

**UNAPPROVED
MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
APRIL 11, 2011
5:30 PM**

CALL TO ORDER:

Ted Phillips EDA President called the Regular Meeting of the Wyoming Economic Development Authority to order for April 11, 2011 to order at 5:32 P.M.

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Economic Development Authority were present: EDA Members, Ted Phillips, Jerry Owens, Eric Peterson, Charles Jerrick, Mike Soule and Linda Nanko Yeager

Absent: Nate Wilner

Also Present: City Administrator Craig Mattson, City Staff Member Robb Linwood and Chisago County HRA/EDA Director Chris Eng

DETERMINATION OF A QUORUM:

The EDA Chairman determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

"An opportunity for members of the public to address the Economic Development Authority on items not on the current Agenda. Items requiring action maybe deferred to staff for research or future EDA Agendas if appropriate."

"NO COMMENTS RECEIVED"

APPROVAL OF MINUTES:

- 1 Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota Economic Development Agency for March 14, 2011.**

A MOTION WAS MADE BY EDA MEMBER PHILLIPS, SECONDED BY EDA MEMBER NANKO-YEAGER, TO APPROVE THE "REGULAR MEETING" MINUTES OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY FOR MARCH 14, 2011 WITH THE RECOMMENDED CHANGES ON ITEM #5 AND STAFF WILL DISTRIBUTE UPDATED MINUTES.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND DEPARTMENT HEADS:

NEW BUSINESS

2. Assign EDA Positions for 2011

A MOTION WAS MADE BY EDA MEMBER PETERSON, SECONDED BY EDA MEMBER OWENS, TO APPOINT CRAIG MATTSON AS EXECUTIVE DIRECTOR OF THE EDA AND ROBB LINWOOD AS SECRETARY.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

A MOTION WAS MADE BY EDA MEMBER PHILLIPS, SECONDED BY EDA MEMBER OWENS, TO APPOINT NATE WILNER AS TREASURER AND CHARLES JERRICK AS ASSISTANT TREASURER OF THE EDA FOR 2011.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

A MOTION WAS MADE BY EDA MEMBER OWENS, SECONDED BY EDA MEMBER SOULE, TO APPOINT TED PHILLIPS AS PRESIDENT OF THE EDA FOR 2011.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

A MOTION WAS MADE BY EDA MEMBER PHILLIPS, SECONDED BY EDA MEMBER SOULE, TO APPOINT JERRY OWENS AS VICE-PRESIDENT OF THE EDA FOR 2011.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

A MOTION WAS MADE BY EDA MEMBER PHILLIPS, SECONDED BY EDA MEMBER OWENS, TO APPOINT MIKE SOULE AS PRESIDENT PRO TERM OF THE EDA FOR 2011.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

3. Switch Genie – Revolving Loan Application

Chris Eng says that Switch Genie is still asking for the full amount of \$75,000 out of the EDA's revolving loan fund. The EDA was presented with financials from Switch Genie before the meeting for their review. Chris Eng explained that the Initiative Foundation has ended their financing with Switch Genie at this time. Jim Laughrey did have a \$15,000 Loan with them. Switch Genie has deposited \$30,000 in an account with the Riverbank for working capital and are waiting for the final word on their loan application. Switch Genie is yet to secure a building lease in the City of Wyoming limits. It was discussed that start up funding for a company is often a difficult acquisition. Chris Eng did explain that Jim Laughrey will be meeting with Jordan Zellar next week to discuss possible financing options. The EDA discussed that there is very little collateral in place what makes the loan a risky proposition. The EDA came to the conclusion that Switch Genie still had to secure private financing before the EDA could release any funds from the revolving loan to the company.

A MOTION WAS MADE EDA MEMBER NANKO-YEAGER, SECONDED BY TED PHILLIPS TO TABLE THE SWITCH GENIE REVOLVING LOAN APPLICATION UNTIL THE MAY MEETING.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

4. Industrial Park Signage

Craig Mattson did receive a legal opinion that we would be allowed to put up a sign that says Wyoming Industrial Park, but we cannot fund actual signage for individual businesses. The EDA talked about if they put up an industrial sign using the city logo and then what kind of materials that they would use. Members asked if it would be feasible to lease signage space on a city sign to industrial park businesses. If we were to do this who would be responsible for maintenance. Who puts it up? Who takes it down? The biggest thing would be if you have enough businesses interested to sustain the signage. Eventually we would need to receive a letter of intent from interested businesses to make sure that they are in fact willing to pay for signage. Billing on the signage for the businesses would most likely be paid yearly at the beginning of the year. Administrator Mattson said that the city is working with the department of corrections on getting wood signage made with our city logo at almost half of the normal cost. The EDA suggested that the businesses would be more interested in a professional sign that is lit. We must find out the level of participation on the signage and after that we can start to research the costs of the signage.

5. EDA Work Plan –

1. Medical Center – Jerry Owens said that Dan Anderson of Fairview will be invited to our May Meeting. The EDA would like to ask Fairview what their future plans are at this time. Possibly look at the Northwest Quadrant and see if you could put a medical campus there, but it is important to know Fairview's plans. Linda Nanko-Yeager looked at the zoning for the NW quadrant and an office medical usage would be acceptable.

2. Main Street Business Improvements & Market Existing Businesses for now. No new news, WABA stands out in this category.
3. Hotel/Conference Center - EDA member Soule spoke with Ram Cotem of Regency Conference Centers in Watertown, SD. Mike received information from Regency conference center and was able to find out they are having ongoing projects and could be interested. Possibly contact some of the major businesses to see if they would have interest in a hotel.
4. Northwest Quadrant Development – Possibly Medical Offices, no other news.
5. Bingham site – none
6. Redevelop of Downtown – EDA member Peterson, Soule and Nanko-Yeager have been meeting to discuss the downtown redevelopment. EDA member Peterson said they have been trying to figure out a way to move the tank farm. They have also talked about a boardwalk down by the Sunrise River. We would have to get permission of land owners regarding the boardwalk. The point we are at now is how do we show our visions? The EDA suggested that the park board would need to be involved in the process as well.

UPDATES

EDA member Nanko-Yeager said that we could come up with semi-annual or quarterly business awards to give out. Chris Eng said it just would be a way to appreciate our businesses and say thanks for being here. The EDA likes the idea and perhaps a resolution or award could be framed for the business. We would like to start with Fairview Medical Center at the next EDA meeting in May. Possibly have each EDA members come up with a business to use on each quarter. We could possibly put up an acknowledgment of the awarded business on the website. We want to acknowledge our large businesses and small ones throughout the city.

A MOTION WAS MADE BY EDA MEMBER OWENS, SECONDED BY NANKO-YEAGER TO MAKE A CERTIFICATE OF APPRECIATION FOR FAIRVIEW HOSPITAL WHEN THEY COME TO THE EDA’S MAY MEETING.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay:

Abstain: none

Jerry Owens will attend April WABA Meeting.

A MOTION WAS MADE BY EDA MEMBER PHILLIPS SECONDED BY EDA MEMBER OWENS, TO ADJOURN THE APRIL 11, 2011 “REGULAR MEETING” OF THE WYOMING, MINNESOTA ECONOMIC DEVELOPMENT AUTHORITY MEETING AT 6:40 P.M.

Voting Aye: Phillips, Owens, Peterson, Jerrick, Soule and Nanko-Yeager

Voting Nay: None

Abstain: None