

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

I. Approve previous meeting minutes

- a. October 21, 2021 - updated
- b. November 18, 2021
- c. November 23, 2021

Commissioner Daleiden motioned to approve the meeting minutes from Thursday, October 21, 2021, Thursday, November 18, 2021, and Tuesday, November 23, 2021. The motion was seconded by Commissioner Wetter and carried 5-0.

II. Schedule meetings for 2022

EDA President Vetsch stated there have been numerous scheduling conflict the past year and suggested setting a different date and time. Commissioner Husom suggested scheduling a meeting for January and discussing scheduling further at that meeting. This would give the commissioners time to determine what their schedules will look like for 2022. Vetsch added it may be easier to schedule meetings early in the morning or at the end of the day.

Husom motioned to schedule an Economic Development Meeting at 8:30 a.m. Monday, January 24, 2021. The motion was seconded by Daleiden and carried 5-0.

III. Schedule subcommittee meeting to review board member applicants

Project Administrator Elizabeth Karels stated one application has been received. The vacancy was posted on the county website and Facebook page. The deadline to apply is December 17, 2021.

Vetsch, Husom, and Daleiden serve on the subcommittee. Vetsch suggested extending the deadline to apply to December 31, 2021. Karels stated the posting will be advertised again.

Husom motioned to schedule a subcommittee meeting at 11:00 am Tuesday, January 4, 2022. The motion was seconded by Daleiden and carried 5-0.

IV. Annual EDA Workshop – February 2022

Vetsch stated the Annual EDA Workshop will be held in the new Government Center building. Vetsch is planning on working with Bruce Kimmel from Ehlers to prepare for the workshop. Daleiden suggested Husom should be

included, as she is the EDA Vice-President. Husom suggested waiting until the January meeting to set a workshop date.

V. Government Center

a. Contract with WSB – Substandard Building Inspection

Daleiden questioned the purpose of the inspection if the building will be demolished. Vetsch responded the value of the building will not decrease if it is deemed substandard. The county can only apply for State grants for demolition if the building is deemed substandard.

Commissioner Kaczmarek suggested moving forward with the WSB contract but on a monthly basis and working with a realtor to sell the property at the same time. Husom stated realty fees are expensive. Daleiden questioned if there has been any interest in the property. Karels stated there has not been any interest at this point.

Kaczmarek questioned how re-routing the road would affect the county's profit. Vetsch responded a number of site improvements can be completed through Tax Increment Financing (TIF). Additionally, there are grants available for demolition and redevelopment. Vetsch encouraged the board to explore all options. Karels stated the building is not worth much, however the site is valuable. Karels stated WSB estimated the county could sell the building as in for approximately \$5.5 million with an \$8-11 million return over 20 years. Demolishing and selling the land for redevelopment was estimated at \$3 million with a \$30 million return over 20 years. Kaczmarek stated a realtor's fee of five percent would amount to an approximately \$275,000 fee.

Civil Division Chief Attorney Greg Kryzer stated the City of Buffalo has ultimate zoning authority over the parcel. Wetter questioned how the county will ensure payment for the property. Kryzer responded the county will not provide a deed until payment is made in full. Karels added the contract with WSB could be written in a way that work could not be completed prior to authorization.

Daleiden motioned to approve the substandard building inspection contract with WSB. The motion was seconded by Husom and carried 5-0.

b. Contract with WSB – Advisory Services

Daleiden motioned to approve the advisory services contract with WSB, not to exceed \$62,500, with the addition of a month-to-month term. The motion was seconded by Wetter and carried 5-0.

c. Steering Committee Discussion

Vetsch stated the steering committee will be comprised of three members of the EDA, two elected officials or staff from the City of Buffalo, and an at-large member. The EDA will reach out to other members with the intent to formally approve them in January.

Wetter asked how long the process will take. Vetsch responded approximately three or four months. Updates will be provided at the monthly EDA meetings.

Daleiden motioned to approve Kaczmarek, Vetsch and Husom to serve on the steering committee. The motion was seconded by Husom and carried 5-0.

VI. Action items / agenda for next meeting

a. City/Township Updates – Howard Lake

Kaczmarek questioned what steps need to be taken to involve a realtor. Kryzer responded the county does not have to issue a Request for Proposal (RFP). A draft of the purchase agreement will be included on the January agenda if it is prepared.

Additional items include:

- Schedule Meetings for 2022
- Annual EDA Workshop – February 2022
- Subcommittee Board Member Recommendation
- Steering Committee Members Discussion

The meeting adjourned at 11:56 a.m.

Economic Development Authority Minutes submitted by Elizabeth Clow, Office Manager.

DRAFT



Board Meeting Date:	
Requester's Name	Tim Dahl, Risk Manager
<p>Board Action Requested:</p> <p>Authorization to issue payment to the Minnesota Counties Intergovernmental Trust (MCIT) on the following invoices:</p> <p>Wright County Economic Development Authority PC Renewal \$1,524.00 Code - 01-724-6353</p>	
<p>Background/Justification:</p> <p>The Minnesota Counties Intergovernmental Trust (MCIT) is a joint powers entity made up of Minnesota counties, including Wright County, and other associated public entities that pool resources to provide property, casualty and workers' compensation coverage to members.</p>	

Invoice



Minnesota Counties
Intergovernmental Trust

Invoice 19351R
Date 1/1/2022
Member ID 7647

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST
100 EMPIRE DRIVE
SUITE 100
ST PAUL MN 55103

Bill To: WRIGHT COUNTY ECONOMIC DEVELOPMENT
AUTHORITY
10 2nd St NW
Room 235
Buffalo MN 55113

\$ _____
Payment Amount

Member ID	Payment Due Date	Effective Date	Expiration Date
7647	01/31/2022	01/01/2022	01/01/2023
Policy Number	Description		Amount
PC764722-1	PC RENEWAL		\$1,524.00

Total \$1,524.00

*1/6/2022 - OK to pay - Tim Dahl, Risk Mgr.
code: 01-724-6353
RE: Wright County Economic Development Authority
Amount \$ 1,524.00*

Payment due by 1/31/2022 or finance charges will accrue. See Article X, Section 10.1 of the MCIT Bylaws for payment terms. Issuance of this invoice denotes continuing membership in MCIT per the MCIT Joint Powers Agreement and By-laws.

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 03/31/2021

Assets	02/28/2021	Increase	Decrease	03/31/2021
Cash and Investments	0.00	0.00	923.35	-923.35
Total Assets	0.00	0.00	923.35	-923.35
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilites	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00	0.00		0.00
Change in Fund Balance	0.00	-923.35	0.00	923.35
Total Fund Balance	0.00	-923.35	0.00	923.35
Total Liabilites / Fund Balance	0.00	-923.35	0.00	923.35

Notes:

Wright County
Economic Development Fund
Statement of Income and Expenses
For the Month Ended: 03/31/2021

Expenses

Kennedy & Graven - WR140-00015 Wright County EDA	-----	923.35
	0.00	----- 923.35
Total Expenses	-923.35	

Increase / (Decrease) in Cash		-923.35

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 04/30/2020

Assets	03/31/2021	Increase	Decrease	04/30/2021
Cash and Investments	-923.35	100,000.00	0.00	99,076.65
Total Assets	-923.35	100,000.00	0.00	99,076.65
Fund Balance				
Undesignated Fund Balance	0.00	0.00	0.00	0.00
Change in Fund Balance	923.35	100,000.00	0.00	-99,076.65
Total Fund Balance	923.35	100,000.00	0.00	-99,076.65
Total Liabilites / Fund Balance	923.35	100,000.00	0.00	-99,076.65

Notes:

Wright County
Economic Development Fund
Statement of Income and Expenses
For the Month Ended: 04/30/2020

Revenues	Payment Date	Debit	Credit
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TRANSFER IN - BOARD APPROVED	04/06 FROM GENERAL FUND		100,000.00
		0.00	100,000.00

Total Revenue			100,000.00

Increase / (Decrease) in Cash			100,000.00

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 05/31/2021

Assets	04/30/2021	Increase	Decrease	05/31/2021
Cash and Investments	99,076.65	0.00	30.40	99,046.25
Total Assets	99,076.65	0.00	30.40	99,046.25
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilites	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00	0.00	0.00	0.00
Change in Fund Balance	-99,076.65	0.00	30.40	-99,046.25
Total Fund Balance	-99,076.65	0.00	30.40	-99,046.25
Total Liabilites / Fund Balance	-99,076.65	0.00	30.40	-99,046.25

Notes:

Wright County
Economic Development Fund
Statement of Income and Expenses
For the Month Ended: 05/31/2021

Expenses		

Bridgetower Media- Finance & Commerce Prof Svcs		30.40
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	0.00	30.40
 Total Expenses	 -30.40	

 Increase / (Decrease) in Cash		 -30.40

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 07/31/2021

	06/30/2021	Increase	Decrease	07/31/2021
Assets				
Cash and Investments	99,046.25	0.00	30.07	99,016.18
Total Assets	99,046.25	0.00	30.07	99,016.18
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilites	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00			0.00
Change in Fund Balance	-99,046.25	0.00	30.07	-99,016.18
Total Fund Balance	-99,046.25	0.00	30.07	-99,016.18
Total Liabilites / Fund Balance	-99,046.25	0.00	30.07	-99,016.18

Notes:

Wright County
Economic Development Fund
Statement of Income and Expenses
For the Month Ended: 07/31/2021

Expenses

St. Cloud Stamp & Sign- Name Plates X2		30.07
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	0.00	30.07
 Total Expenses	 -30.07	

 Increase / (Decrease) in Cash		 -30.07

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 08/31/2021

	07/31/2021	Increase	Decrease	08/31/2021
Assets				
Cash and Investments	99,016.18	0.00	16,877.50	82,138.68
Total Assets	99,016.18	0.00	16,877.50	82,138.68
	99,016.18	0.00	16,877.50	82,138.68
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilites	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00			0.00
Change in Fund Balance	-99,016.18	0.00	16,877.50	-82,138.68
Total Fund Balance	-99,016.18	0.00	16,877.50	-82,138.68
Total Liabilites / Fund Balance	-99,016.18	0.00	16,877.50	-82,138.68
	-99,016.18	0.00	16,877.50	-82,138.68

Notes:

Wright County
 Economic Development Fund
 Statement of Income and Expenses
 For the Month Ended: 08/31/2021

Expenses

WSB & Associates-GC Redevelopment 07/1-30	2,299.50
Rupp, Anderson, Squires - Lease Agreement Dental Clinic	410.00
Ehlers and Associates - EDA Advisory Services	5,070.00
Ehlers and Associates - Communications for EDA	390.00
Ehlers and Associates - EDA Advisory Services	8,687.50
Rupp, Anderson, Squires - Email regarding EDA involvement	20.50
	0.00
	16,877.50

Total Expenses	-16,877.50
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Increase / (Decrease) in Cash	-16,877.50
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Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 09/30/2021

Assets	08/31/2021	Increase	Decrease	09/30/2021
Cash and Investments	82,138.68	0.00	5,662.75	76,475.93
Total Assets	82,138.68	0.00	5,662.75	76,475.93
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilites	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00			0.00
Change in Fund Balance	-82,138.68	0.00	5,662.75	-76,475.93
Total Fund Balance	-82,138.68	0.00	5,662.75	-76,475.93
Total Liabilites / Fund Balance	-82,138.68	0.00	5,662.75	-76,475.93

Notes:

Wright County
Economic Development Fund
Statement of Income and Expenses
For the Month Ended: 09/30/2021

Expenses

Professional Services		5,662.75
Loans Issued		0.00
MN Trade and Economic Development		0.00
MN Trade and Economic Development (Interest)		0.00
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	0.00	5,662.75

Total Expenses (5,662.75)

Increase / (Decrease) in Cash (5,662.75)

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 11/30/2021

		10/31/2021	Increase	Decrease	11/30/2021
Assets					

Cash and Investments		76,475.93	5,000.00	21,737.75	59,738.18
Total Assets		<u>76,475.93</u>	<u>5,000.00</u>	<u>21,737.75</u>	<u>59,738.18</u>
Liabilities					

Due to State Loan Receivable	1	0.00		0.00	0.00
Total Liabilites		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance					

Undesignated Fund Balance		0.00			0.00
Change in Fund Balance		-76,475.93	0.00	16,737.75	-59,738.18
Total Fund Balance		<u>-76,475.93</u>	<u>0.00</u>	<u>16,737.75</u>	<u>-59,738.18</u>
Total Liabilites / Fund Balance		<u>-76,475.93</u>	<u>0.00</u>	<u>16,737.75</u>	<u>-59,738.18</u>

Notes:

Wright County
 Economic Development Fund
 Statement of Income and Expenses
 For the Month Ended: 11/30/2021

Revenues	Payment Date	Debit	Credit
Sale of Land (Human Services Building) - Earnest Money			5,000.00
		0.00	0.00
Total Revenue			5,000.00
Expenses			
WSB & Associates - Prof SVCS 9/1-9/30			21,737.75
		0.00	21,737.75
Total Expenses		-21,737.75	
Increase / (Decrease) in Cash			-16,737.75

Notes:

Wright County
 Economic Development Fund
 Balance Sheet
 For the Month Ended: 12/31/2021

	11/30/2021	Increase	Decrease	12/31/2021
Assets				
Cash and Investments	59,738.18	0.00	0.00	59,738.18
Total Assets	59,738.18	0.00	0.00	59,738.18
Liabilities				
Due to State Loan Receivable	0.00		0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
Undesignated Fund Balance	0.00			0.00
Change in Fund Balance	-59,738.18	0.00	0.00	-59,738.18
Total Fund Balance	-59,738.18	0.00	0.00	-59,738.18
Total Liabilities / Fund Balance	-59,738.18	0.00	0.00	-59,738.18

Notes:



Board Meeting Date:	01/24/2022
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Requester's Name	Heather Lemieux
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Board Action Requested:

Approve the Annual Financial Report, as required by the Economic Development Authority (EDA) bylaws.

Background/Justification:



Board Meeting Date:	01/24/2022
Requester's Name	Elizabeth Karels
Board Action Requested: Recommend to the County Board the appointment of Josh Gehlen to the vacant at-large EDA board member position.	
Background/Justification: A subcommittee of the EDA met on January 4, 2022 to interview two candidates for the vacant at-large EDA board member position. Based on the discussions, the subcommittee is recommending that EDA board appoint Josh Gehlen to the position. Mr. Gehlen is a resident of Delano and has experience serving on an EDA board. Mr. Gehlen's term will be five years.	



Board Meeting Date:	01/24/2022
Requester's Name	Elizabeth Karels
Board Action Requested: Approve the Government Center task force with the following members: Wright County EDA Commissioners - Darek Vetsch, Christine Husom, Mike Kaczmarek City of Buffalo Council - Scott Enter, Jameson Wakefield Staff from Wright County and the City of Buffalo will participate in task force meetings. Wright County staff will coordinate and schedule meetings.	
Background/Justification: The EDA board previously discussed and approved the concept of a steering committee/task force related to the future use of the Government Center site.	