HOUSING AND REDEVELOPMENT AUTHORITY
Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street
Thursday, April 1, 2021
7:30 AM

Click HERE to join the Zoom meeting.

Pursuant to Minnesota Statute Sec. 13D.015 and because of the COVID19 Pandemic, this Housing & Redevelopment Authority Meeting is being held remotely by electronic means using the audio and video conferencing platform, Zoom. Members of the public may submit comments or questions about items on the agenda in advance by emailing PublicComment@wayzata.org, calling City staff at 952-404-5300, or mailing comments to Wayzata City Hall at 600 Rice St E, Wayzata, MN 55391 (Attn: Public Comments). To speak regarding a particular agenda item during the meeting, you may call 312-626-6799, enter Zoom Meeting ID 937 2568 4015, Passcode 575685, and press *9 to speak. You will be placed on hold and muted until you have been recognized and invited to speak.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Minutes**
   a. Consider Approval of HRA Minutes of September 24, 2020 Meeting
6. **Old Business**
7. **New Business**
   a. Consider Election of Officers
   b. Consider Appointment of Executive Director
   c. Consider Discussion and Amendments of Bylaws
   d. Update of Panoway on Wayzata Bay
   e. Update of Economic Development Projects
8. **Next Meeting Date: June 25, 2021**
9. **Adjournment**

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: April 1, 2021	**AGENDA ITEM:** 5.a
TITLE: Consider Approval of HRA Minutes of September 24, 2020 Meeting	
PROPOSED MOTION: To Approve the Regular Meeting Minutes of the September 24, 2020 Meeting	
PREPARED BY: Kathy Leervig, City Clerk	
REVIEWED BY: Jeff Dahl, Executive Director	

ACTION REQUESTED:

Staff recommends approval of the attached minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

N/A

ATTACHMENTS:

1. September 4, 2020 Minutes (Draft)

HRA members present: T. Shaver, B. Ambrose, S. Fox, T. Huml and R. Wothe
HRA members absent and excused: None.
City Staff present: City Manager Jeff Dahl, Community Development Director Emily Goellner, City Clerk Kathy Leervig, and Aurora Yager, Administrative Services Director, City Attorney David Schelzel
Others present: Stacie Kvilvang, Ehlers & Associates

Chairman Shaver called the meeting of the HRA to order at 1:03 pm.

APPROVAL OF AGENDA

Huml motioned to approve the September 24, 2020, meeting agenda as presented, seconded by Ambrose. The motion passed 4/0.

APPROVAL OF MINUTES

a. Approval of HRA Minutes of April 21, 2020

Fox motioned to approve the April 21, 2020, minutes as presented, seconded by Ambrose. The motion passed 4/0.

OLD BUSINESS

None.

NEW BUSINESS

a. Consider Receipt of 2019 HRA Financial Report

Dahl explained every year the HRA reviews its financials based on a report from its financial consultant, AEM. Staff recommends acceptance of the 2019 HRA Financial Report.

Ms. Aurora Yager, Administrative Services Director presented the HRA financial report to the Commission.

Chair Shaver indicated in TIF 6 in the notes, third paragraph where it starts talking about the various projects beginning with 235 Lake Street which is owned by Mr. Hoyt. It states "has received all necessary planning and TIF approvals for a 25-unit apartment building..." and he did not know if that accurately reflects, given the fact that there is an action item below this associated with the TIF approvals for the now amended 25-units. This may not be perfectly clear but the HRA will be acting on that in the meeting.

Dahl explained this is all for 2019 and after 2019, Mr. Hoyt did have all of his approvals and since then it has been tweaked.

Ms. Yager continued on with her presentation.

DRAFT

Ambrose was not sure this made a difference but in the background of the first section of the memo, second sentence, in describing the HRA it says the Governing Board consists of a five-member board of Commissioners, approved but not selected by the City Council. He thought the City Council did select the HRA Commissioners.

Dahl indicated that was interesting and was probably taken out of the by-laws but seemed a little misleading.

Ambrose made a motion, seconded by Fox to approve the 2019 HRA Financial Report. Chair Shaver indicated the HRA has had discussions regarding the by-laws to make sure these are consistent with their practice today and the by-laws do not allow them this flexibility to review at this point in time. He knew the Commission discussed revisiting the by-laws that exist for the HRA to ensure that it may need to be amended, particularly with this, so it is done in the appropriate time.

Dahl thought staff could look at this item and accepting the annual review of the financial report is consistent with whatever the by-law states but did not think any changes needed to be made. As far as taking a comprehensive look of the by-laws, which were discussed at several meetings, his take from the last meeting is fuzzy but he believed this was left as is. However, when looking at the record of the minutes the video actually blanked out during that discussion so if any Commissioners have a different recollection of what happened there, staff would like to hear it because staff did not think there was any additional direction to review it but could be wrong.

Fox indicated if staff wanted to review the by-laws, he would be happy to participate in discussion.

Huml indicated she would also participate.

Shaver thought it was a priority that the by-laws accurately reflect the Commission's practice. He indicated he would like Dahl to coordinate with Commissioners Fox and Huml to review outside of the Commission and bring back some recommendations.

Dahl thought that was a good idea along with the City Attorney.

The motion passed 4/0 by voice vote.

b. Approval of Amended TIF Agreement with Ventana, LLC

Dahl stated staff recommends approval of the Amended TIF Agreement with Ventana, LLC. He reviewed the staff report.

Wothe joined the meeting at 1:26 p.m.

Fox asked what prompted Mr. Hoyt to think that the better prospects was for rental units rather than condo units at this time.

DRAFT

Mr. Hoyt wished he would have gone ahead last year to make these rental units in retrospect. Costs have gone up astronomically and every time he makes a decision based on current information, by the time he gets there the information has changed. He stated what they are looking at and have projected to do apartments and looking with an eye toward condo conversion potentially down the road. He wanted to give it a fair shot at working the apartment building and retain the asset. The rents needed to achieve may or may not be achievable. He thought that given what has gone on in Minneapolis that the prospects are dramatically improved whether it was to be for sale or for rent. He noted he was certainly not going to foreclose a condo conversion at some point but would not plan on doing it anytime soon.

Wothe asked what the average size of the rental units will be.

Mr. Hoyt thought it would be around 1,650 square feet on average.

Wothe agreed that what has gone on in Minneapolis is a plus for this type of development in Wayzata.

Mr. Hoyt indicated they are ready to move forward with this project.

Chair Shaver asked Ms. Kvilvang about the change in the look back provision in the amended agreement and wondered why this changed.

Ms. Kvilvang indicated the prior look back was an internal rate of return analysis that was based upon a condo project. The IR calculation is different with a rental versus a sale of a property.

Chair Shaver wanted to make sure the Commission was comfortable with the change.

The Commission concurred with the change.

Chair Shaver indicated on Exhibit C of the document needs to reflect the new amount of the note at one million six hundred eighty-five dollars versus the amount noted of one million seven hundred sixty dollars.

Dahl thought page 61 was part of the old agreement and he thought the Commission would just be approving the amendment of the first document.

Ms. Kvilvang indicated the documents provided should be redlined to reflect what it is.

Ms. Kvilvang noted the second document should be disregarded.

Fox made a motion, seconded by Huml to approve the Amended TIF Agreement with Ventana, LLC. The motion passed 5/0 by voice vote.

c. Review of Development Updates

DRAFT

Staff provided an update on pending developments, and proposed developments, public parking lot at Barry and Lake Street, Panoway on Wayzata Bay progress and COVID-19 related business assistance.

NEXT MEETING DATE: December 17, 2020

ADJOURNMENT

There being no further business; Fox motioned to adjourn at 2:03 p.m., Huml seconded the motion and the motion carried 5/0.

Respectfully submitted,

Drafted by Sue Osbeck, *TimeSaver Off Site Secretarial, Inc.*

DRAFT

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: April 1, 2021	**AGENDA ITEM:** 7.a
TITLE: Consider Election of Officers	
PROPOSED MOTION: To Appoint a Chair, Vice Chair, and Secretary	
PREPARED BY: Jeff Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:

A motion is needed to appoint the HRA officers for 2021, per HRA bylaws.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

Per HRA Bylaws, the HRA should appoint officers annually. 2020 Officers were Chair Shaver, Vice Chair Wothe, and Secretary Ambrose. 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:

None

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: April 1, 2021	**AGENDA ITEM:** 7.b
TITLE: Consider Appointment of Executive Director	
PROPOSED MOTION: To Re-appoint Jeffrey Dahl as Executive Director	
PREPARED BY: Jeff 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. The City Manager has traditionally served this 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:

None

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: April 1, 2021	**AGENDA ITEM:** 7.c
TITLE: Consider Discussion and Amendments of Bylaws	
PROPOSED MOTION: N/A	
PREPARED BY: Jeff Dahl, Executive Director	
REVIEWED BY: N/A	

ACTION REQUESTED:

N/A

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:

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

At the last HRA meeting, the HRA directed the Executive Director to meet with the City Attorney and Commission Members Fox and Huml to review the bylaws and to make any suggested amendments. Staff has not yet arranged this meeting.

ATTACHMENTS:

1. HRA Bylaws as of January 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. Name. The legal name of the HRA is "Housing and Redevelopment Authority of the City of Wayzata".

Section B. Office. 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: April 1, 2021	**AGENDA ITEM:** 7.d
TITLE: Update of Panoway on Wayzata Bay	
PROPOSED MOTION: N/A	
PREPARED BY: Emily Goellner, Community Development Director	
REVIEWED BY: Jeff Dahl, Executive Director	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

Staff has been attending all boards and commissions in order to provide an update of Panoway on Wayzata Bay—what has been accomplished with Phase I and what's ahead with Phase II. Attached is the presentation that will be discussed.

Pertinent to the HRA is the consideration of using additional potentially available TIF Dollars from TIF District #6 for the boardwalk and community docks.

ATTACHMENTS:

1. Panoway Presentation to HRA - April 2021

PANOWAY

ON WAYZATA BAY

WAYZATA, MINNESOTA

PANOWAY

ON WAYZATA BAY

2011 Lake Effect Task Force Created

2014 Lake Effect Framework created from community vision

2019 Completion of design---start construction

2020 Phase I of Panoway Completed

A VISION

NEARLY A DECADE IN THE MAKING MAKING

PANOWAY

ON WAYZATA BAY

100+ Community Meetings

15+ Steering Committee Meeting

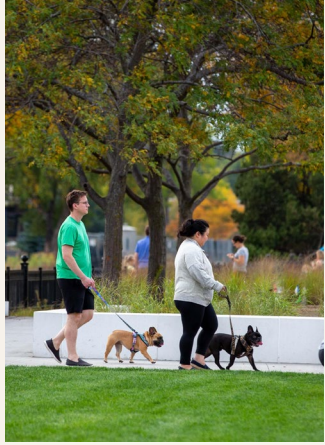
12+ Council Work Sessions

10+ Council Presentations

A VISION

NEARLY A DECADE IN THE MAKING

TURNING VISION



INTO REALITY

COMPLETE

Panoway Projects

1. Depot Park | 2. Community Docks | 3. Boardwalk
4. Shoreline Restoration | 5. Section Foreman House | 6. Eco Park

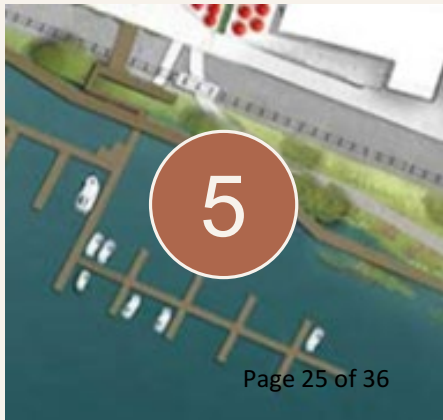
Boardwalk

$6,030,000

& Lakeshore Restoration

Community Docks

$750,000



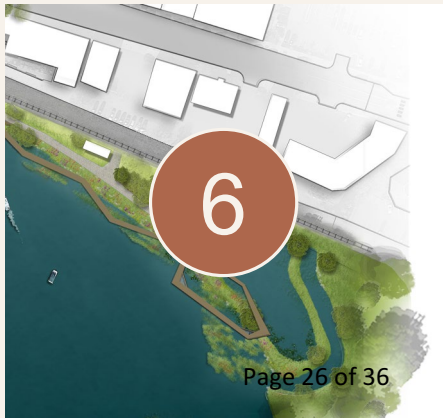
Section Foreman House

$1,120,000

Eco Park

$2,430,000

& Boardwalk Loop



Depot Park

$2,790,000

Assessment

Design Review

Cost Review

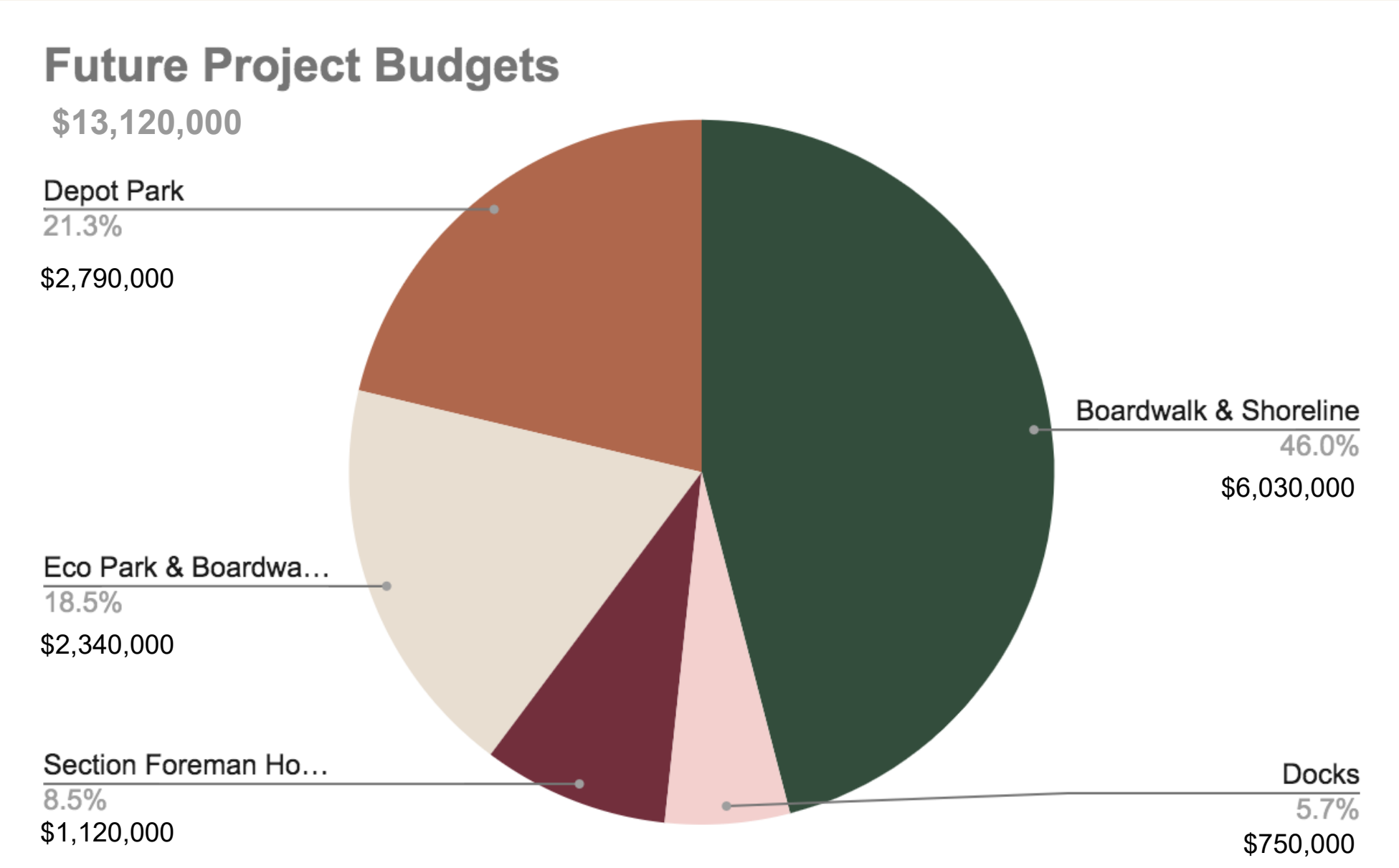
Timeline Review

Funding Review

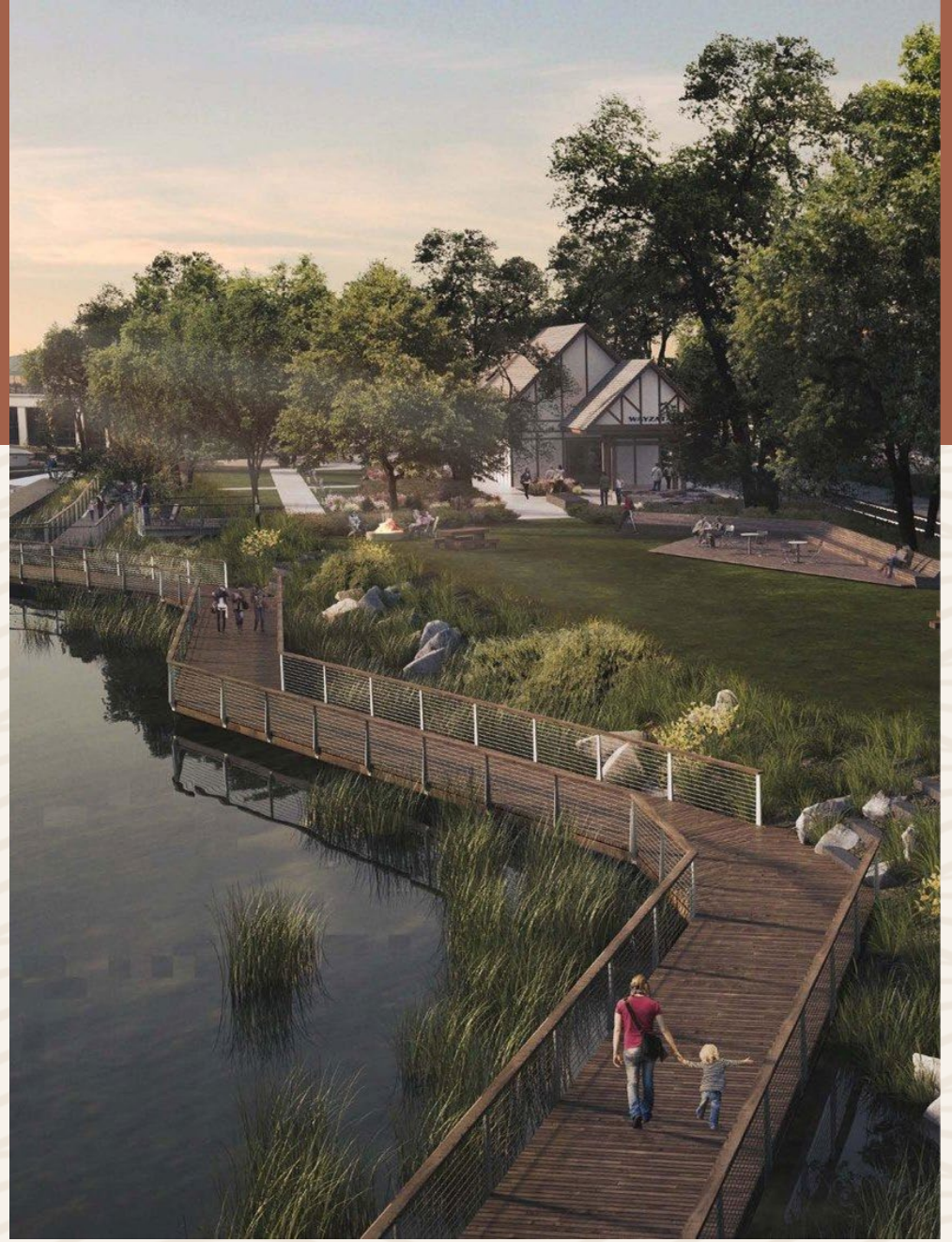
Community Input Review

PANOWAY
ON WAYZATA BAY

Financials & Numbers



STATE FUNDING
for Panoway



$4 MILLION
for shoreline restoration & boardwalk

BUILDING MOMENTUM
for future projects

MINNESOTA

RECOMMENDED
PRIORITY PROJECTS

1 **BOARDWALK, SHORELINE RESTORATION & COMMUNITY DOCKS**

2 **SECTION FOREMAN HOUSE**

OPPORTUNITY
for other public funds

Minnesota Department of Natural Resources
Outdoor Recreation & Conservation Grants

Hennepin County Opportunity Grants

Minnesota Historical Society Legacy Grants

City Lakefront Funds

TIF

Additional State Bonds

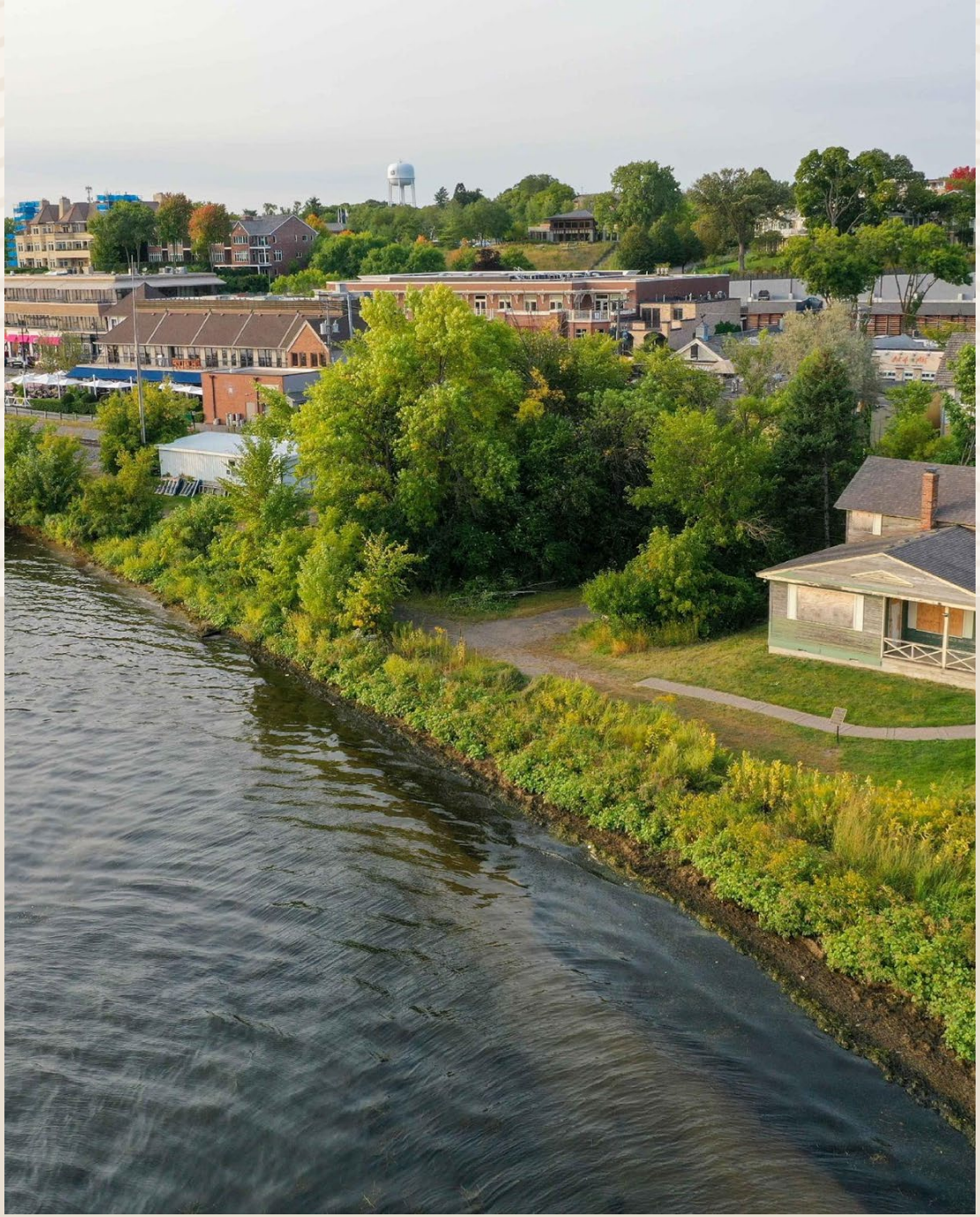
MINNESOTA

FUNDING MODEL

We are at 50% of our goal for shoreland restoration, construction of a boardwalk and the preservation of the Section Foreman House as a Lakeshore Learning Center.

PUBLIC 67%

PRIVATE 33%



Public Private

PARTNERSHIPS

City of Wayzata

ThreeRivers PARK DISTRICT

MINNESOTA

Hennepin

WAYZATA CONSERVANCY

Interfaith Outreach™
Igniting the power of community

WAYZATA PUBLIC SCHOOLS

WAYZATA SAILING

Science Museum of Minnesota®

the YMCA®

BENEFITS TO THE COMMUNITY

Improving the Environment & Lakeside Ecosystem

Providing Greater Public Access & Creating a Lakeshore Learning Center

Preserving Wayzata's History

Promoting Art & Urban Greenspace

Keeping Downtown Commerce Vibrant

City of Wayzata
Housing and Redevelopment Authority
Agenda Report

MEETING DATE: April 1, 2021	**AGENDA ITEM:** 7.e
TITLE: Update of Economic Development Projects	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Assistant Planner	
REVIEWED BY: Emily Goellner, Community Development Director, Jeff Dahl, Executive Director	

ACTION REQUESTED:
N/A

FINANCIAL OR BUDGET CONSIDERATION:
N/A

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

- Pending Developments
- Proposed Developments
- Public Parking Lot at Barry and Lake Street
- Market Study
- Development Moratorium
- Open for Business Program

ATTACHMENTS:
None