



Agenda
Minnetonka Economic Development Authority
Monday, Jan. 10, 2022
Following the 6:30 p.m. regular meeting
Council Chambers

1. Call to Order
2. Roll Call: Coakley-Kirk-Schack-Wilburn-Calvert-Schaepfi-Wiersum
3. Approval of Agenda
4. Approval of Minutes:
 - A. Dec. 6, 2021 meeting minutes
5. Business Items:
 - A. Elect Officers for 2022 EDA
Recommendation: Elect the officers (4 votes)
6. Adjourn

Minutes
Minnetonka Economic Development Authority
Monday, December 6, 2021

1. Call to Order

Wiersum called the meeting to order at 10:47 p.m.

2. Roll Call

Commissioners Bradley Schaeppi, Kissy Coakley, Brian Kirk, Rebecca Schack, Deb Calvert, and President Brad Wiersum were present.

Commissioner Susan Carter was excused from the meeting.

3. Approval of Agenda

Calvert moved, Kirk seconded a motion to approve the agenda, as presented.

All voted "yes". Motion carried.

4. Approval of Minutes:

A. Sept. 13, 2021 EDA meeting

Calvert moved, Coakley seconded a motion to approve the minutes, as presented.

All voted "yes". Motion carried.

5. Business Items:

A. 2022 HRA Tax Levy and Budget

Community Development Director Julie Wischnack gave a report on this item, noting the levy and budget were both discussed at the preceding city council meeting.

Schack moved, Calvert seconded a motion to adopt EDA Res. 2021-019 approving the 2022 HRA tax levy and budget.

All voted "yes". Motion carried.

B. Resolution adopting the 2022 EDA meeting schedule

Wischnack gave a report on this item, noting the EDA bylaws require that the meeting schedule must be annually via resolution.

Kirk moved, Calvert seconded a motion to adopt EDA Res. 2021-020 approving the 2022 EDA meeting schedule.

All voted "yes". Motion carried.

C. Cliffs Settlement Agreement

Wischnack gave a report on this item, highlighting the background and history related to the settlement agreement with The Cliffs.

Commissioners offered questions and comments.

President Wiersum suggested amending the resolution to include a contingency that the settlement payment must be received by the end of 2021.

Ken Belgarde, of 7841 Wayzata Boulevard in St. Louis Park, provided comment and indicated the city will receive payment by the end of the year.

Kirk moved, Calvert seconded a motion to adopt EDA Res. 2021-021 approving the settlement agreement, amended to include language adding a contingency that payment be received by Dec. 31, 2021.

All voted "yes". Motion carried.

6. Adjournment

Calvert moved, Kirk seconded a motion to adjourn the meeting at 11:13 p.m.

All voted "yes". Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk



**Economic Development Authority
Agenda Item #5A
Meeting of Jan. 10, 2022**

Title: 2022 Election of EDA Officers

Report From: Alisha Gray, EDFP, Economic Development and Housing Manager

Submitted through: Mike Funk, Acting Executive Director
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The EDA Bylaws require the EDA to elect officers on an annual basis.

Recommended Action

Elect Officers for the 2022 EDA as follows:

Mayor, Brad Wiersum as President of the EDA;
Acting Mayor, (TBD Commissioner) as Vice President of the EDA;
(TBD Commissioner), as Treasurer of the EDA;
Mike Funk, as the Acting Executive Director of the EDA;
Darin Nelson, as the Assistant Treasurer of the EDA; and
Becky Koosman, as Secretary of the EDA.

Strategic Profile Relatability

Financial Strength & Operational Excellence Safe & Healthy Community
 Sustainability & Natural Resources Livable & Well-Planned Development
 Infrastructure & Asset Management Community Inclusiveness
 N/A

Statement: The EDA Bylaws require officers to be elected on an annual basis.

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Background

The Economic Development Authority (EDA) is governed by a set of bylaws that are the rules and procedures that define the organizational structure of the board. Bylaws include guidance on matters such as board size and membership, board officers, duties and powers, board authority, meeting procedures, financial matters, and miscellaneous procedural items. The bylaws for the Minnetonka EDA were first established in 1988 when the HRA was dissolved and the EDA was formed. The bylaws were last updated in [2021](#).

2022 Election of Officers

Staff recommends the EDA elect officers for 2022.

Board Composition

- The board shall consist of the seven commissioners that are members of the city council.

Officers

- The officers consist of a president, vice-president, secretary, treasurer, and assistant treasurer elected annually.
 - The president will be a commissioner who holds the office of mayor of the city of Minnetonka.
 - The vice president will be the acting mayor of the city.
 - The treasurer will be a commissioner elected annually by the board.
 - The EDA should elect a treasurer at the Jan. 10, 2022, meeting.
 - The assistant treasurer shall be the finance director and may perform the duties of the treasurer.
 - The secretary shall be the city clerk.
 - The executive director shall be the city manager of the city of Minnetonka.