City of Wayzata Housing and Redevelopment Authority
Meeting Agenda
Thursday, February 22, 2018

7:30 am – 8:30 am
Wayzata City Hall Community Room
600 Rice Street East
Wayzata, MN 55391

1. Call to Order – Chairman Shaver
2. Approval of Agenda
3. Approval of Minutes
   a. Special Meeting Minutes of December 5, 2017
4. Old Business
5. New Business
   a. City Council Appointment of Steve Fox to HRA
   b. Election of Officers
   c. Discussion of Bylaws
   d. Appointment of Executive Director
   e. Development Updates
6. Next Meeting Date: 7:30 am on Thursday, April 26, 2018
7. Adjournment

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 3a
TITLE: Special Meeting Minutes of December 5, 2017	
PROPOSED MOTION: To Approve the Special Meeting Minutes of December 5, 2017	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
Staff recommends approval of the attached minutes.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
N/A

ATTACHMENTS:
1. December 5, 2017 Special Meeting Minutes

HRA members present: T. Shaver, B. Petit, B. Ambrose and S. Fox
HRA members absent and excused: R. Wothe
City Staff present: City Clerk Becky Malone, Director of Planning and Building Jeff Thomson, City Manager Jeff Dahl (8:30), City Attorney David Schelzel, City's Contracted Finance Director Steve McDonald

Chairman Shaver called the meeting of the HRA to order at 8:09 am.

APPROVAL OF AGENDA

Ambrose motioned to approve the December 5, 2017 meeting agenda as presented, seconded by Fox. The motion passed 4/0 by voice vote.

APPROVAL OF MINUTES OF August 3, 2017 and November 16, 2017

Ambrose stated there was a missing "z" in Mr. Zitzloff's name on page 3 line 13 of the minutes for August 3.

City Attorney Schelzel stated he was in attendance at the August 3, 2017 meeting and this should be noted.

Ambrose motioned to approve the minutes of August 3, 2017 as amended and November 16 as presented, seconded by Petit. The motion passed 4/0 by voice vote.

OLD BUSINESS

None

NEW BUSINESS

a. City Council Reappointment of Steve Fox to HRA

Shaver congratulated Mr. Fox for his reappointment to the HRA for a 5-year term.

~~b. Approval of Resolution 03-2017HRA adopting a Modification to the Redevelopment Plan for the Central Area Redevelopment District; adopting the Modifications to the TIF Plans for the TIF Districts Therein; and Establishing TIF Financing District No. 6 – Downtown West Therein and Adopting a TIF Plan therefor~~

Shaver moved Item B to later in the meeting to allow City Manager Dahl to arrive.

c. Approval of Future HRA meetings at 7:30 am on the following dates:
   a. January 25, 2018

b. April 26, 2018
c. July 26, 2018
d. October 25, 2018

Petit stated he would be unavailable for the January meeting.

Shaver stated he would be unavailable for the January meeting as well. The January meeting would be rescheduled to a February and staff would work with the members to find a date that would work.

Ambrose moved to approve the HRA 2018 meeting dates as amended by rescheduling the January meeting to a date to be determined in February, seconded by Petit. The motion passed 4/0 by voice vote.

d. Discussion of Lodging Tax

Thomson stated there has been general discussion about adding a lodging tax to fund visitor services. This is a tax that is allowed in State statute and allows cities to adopt this tax up to 3% of the lodging in the community. The City Council had reviewed the Strategic Plan for the City, updated it, and outlined the goals and work plan for the City for the next 5-years. The lodging tax was brought up as something to explore and for the City Council to review and consider in 2019.

Fox stated the concept of a lodging tax has been considered for at least the last 3-years and the Chamber of Commerce has not been able to get anywhere with it. They had been in discussions with Excelsior to implement this in both Excelsior and Wayzata. Excelsior has other issues they are facing and it is unlikely that the two communities would find a common interest. There is a need to have more promotional effort for tourism and hospitality in Wayzata. Waiting another 2-years before the concept is brought back up for discussion would mean that even if the City approved the lodging tax in 2019 the City would not see a revenue stream from it until 2020. At this time, a lodging tax would only affect the Hotel Landing. This is not unfair to the hotel or residents because it is not the hotel or residents that pay the tax but rather the visitors to the community. He does not understand why the City would wait another 2-years to discuss something this straight forward and forgo an estimated $200,000 in revenues.

Petit stated the law requires that these revenues be used to promote tourism and hospitality. He is not sure the City has a promotional problem. He is not sure that another tax is what the City needs. The parking ramp was built out of need in the community.

Ambrose stated the City would want to promote the local business and ensure there is enough traffic to support them. He then asked Fox what the Chamber's view might be.

Fox stated he could not speak to the view of the Chamber but their local restaurants have expressed they would like to see a lodging tax to promote Wayzata. The City's website has three pathways or target groups and the visitor pathway is static and is only one paragraph. This does not promote the City's tourism or hospitality. The City lacks resources to entice people to come to Wayzata through the website.

Petit stated the City website is a separate and different challenge that should be resolved.

Fox stated if the City does not have the resources to populate the website with relevant information for the end user or visitor. Content does require resources.

Petit asked what Kristin Classey's job description was as a Communications Specialist.

Thomson stated she is the coordinator for all of the City's communication including the website, newsletter, and social media. There is a content component to her position but she pushes the communication out. The City is currently looking at establishing a special services district that would help pay for the maintenance of the ramp and would apply to those properties that are benefitting from the ramp. There had been a survey that including questions regarding marketing of the downtown area and other services that could be included as part of the funds raised with the establishment of a special services district.

Shaver expressed concerns that the Hotel Landing is a single entity and he would like to see the investment for the benefiting group be broader based. Being able to bring people into the community is something the City needs to look, at but the marketing investment should be broadly based.

Dahl joined the meeting at 8:30 a.m.

Fox stated it is unfortunate that at this time Wayzata only has one hotel, but there are still dollars available that would not be a tax on residents. He stated the City should take advantage of these types of funds because it is a significant amount of money.

Petit stated this is more of a discussion on how a community markets itself. Wayzata does self-market because it is unique. The energy and momentum exist to market the City and he does not believe that this is a tax that the City would benefit from.

Owner of the Hotel Landing, Steve Bohl, stated he had put together a list of how this tax would impact the community and his business. He stated he had compiled 24 reasons why not to implement a lodging tax. Some of these are biased but a lot of it is reality. What the Hotel has already contributed to the community through its investment, employment, economic vitality and what it draws to the community. To extract a tax from one particular use for the benefit of several other people is wrong. He understands the marketing of a community and the overall benefit to the Lake. He stated reasons for not wanting the tax included: this would be a tax and there is only one hotel, there is a way to look at the City's marketing and improve it, and he does not feel that the tax generated would provide a larger impact than the changes that have occurred over the last 5-years without the tax. The momentum and vitality of the City will carry it to the level of activity that the City wants to see. The idea that the tax is not an impact on his business because visitors pay it is not true. The Chamber is important in promoting businesses in communities but it should not be the responsibility of one business to pay for the marketing for all the businesses in a community. He stated if a tax is implemented, they would redirect some of the funds away from what they currently contribute to charitable and local events in the community. To single out one business to tax for the benefit of everyone else is wrong.

Petit stated that the State allows for a maximum of 3% tax but there is an option to do less.

Shaver stated there would be continued discussions on the lodging tax. There is a gap in the promoting of the City through its website and content and this could be something that is budgeted for.

e. <u>Approval of Resolution 03-2017HRA adopting a Modification to the Redevelopment Plan for the Central Area Redevelopment District; adopting the Modifications to the TIF Plans for the TIF Districts Therein; and Establishing TIF Financing District No. 6 – Downtown West Therein and Adopting a TIF Plan therefore</u>

Dahl stated this resolution is the HRA's step in establishing TIF District No. 6. The City Council will hold a public hearing and the HRA will review the TIF Plan and to adopt the geographical parameters of the district. The TIF Plan defines the budget, the reimbursable expenses, defines the overall objectives and could fund public infrastructures. The objectives are for the shared public and private parking lot on the west side of downtown, the removal of blight, and correction of soils. The Planning Commission will review the plan to ensure it is consistent with the City's Comprehensive Plan. The City Council will hold a public hearing on December 19 to adopt the plan. There are development applications that the City anticipates receiving in 2018.

McDonald provided a high-level summary of the District and the estimated increment expected. The cash flow of the district provides enough funds to adequately support the plan.

Ambrose asked what the timing was for the development applications the City was working on.

Thomson stated Wayzata Blu construction would start spring 2018. The Meyer Place project has been approved by the City and could start construction but their development approvals will expire at the end of 2017. They have requested an extension of these approvals and the City Council would review this request on December 19. They are planning to start construction spring 2018. The concept plan for the 253 Lake Street project will be reviewed by the City Council on December 19. Formal development plans have not been received for the Hughes project. We anticipate that they will go through the first part of their entitlement process in early 2018 and plan to construct in 2018.

Dahl stated there are three properties that have requested TIF assistance for blight and "ground-down" expenses. Meyer Place and Wayzata Blu have not asked for assistance and the increment generated from these properties could be used for more public improvement including parking, public infrastructure, and administration. The three properties that have requested assistance will be responsible for generating increment that they could receive. It is not expected the increment from one property would be used for another property.

Petit motioned to Approve of Resolution 03-2017 HRA adopting a Modification to the Redevelopment Plan for the Central Area Redevelopment District; adopting the Modifications to the TIF Plans for the TIF Districts Therein; and Establishing TIF Financing District No. 6 – Downtown West Therein and Adopting a TIF Plan therefore, seconded by Fox. The motion passed 4/0 by voice vote.

NEXT MEETING DATE: February – To Be Determined

ADJOURNMENT

There being no further business; Petit motioned to adjourn at 8:58 a.m., seconded by Fox. The motion passed 5/0 by voice vote.

Respectfully submitted,

Becky Malone
City Clerk
City of Wayzata
Drafted by Tina Borg, *TimeSaver Off Site Secretarial, Inc.*

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 5a
TITLE: City Council Appointment of Steve Fox to HRA	
PROPOSED MOTION: N/A	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
No action is needed. This item is on the agenda to officially acknowledge the reappointment of Steve Fox.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
At its November 21, 2017 meeting, the City Council reappointed Steve Fox to fill the one HRA seat that expired on 12/31/2017 for a 5-year term. The new term will expire at the end of 2022.

ATTACHMENTS:
N/A

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 5b
TITLE: Election of Officers	
PROPOSED MOTION: To Appoint a Chair, Vice Chair, and Secretary	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
A motion is needed to appoint the HRA officers for 2018, per HRA bylaws.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Per HRA Bylaws, the HRA should appoint officers annually. 2017 Officers were Chair Shaver, Vice Chair Wothe, and Secretary Petit. Below are the descriptions of each officer position.

- Chair: The HRA shall select a Chair from among its Commissioners who shall preside at all meetings of the HRA.

- Vice Chair: The HRA shall select a Vice Chair from among its Commissioners who shall preside at all meetings of the HRA in the absence of the Chair and shall perform such other duties as may be assigned by the Commissioners. In the case of death, retirement, or resignation of the Chair, the Vice Chair shall perform and be vested with all the duties and powers of the Chair until such time that a new Chair is chosen by the Commissioners.

- Secretary: The HRA shall select a Secretary from among its Commissioners who shall be responsible for certification of official actions of the HRA.

ATTACHMENTS:
N/A

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 5c
TITLE: Discussion of Bylaws	
PROPOSED MOTION: N/A	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
Discussion of the attached Bylaws.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Per HRA Bylaws, the HRA is to review its bylaws at its annual meeting. If the HRA recommends any amendments, the Executive Director will prepare a draft to be considered at the next meeting. The Bylaws original goals of the HRA are to:

1. Set a standard for future development of Wayzata;
2. Exploit the natural advantages of Lake Minnetonka;
3. Preserve the distinctive atmosphere of Wayzata;
4. Create a business climate that will enable local businesses to compete with the planned investment in nearby commercial centers;
5. Attract businesses that will offer improved employment opportunities;
6. Establish an improved quality in multiple housing facilities; and
7. Maximize tax return.

ATTACHMENTS:
1. HRA Bylaws as of 1-28-2016

Revised 01/28/2016

BYLAWS
of the
HOUSING AND REDEVELOPMENT AUTHORITY
In and for the City of Wayzata, Minnesota

PREAMBLE

The Housing and Redevelopment Authority in and for the City of Wayzata (HRA) was created in accordance with State Law by:

A resolution passed by the City Council of Wayzata, Minnesota, on the 4th day of April, 1967, providing for a hearing to determine the need for a Housing and Redevelopment Authority to function in Wayzata, Minnesota;

A resolution passed by the City Council of Wayzata, Minnesota, on the 16th day of May, 1967, determining the need for a Housing and Redevelopment Authority in Wayzata, Minnesota; and

A resolution passed by the City Council of Wayzata, Minnesota, on the 1st day of August, 1967, approving the appointment of the Commissioners of the Housing and Redevelopment Authority of Wayzata, Minnesota.

The original goals for the HRA were:

1. Set a standard for future development of Wayzata;
2. Exploit the natural advantages of Lake Minnetonka;
3. Preserve the distinctive atmosphere of Wayzata;
4. Create a business climate that will enable local businesses to compete with the planned investment in nearby commercial centers;
5. Attract businesses that will offer improved employment opportunities;
6. Establish an improved quality in multiple housing facilities; and
7. Maximize tax return.

Additional goals were established when tax increment districts were created in the City of Wayzata, Minnesota.

ARTICLE I. **AUTHORITY**

Section A. <u>Name</u>. The legal name of the HRA is "Housing and Redevelopment Authority of the City of Wayzata".

Section B. <u>Office</u>. The offices of the HRA shall be at the City Hall in the City of Wayzata, Minnesota, but the HRA may hold its meetings at such place or places as it may designate.

ARTICLE II. **MEETINGS**

Section A. Date of Annual Meeting. The annual meeting shall be held in January of each year at the regular meeting place of the HRA unless scheduled by the Authority at an alternate date

Section B. Quorum. There shall be a quorum, as defined in Article IV, to conduct business at all meetings. If a quorum is not present for an annual meeting, the Chair shall establish a date for a new annual meeting. If a quorum is not present for a regular or special meeting, the Chair shall adjourn the meeting to the next regular or special meeting of the HRA.

Section C. Annual Meeting. The following, among any other appropriate matters, may be considered at the annual meeting:

1. Election of officers;
2. Determination of need for regular meetings to be held until the next annual meeting and if necessary determination of dates for regular meetings;
3. Discussion of bylaws and any suggested amendments;
4. Receipt of Financial Report; and
5. Appointment of Executive Director

Section D. Regular Meetings. If determined necessary by the HRA, regular meetings shall be held at a fixed place and at a time as determined by the HRA at its annual meeting. The time may be changed by the HRA at any subsequent meeting by a majority vote of all Commissioners and after notification of such change in the City's official newspaper. Agendas for regular meetings shall include at least the following order of business:

1. Call to Order;
2. Approval of Agenda;
3. Approval of Minutes;
4. Unfinished or Organizational Business;
5. New Business; and
6. Adjournment.

Section E. Special Meetings. Special meetings of the HRA may be called by the Chair, or any two members of the HRA, for any proper purpose of the HRA upon oral or written notice to each of the Commissioners and to the local newspapers at least 3 days prior to the date of the special meeting. A written notice shall set forth the time and place of the special meeting and be posted at City Hall at least 3 days prior to the date of the special meeting.

Section F. Public Meetings. All meetings shall be open to the public in accordance with the provisions of Minnesota Statutes.

ARTICLE III. **COMMISSIONERS, OFFICERS, ADMINISTRATOR, STAFF**

Section A. Commissioners. The HRA shall consist of five (5) Commissioners who shall be residents of the area of operation of the HRA. The Commissioners shall be appointed by the Wayzata City Council. Each Commissioner shall serve a term of five (5) years in accordance with Minnesota statute § 469.003.

Section B. Officers. The officers of the HRA shall consist of a Chair, a Vice Chair, a Secretary, and such other officers as shall from time to time be chosen and appointed by the HRA.

Section C. Chair. The HRA shall select a Chair from among its Commissioners who shall preside at all meetings of the HRA.

Section D.. Vice Chair. The HRA shall select a Vice Chair from among its Commissioners who shall preside at all meetings of the HRA in the absence of the Chair and shall perform such other duties as may be assigned by the Commissioners. In the case of death, retirement, or resignation of the Chair, the Vice Chair shall perform and be vested with all the duties and powers of the Chair until such time that a new Chair is chosen by the Commissioners.

Section E. Secretary. The HRA shall select a Secretary from among its Commissioners who shall be responsible for certification of official actions of the HRA.

Section F. Executive Director The HRA may appoint an Executive Director, who shall not be a Commissioner. The Executive Director shall be responsible for:

1. Securing, supervising and directing any personnel required for work to be accomplished by the HRA;

2. Providing for the taking of and preparing minutes of each meeting of the HRA;

3. Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas;

4. The general administration and financial management of the affairs of the HRA pursuant to policies determined by the Commissioners; and

5. Any other responsibilities assigned by the Chair or Commissioners.

Section G. Staff Services. If the HRA appoints the City Manager as the Executive Director and/or uses personnel under the control of the City Manager, a contract for staff services shall be entered into which clearly designates the services provided.

ARTICLE IV. **QUORUM AND VOTING**

Section A. Quorum. A quorum of the HRA shall be three Commissioners. A quorum shall be required to conduct business at any meeting of the HRA.

Section B. Voting. A vote of approval by a majority of those Commissioners present shall be required to take action on or approve any matter before the HRA, except that with respect to the following matters a vote of approval by three (3) or more Commissioners shall be required to act;

1. To request replacement of the Executive Director or cancellation of the contract with the City;

2. To amend the Bylaws;

3. To change the regular meeting time;

4. To borrow money; or

5. To approve a project.

ARTICLE V. **FINANCE AND CONTRACTS**

Section A. Fiscal Year. The Calendar year shall be the fiscal year of the HRA. However, other fiscal years for specific purposes or undertaking of the HRA may be established as required or desirable.

Section B. Budgets. The Executive Director shall prepare a budget for each project that is being considered by the HRA. If an annual operating budget is desired by the HRA, the HRA shall submit its request in accordance with the City's established budget approval process. City Council approval of project and operating budgets is required.

Section C. Investments of the HRA. The investments of the HRA funds shall be the responsibility of the Executive Director in accordance with the investment practices of the City.

Section D. Project and Procurement Manager. The responsibility for Project Management and Procurement for each approved HRA project shall be outlined in a Project Manager/Procurement Contract.

Section E. Disbursements.

1. Federal and State funds. All funds received from the Government of the United States or any of its agencies, and the state of Minnesota or any of its agencies, shall be disbursed and accounted for in accordance with the regulations or requirements from time to time made by the Federal or State agencies furnishing funds to the HRA.

2. Official Depository. All monies received by the HRA from any source whatsoever shall be deposited in bank accounts in accordance with the established practices of the City. All disbursements shall be in accordance with the established practices of the City.

3. Checks. All checks drawn on bank accounts of the HRA shall indicate the fund and, in the case of a project, the project to be charged. All checks shall be signed by the Executive Director.

ARTICLE VI. **POWERS AND DUTIES**

Section A. General Powers and Duties. The HRA shall have the powers and duties provided to the HRA by Minnesota Statutes.

ARTICLE VII. **AMENDMENTS**

These Bylaws may be amended at any meeting of the HRA provided that notice of such proposed amendment is mailed to each Commissioner of the HRA at least ten days prior to such meeting. The amendment of the Bylaws and the vote required shall be in accordance with Article IV, that sets forth the voting provisions of these Bylaws.

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 5d
TITLE: Appointment of Executive Director	
PROPOSED MOTION: To Re-appoint Jeffrey Dahl as Executive Director	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
A motion is needed to re-appoint City Manager Jeffrey Dahl as the Executive Director of the HRA.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Per HRA Bylaws, the HRA should annually appoint or reappoint the Executive Director. Below is the description of the Executive Director position. I currently serve in that role.

The Executive Director, who shall not be a commissioner, shall be responsible for:

- Securing, supervising and directing any personnel required for work to be accomplished by the HRA;
- Providing for the taking of and preparing minutes of each meeting of the HRA;
- Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas;
- The general administration and financial management of the affairs of the HRA pursuant to policies determined by the Commissioners; and
- Any other responsibilities assigned by the Chair or Commissioners.

ATTACHMENTS:
N/A

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: February 22, 2018	**AGENDA ITEM:** 5e
TITLE: Development Updates	
PROPOSED MOTION: N/A	
PREPARED BY: Jeffrey Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:
N/A

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Staff will provide a verbal update of the following items:

- Progress Downtown West TIF Development District
- Progress on Exploration of Special Services District
- Progress on 2040 Comprehensive Plan Update
- Progress on Lake Effect Initiative
- 2017 Financial Report

ATTACHMENTS:
N/A