



**Agenda**  
**Minnetonka Economic Development Authority**  
**Monday, February 8, 2021**  
**Following the regular meeting**  
**WebEx**

1. Call to Order
2. Roll Call: Kirk-Schack-Carter-Calvert-Schaeppi-Coakley-Wiersum
3. Approval of Agenda
4. Approval of Minutes:
  - A. January 25, 2021 EDA minutes
5. Business Items:
  - A. EDA Bylaws  
Recommendation:
    - 1) Adopt the resolution approving the bylaws and delegating limited contracting powers to the EDA Executive Director.
    - 2) Elect Officers for the 2021 EDA as follows:  
  
Mayor, Brad Wiersum as President of the EDA;  
Acting Mayor, Rebecca Schack as Vice President of the EDA;  
(TBD Commissioner), as Treasurer of the EDA;  
  
Darin Nelson, as the Assistant Treasurer of the EDA; and  
Becky Koosman, as Secretary of the EDA.
    - 3) Adopt the 2021 city council calendar (regular meetings) as the EDA meeting calendar
    - 4) Approve the Fiscal Agent Agreement
6. Adjourn

**Minutes**  
**Minnetonka Economic Development Authority**  
**Monday, January 25, 2021**

**1. Call to Order**

Wiersum called the meeting to order at 8:44 p.m.

**2. Roll Call**

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

**3. Approval of Agenda**

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

All voted "yes." Motion carried.

**4. Approval of Minutes:**

**A. December 21, 2020 EDA meeting**

Calvert moved, Schack seconded a motion to accept the minutes, as presented.

All voted "yes." Motion carried.

**5. Business Items:**

**A. Emergency Rental Housing Assistance**

Community Development Director Julie Wischnack gave a presentation on the agreement with the Intercongregation Communities Association.

Calvert moved, Schack seconded a motion to approve the agreement with Intercongregation Communities Association (ICA).

All voted "yes." Motion carried.

**6. Adjournment**

Kirk moved, Calvert seconded a motion to adjourn the meeting at 8:53 p.m.

All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman  
City Clerk

**EDA Agenda Item #5A**  
**Meeting of Feb. 8, 2021**

<b>Brief Description</b>	EDA Bylaws
<b>Recommendation</b>	<p>1) Adopt the resolution approving the bylaws and delegating limited contracting powers to the EDA Executive Director.</p> <p>2) Elect Officers for the 2021 EDA as follows:</p> <p>Mayor, Brad Wiersum as President of the EDA; Acting Mayor, Rebecca Schack as Vice President of the EDA; (TBD Commissioner), as Treasurer of the EDA;</p> <p>Darin Nelson, as the Assistant Treasurer of the EDA; and Becky Koosman, as Secretary of the EDA.</p> <p>3) Adopt the 2021 city council calendar (regular meetings) as the EDA meeting calendar</p> <p>4) Approve the Fiscal Agent Agreement</p>

**Background**

The 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 2010.

**2021 EDA Bylaws**

Staff is recommending that the EDA adopt new bylaws that are consistent with provisions set forth in State Statute 469 and reflect existing practices to the extent possible. Below is a summary of the recommended sections to be included in the proposed bylaws:

*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 and are 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 Feb. 8, 2021 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.

#### *Financial Matters*

- Following current practices, the city will operate as the fiscal agent on behalf of the EDA.
- The executive director is authorized to make contracts and purchases on behalf of the EDA Authority, without the approval of the board, when the amount does not exceed \$175,000.
  - This is consistent with the current finance policy and procedure expenditure amount.

#### *Regular Meetings*

- The meetings will coincide with the regular scheduled city council meetings. The EDA meeting will immediately follow the adjournment of the city council meeting scheduled that same day.
  - The mayor may cancel a meeting because of insufficient agenda items.
- Special and emergency meetings may be called by the president or any three commissioners.

#### **Staff Recommendation**

- 1) Adopt the resolution approving the bylaws and delegating limited contracting powers to the executive director.
- 2) Elect Officers for the 2021 EDA as follows:

Mayor, Brad Wiersum as President of the EDA;  
Acting Mayor, Rebecca Schack as Vice President of the EDA;  
(TBD Commissioner), as Treasurer of the EDA;  
Darin Nelson, as the Assistant Treasurer of the EDA; and  
Becky Koosman, as Secretary of the EDA.
- 3) Adopt the 2021 city council calendar (regular meetings) as the EDA meeting calendar.
- 4) Approve the Fiscal Agent Agreement

#### Submitted through:

Geralyn Barone, Executive Director  
Julie Wischnack, AICP, Community Development Director  
Darin Nelson, Finance Director

#### Originated by:

Alisha Gray, EDFP, Economic Development and Housing Manager

**Attachments:**

EDA Bylaws

2010 EDA Bylaws

Resolution

Fiscal Agent Agreement

[Link to League of MN Cities Handbook \(EDA\)](#)

**BYLAWS OF THE  
ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA**

**ARTICLE I – THE AUTHORITY**

Section 1.1. Name of Authority. Pursuant to the enabling resolution, as amended, adopted by the city council of the City of Minnetonka, Resolution Nos. 88-8637, 94-9715 and 2010-023, the name of the economic development authority is the “Economic Development Authority in and for the City of Minnetonka” (the “Authority”).

Section 1.2. Enabling Resolution. The Minnetonka City Council created the Authority by adoption of Resolution No. 88-8637, which, as amended by Resolution Nos. 94-9715 and 2020-023, governs the powers and operations of the Authority.

Section 1.3. Office of Authority. The offices of the Authority shall be at city hall, 14600 Minnetonka Boulevard, in the City of Minnetonka, Minnesota.

Section 1.4. Official Newspaper. The official newspaper shall be the official newspaper designated by the city council as its official newspaper each year.

Section 1.5. Seal. The Authority shall have an official seal, which shall be maintained by the Authority secretary.

**ARTICLE II – BOARD**

Section 2.1. Number and Appointment of Commissioners. The Authority shall consist of a governing body of seven commissioners (the “Board”). The commissioners shall be the members of the city council. The terms of the commissioners shall coincide with their terms of office as members of the city council. The enabling resolution requires that the city council and board membership shall be at all times the same, a duly elected and sworn member of the city council may not resign his or her membership on the Board unless also vacating membership on the city council.

Section 2.2. Vacancies. A vacancy is created in the membership of the Authority when a commissioner ends his or her city council membership. A vacancy must be filled for the balance of the unexpired term, in the manner in which the original appointment was made.

**ARTICLE III – OFFICERS AND EMPLOYEES**

Section 3.1. Officers. The officers of the Authority shall be a president, vice-president, secretary, treasurer, and assistant treasurer, each of whom shall have the usual duties and powers of such offices, the duties and powers given to them by the board from time to time, and those duties and powers prescribed by Minnesota law or these bylaws. The president, vice-president, and treasurer must be commissioners. No commissioner may be both president and vice-president simultaneously.

Section 3.2. President. The commissioner who holds the office of mayor of the city shall be elected the president. The president shall preside at all meetings of the board. At each meeting of the board, but subject to the notice provisions otherwise provided by law or these

bylaws, the president shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3.3. Vice-President. The commissioner who is the acting mayor of the city shall be elected the vice-president. The vice-president shall perform the duties of the president in the absence or incapacity of the president. In case of the resignation or death of the president, the vice-president shall perform the duties of the president until such time as the vacancy in that office is filled.

Section 3.4. President Pro Tem. In the event of the absence or incapacity of both 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 3.5. Secretary. The city clerk of the City of Minnetonka shall serve as secretary. The secretary will keep an accurate account of meetings and proceedings of meetings, send written notices and agendas of all meetings to members, keep a policy file of all EDA records and documents, and notify the city council in writing of all EDA conclusions and recommendations.

Section 3.6. Treasurer. The treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such national or state bank or banks in Minnesota as the board may select. The treasurer shall sign all Authority orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the board. The treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority by filing a detailed financial statement with the secretary. The treasurer is responsible for the acts of the assistant treasurer and must give bond as required by law.

Section 3.7. Assistant Treasurer. The assistant treasurer shall be the finance director of the City of Minnetonka, shall act at the direction of the treasurer and shall have all the powers and duties of the treasurer if the treasurer is absent or incapacitated. The assistant treasurer is authorized to perform all of the treasurer's duties set forth in Minnesota Statutes, § 469.096 and in Section 3.6 of these bylaws.

Section 3.8. Executive Director. The city manager of the City of Minnetonka shall be the chief executive officer of the Authority and shall have general supervision over the administration of the Authority's business and affairs, subject to the direction of the Authority. He or she shall have authority to make contracts as provided in Section 4.8 of these bylaws and shall have such additional responsibilities and authority as the board may from time to time by resolution prescribe. In the absence or disability of the executive director, the person designated as acting city manager shall serve as the acting executive director.

Section 3.9. Additional Employees. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions, including but not limited to a chief engineer, other technical experts and agents, and other employees. The selection and compensation of such personnel shall be determined by the executive director, in accordance with the EDA's approved budget.

Section 3.10. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

#### ARTICLE IV – FINANCIAL MATTERS

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the same as the fiscal year of the city.

Section 4.2. Accounting System and Audits; Books and Records. The financial records and financial statements of the Authority shall be prepared, audited, filed, and published or posted in the manner required for the financial statements of the city. The books and records of the Authority shall be public records maintained in accordance with state law and with such rules, regulations, and ordinances adopted by the city for maintaining public records.

Section 4.3. Public Money; Checks. All Authority money is public money. An Authority check must be signed by the president and executive director. The check must state the name of the payee and the nature of the claim for which the check was issued.

Section 4.4. Reports to the City. Annually, at a time and in a form fixed by the city council, the Authority shall make a written report to the city council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations the Authority deems advisable for the economic development of the city.

Section 4.5. Financial Statement. Annually, or more often, the Authority shall examine the treasurer's detailed financial statement, together with the Treasurer's vouchers, filed with the secretary. The financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and the Authority's outstanding liabilities in a form required for the city's financial statements. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.6. Budget to the City. The Authority shall annually, at a time fixed by the city, send its budget to the city council. The budget must include a detailed written estimate of the amount of money that the Authority needed by the Authority from the city and from tax levies authorized by Minnesota Statutes, §§ 469.033, subdivision 6 and 469.107 in order for the Authority to conduct business during the next fiscal year. The city council may approve, reject or modify the budget submitted by the Authority.

Section 4.7. Employees, Services, Supplies, and Contracts. The Authority shall have all of the power and do all of the things permitted by Minnesota Statutes, § 469.097, as amended, including but not limited to employing an executive director, a chief engineer, technical experts and other employees as it may require; contracting for the services of consultants, agents, public accountants, legal services, and such other persons or services as it may need to perform its duties and exercise its powers; purchasing supplies and materials; and using City facilities, offices, and staff, including the city engineer and city attorney, in the exercise of its powers and the performance of its duties.

Section 4.8. Execution of Contracts. The Authority may make and enter into contracts pursuant to Minnesota Statutes, § 469.101, as amended, and other applicable law. Except as



expressly provided by this Section 4.8, all contracts, notes, and other written agreements or instruments to which the Authority is a party or by which the Authority may be bound must be executed by the president and executive director. Subject to the provisions of EDA Resolution No. 2021-\_\_ and except as otherwise required by law, the executive director is authorized to make contracts and purchases on behalf of the Authority without approval of the board, when the amount of the purchase or contract does not exceed \$175,000.

## ARTICLE V – MEETINGS

Section 5.1. Open Meeting. All meetings of the board, whether as a whole or in committee, shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

Section 5.2. Annual Meeting. The annual meeting of the Authority shall be held on the first regular meeting in January of each year, at which the board shall elect the vice president and treasurer and designate other officers in accordance with these bylaws.

Section 5.3. Regular Meetings. The board will hold meetings in the council chambers of the community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota, according to a schedule adopted annually by resolution no later than the first official meeting held in each year. The schedule of regular board meetings must coincide with the schedule of regular meetings of the city council, but there may be fewer regular board meetings in any month than there are regular city council meetings. No meeting will be held on a legal holiday. The starting time for regular meetings of the board shall be immediately following the adjournment of the city council meeting scheduled for that same day.

Section 5.4. Special Meetings. Special meetings of the Authority may be called by the president or any two commissioners of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting must be delivered in person or electronically to each member at least three days prior to the time of the proposed meeting.

Section 5.5. Emergency Meetings. Emergency meetings may be called by the president or any three commissioners of the Authority upon at least four hours' notice to each member of the board either in writing or by telephone.

Section 5.6. Cancellation of Meetings. The mayor may cancel a meeting because of insufficient agenda items, lack of a quorum, inclement weather or other similar reasons. Except for inclement weather and emergencies, commissioners must be notified of the cancellation by electronic message or by telephone, at least four hours in advance of the time that the meeting was scheduled to occur.

Section 5.7. Quorum. The powers of the Authority shall be vested in the commissioners thereof in office from time to time. Four commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained.

Section 5.8. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call.
2. Approval of the Minutes of the Previous Meeting.

3. Reports of the Executive Director.
4. Unfinished Business.
5. New Business.
6. Adjournment.

All resolutions shall be in writing.

Section 5.9. Rules of Order. In the absence of a bylaw to govern a point or procedure, the City Council Rules of Procedure, as amended, should be used as a guide.

Section 5.10. Adjournment of Meetings. Unless otherwise agreed by at least a majority of the board, all meetings of the board must be adjourned by 12 midnight. A motion to set a different, specific time at which to adjourn, is not debatable and not subject to amendment except by unanimous vote of all members present.

#### ARTICLE VI – CODE OF ETHICS

Section 6.1. Commissioners shall abide by the code of ethics established in Section 105 of the Minnetonka City Code as amended from time to time. Additionally, no commission shall act as a representative for any housing or development proposal that comes before the Authority or the city council.

#### ARTICLE V – AMENDMENTS

Section 1. Amendments to Bylaws. These bylaws may be amended by a majority vote of the members of the board at any regular or special meeting of the board, provided the amendment was personally or electronically delivered to the commissioners at least four days before the meeting.

Adopted: \_\_\_\_\_

## **BYLAWS**

### **ECONOMIC DEVELOPMENT AUTHORITY**

#### **CITY OF MINNETONKA**

##### **ARTICLE I - GENERAL**

The Minnetonka Economic Development Authority (EDA) has been established by City Council Resolutions 88-8637 and 94-9715, under Minnesota Statutes Section 369.090 et.seq. The EDA consists of seven Commissioners appointed by the Council, including two City Councilmembers and five citizen appointees.

##### **ARTICLE II - PURPOSE**

The EDA is appointed by the City Council to assist and advise the City Council regarding economic development, housing, and redevelopment matters, or other matters referred by the City Council, and to exercise certain powers as authorized by the City Council.

##### **ARTICLE III - MEETINGS**

###### **Section I, Regular Meetings**

The regular meetings of the EDA shall be held at the offices of the City of Minnetonka, located at 14600 Minnetonka Boulevard, at 6:00 P.M., on the second Tuesday of each month. Special meetings may be scheduled on other dates, and meetings may be cancelled or postponed as deemed necessary. All meetings shall be open to the public except as otherwise provided by law.

The EDA meeting will convene at 6:00 P.M. and conclude by 11:00 P.M. unless a majority of the members present vote to continue the meeting beyond 11:00 P.M. for a single item. Items not covered by 11:00 P.M. will be automatically continued to the next EDA meeting and given priority placement on the agenda.

At a public hearing, the meeting will be open for public discussion until the President determines that all information and statements have been heard. At that time, the President may terminate public discussion and limit discussion to EDA Commissioners.

For roll call votes, the voting order shall be alphabetical according to the last name of each Commissioner. The presiding officer shall always vote last.

## **Section II, Special Meetings**

A special meeting may be held when deemed necessary by four members of the EDA or by the request of the City Council.

## **Section III, Quorums**

At any duly called meeting of the EDA, four (4) members shall constitute a quorum.

## **Section IV, Agendas**

An agenda for each meeting shall be prepared by the Community Development Department for the City in cooperation with the President. The agenda shall be delivered to all members of the EDA along with supporting data on the Friday before the next regular meeting.

The EDA may continue consideration of any scheduled item when supportive material for that item has not been delivered to the members four days before the meeting at which it is considered.

# **ARTICLE IV - OFFICERS**

## **Section I, Election**

Officers of the EDA shall consist of the President, Vice-President, Secretary, and Treasurer. The President and Vice-President shall be elected for a one-year period at the meeting in April of every year. If there is no quorum at the regular meeting in April, the election shall be held at the next meeting having a quorum.

- A. **President:** The President shall preside over all meetings of the EDA. If the President and Vice-President are absent, the EDA Commissioners members present shall designate one of themselves to serve as President.
- B. **Vice-President:** The Vice-President shall perform all the duties of the President in the absence of the President.
- C. **Secretary:** A member of the Community Development Department staff will be secretary to the EDA. The secretary shall keep an accurate account of

meetings and proceedings of meetings, send written notices and agendas of all meetings to members, keep a policy file of all EDA records and documents, and notify the City Council in writing of all EDA conclusions and recommendations.

- D. **Treasurer:** The City Treasurer will be Treasurer to the EDA. The Treasurer shall keep an accurate account and record of all EDA finances.

#### **ARTICLE V - CODE OF ETHICS**

The EDA Commissioners shall abide by the Code of Ethics established in Section 105 of the 1982 Minnetonka Code as amended from time to time. Additionally, no EDA Commissioner shall act as a representative for any housing or development proposal that comes before the EDA or City Council.

#### **ARTICLE VI - PARLIAMENTARY PROCEDURE**

The proceedings of the EDA shall be governed by and conducted according to the latest rules of Roberts Rules of Order, as revised.

#### **ARTICLE VII - AMENDMENTS**

These bylaws may be amended or altered by a majority vote of the members of the EDA at any regular or special meeting having a quorum, provided the amendment was mailed or delivered to the Commissioners at least four days before the meeting.

## EDA Resolution No. 2021-

### Resolution approving bylaws and delegating limited contracting powers to the EDA executive director

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Be it resolved by the Board of Commissioners (the "Board") of the Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") as follows:

Section 1. Background.

- 1.01. The City of Minnetonka city council established the Authority by the adoption of Resolution No. 88-8637 and subsequently amended by Resolution No. 94-9715 and 2010-023.
- 1.02. The Authority has adopted bylaws to govern organizational and procedural matters for the Authority. The bylaws have not been updated for many years and do not reflect changes to the composition of the Board, as required by City Council Resolution No. 2010-023.
- 1.03. The EDA staff has prepared proposed bylaws for the Board' consideration.
- 1.04. As allowed by state law, the Authority has determined to delegate limited contracting powers to the executive director of the Authority, as specified in this resolution.

Section 2. Board Action.

- 2.01. Subject to the limitations in Sections 2.02, 2.03 and 2.04 of this resolution, the Authority authorizes the executive director to approve and execute agreements on behalf of the Authority without prior action by the Board, including without limitation professional services agreements, nondisclosure agreements, right of entry agreements, consultant agreements, and contracts for the purchase of goods or services, provided that the agreements relate to the routine business of the Authority or projects approved by the Board or potential future projects.
- 2.02. The amount of any agreement approved by the executive director may not exceed \$175,000 and must be within the Authority's approved budget.
- 2.03. The executive director shall promptly report to the Authority regarding any agreements executed pursuant to the authority delegated by this resolution.
- 2.04. The attached bylaws are approved and adopted by the Authority. The attached bylaws supersede and replace any previously adopted bylaws.

Adopted by the Economic Development Authority of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Feb 08, 2021.

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Brad Wiersum, President

Attest:

\_\_\_\_\_  
Becky Koosman, Secretary

**Action on this resolution:**

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the EDA of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Feb. 08, 2021.

\_\_\_\_\_  
Becky Koosman, Secretary

## **FISCAL AGENCY AGREEMENT**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between CITY OF MINNETONKA, a Minnesota municipal corporation ("City") and ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA, a public body corporate and politic ("EDA").

### **Purpose of Agreement**

The EDA has proposed that the City operate as the fiscal agent of the EDA, with respect to the financial matters on for EDA operations and activities ("EDA Activities").

The City has determined that providing financial management of the EDA Activities is in the public interest.

1. The City hereby agrees to assume financial responsibility over the funds of the EDA. The EDA agrees to implement and operate EDA Activities in accordance with the terms of this agreement and applicable law.
2. The EDA Activities shall be operated in a manner consistent with the City's legal requirements and as described in this agreement.
3. On behalf of the EDA, the City will establish and operate for the use of the EDA's Activities, a designated account(s) ("EDA Account") segregated on the City's books. All amounts deposited into the EDA Account will be used in its support and subject to the conditions set forth below.
4. The City will disburse funds from the EDA Account as necessary to comply with the EDA's legal obligations. Disbursements will be restricted to the support and implementation of EDA Activities only.
5. The EDA designates its Assistant Treasurer to act as authorizing official. The authorizing official shall act as principal coordinator of the EDA's daily business with the City, and shall have authority to sign disbursement requests.
6. The City and EDA will maintain all financial records relating to the EDA's Activities according to generally accepted accounting principles and applicable legal requirements, and will make records available to auditors and entities as required by law.
7. The City and the EDA will reflect the EDA Activities to the extent required on their respective financial reports. All disbursements from an EDA Account shall be treated as payments made to or on behalf of the EDA to accomplish the purposes of the EDA Activities.
8. The Agreement is ongoing but may be terminated at any time by a majority vote of the governing body of either party.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

[signature page follows]



**Accepted for the City:**

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Brad Wiersum, Mayor

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Geralyn Barone, City Manager

**Accepted for the EDA**

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Brad Wiersum, President

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Geralyn Barone, Executive Director