



Agenda
Minnetonka Economic Development Authority
Monday, Jan. 9, 2023
Following the 6:30 p.m. regular meeting
Council Chambers

1. Call to Order
2. Roll Call: Coakley-Kirk-Schack-Wilburn-Calvert-Schaeppi-Wiersum
3. Approval of Agenda
4. Approval of Minutes:
 - A. Dec. 5, 2022 EDA meeting minutes
 - B. Dec. 19, 2022 EDA meeting minutes
5. Business Items:
 - A. 2023 election of EDA officers
Recommendation: Elect the officers (4 votes)
6. Adjourn

Minutes
Minnetonka Economic Development Authority
Monday, December 5, 2022

1. Call to Order

Wiersum called the meeting to order at 9:51 p.m.

2. Roll Call

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

Commissioner Kissy Coakley 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. Oct. 24, 2022 EDA meeting minutes

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

All voted "yes". Motion carried.

5. Business Items:

A. 2023 Housing and Redevelopment Authority (HRA) tax levy and budget

Community Development Director Julie Wischnack summarized the levy and the scope of uses for the budget.

Calvert moved, Kirk seconded a motion to adopt EDA Res. 2022-012 setting a 2023 HRA Tax Levy and Budget.

All voted "yes". Motion carried.

6. Adjournment

Calvert moved, Wilburn seconded a motion to adjourn the meeting at 9:55 p.m.

All voted "yes". Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk

Minutes
Minnetonka Economic Development Authority
Monday, December 19, 2022

1. Call to Order

Wiersum called the meeting to order at 7:26 p.m.

2. Roll Call

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

3. Approval of Agenda

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

All voted "yes". Motion carried.

4. Approval of Minutes: None

5. Business Items:

A. Opus Tax Increment Financing (TIF) interfund loans

Community Development Director Julie Wischnack summarized the item.

Schack moved, Wilburn seconded a motion to adopt EDA Res. 2022-013 amending EDA Resolution No. 2021-005 regarding an interfund loan for advance of certain infrastructure costs in connection with the Opus Business Park Tax Increment Financing District and, and to adopt EDA Res. 2022-014 amending EDA Resolution No. 2021-007 regarding an interfund loan for advance of certain administrative costs in connection with the Opus Business Park Tax Increment Financing District.

All voted "yes". Motion carried.

6. Adjournment

Calvert moved, Kirk seconded a motion to adjourn the meeting at 7:30 p.m.

All voted "yes". Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk



**Economic Development Authority
Agenda Item #5A
Meeting of Jan. 9, 2023**

Title: 2023 election of EDA officers

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

Submitted through: Mike Funk, 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

Motion to elect Officers for the 2023 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 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](#).

2023 Election of Officers

Staff recommends the EDA elect officers for 2023.

Board Composition

- The board shall consist of 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. 09, 2023, 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.