

Vergas EDA/HRA
Vergas EDA/HRA
Government Services Center & Zoom Id 267-094-2170 password 56587
2:00 PM on Tuesday, April 2, 2024

1. Call to Order

2. Agenda Additions and Deletions

3. Minutes

February 13, 2024

4. Vergas HRA Lots on Eva & Diane

5. Financial Update

2024 Income and Expenses Update

6. Old Business

- a. 2023 and 2024 Housing Goals Timeline
- b. 2023 and 2024 Economic Goals Timeline
- c. Vergas Zoning Map
- e. CEDA Grant

7. New Business

- a. EDA/HRA Bylaws
- b. Annual Meeting
 - 1. Date
 - 2. Speakers
 - 3. Meal

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3. Minutes

February 13, 2024

Files Attached

- 02.13.2024 EDA_HRA Agenda Minutes.pdf

**Vergas EDA/HRA
Government Services Center
2:00 PM on Tuesday, February 13, 2024**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, February 13, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members present in person: Bruce Albright, Duane Ditterich and Paul Sonnenberg. Members present on zoom: Joy Summers. Absent: Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers, Vergas Community Fund Members; Sherri Hanson, Daren Berube, Lee Dahlgren and West Central Initiative Community Philanthropy Officer Samantha VanWechel-Meyer; and Bob Williams of the Frazee-Vergas Forum.

Call to Order

The meeting was called to order by Acting Chair Bruce Albright at 2:00 pm.

Agenda Additions and Deletions

Approved agenda as presented.

Vergas Community Fund Committee

Albright reviewed the request for the Community Fund members to attend the meeting. The Vergas Community Fund began by raising funds for the park boardwalk. Board Chair of the Vergas Community Fund Committee Sherri Hanson reviewed the past fundraising events and discussed possibilities for future fundraising for the community. The committee is discussing members for fundraising efforts and suggested they recruit members at the Vergas EDA/HRA Annual Meeting. Samantha VanWechel-Meyer stated she would speak at the annual meeting, and it could be our kickoff to fundraising for 2024.

(Ditterich joined the meeting and assumed his position as chair.)

Minutes

Motion by Albright, seconded by Sonnenberg to approve the minutes of January 9, 2024. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

Financial Update

Lammers reviewed the 2024 income and expenses.

Old Business

2023 and 2024 Housing and Economic Goals.

Lammers was asked to email the past goals to the authority members. They will be reviewed in March. Lammers will update current information and change it to 2024 dates.

HRA Lots on Eva and Diane in Vergas

Albright reviewed the contract with Otter Tail County. They have given the city the financial guidelines; not the state of MN. The board asked Lammers to speak with Amy Baldwin and Wayne Johnson regarding income guidelines and invite them to the March meeting.

Vergas Zoning Map

Sonnenberg reviewed his thoughts regarding land within the city limits which could be used for development. Authority members reviewed property along Townline Road which could be developed if property owners would sell. All EDA/HRA members should bring a colored map to the March meeting to discuss zoning ideas.

CEDA Grant

Lammers informed members the EDA/HRA has received the grant from CEDA for the Business Retention and Expansion Program. Discussed asking Jordan Grossman, CEDA Representative for the City of Vergas, to speak at the 2024 annual meeting.

New Business

March Meeting Date

Due to the Preliminary Primary Elections on March 5, 2024 the meeting for the EDA/HRA needs to be moved as no meetings can be held between 7 am and 8 pm on March 5, 2024. Motion by Sonnenberg, seconded by Albright to move the March meeting to March 12, 2024. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried

Adjourn

Motion by Sonnenberg, seconded by Ditterich to adjourn the meeting at 3:07 p.m. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

All members bring 1-2 ideas for goals in 2024 with measurable results.

Lammers to provide lists of opportunities from WCI and Otter Tail County.

Lammers to speak with Amy Baldwin and Wanye Johnson with Otter Tail County regarding income limits.

All members bring a color-coded map to the next meeting to discuss zoning in Vergas.

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5. Financial Update

2024 Income and Expenses Update

Files Attached

- 2024 EDA_HRA Revenue and Disbursements.pdf

2024 EDA-HRA Income-Expense Sheet

Beginning Balance			\$24,331.42
Revenue:			
	City	5,000.00	
Total Revenue		<u>\$5,000.00</u>	
Expenses:			
Total Expenses:		<u>\$0.00</u>	
Balance of Checking Account as of 01/31/2024			<u>\$29,331.42</u>
Savings Account			
	* West Central Initiative	16,044.28	
	Total in HRA/EDA Account		<u>\$45,375.70</u>
Veteran's Memorial			
Income			
	West Central Initiative	3,843.75	
	West Central Initiative		
	West Central Initiative		
	West Central Initiative		
Total Income		<u>3,843.75</u>	
Expenses			
	Loren Menz	3,843.75	
Total Expenses		<u>3,843.75</u>	
Balance of Account			<u><u>\$0.00</u></u>
Pickle Ball			
Income			
	West Central Initiative		
	West Central Initiative		
	West Central Initiative		
Total Income		<u>0.00</u>	
Expense			
Total Expenses		<u>\$0.00</u>	
Balance of Account			<u><u>\$0.00</u></u>

City of Vergas budgeted \$5,000.00 for 2024 EDA/HRA transfer.

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6. Old Business

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- c. Vergas Zoning Map
- e. CEDA Grant

Files Attached

- 2024 EDA-HRA Goals with timeline.pdf
- 20201030-vergas-zoning.pdf
- CEDA Contract Agreement.pdf
- CEDA Contract Agreement.pdf

2024 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Meet with business owners, determine how things are going for them, or if they need assistance to stay in business or to expand. Survey businesses regarding staffing needs.		50%		90%			
Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow.				100%			
Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.	on going						
Encourage well planned quality development of commercial areas	add zoning map to EDA agenda			-renew every December			
Continue to work on parking issues within business district (availability/handicap), identify solutions, both short-term and long-range. Solutions might involve buyout of existing businesses, identify funding sources.			Plan	On going add handicapped spots on end of Railway			

2024 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Continue to be involved with City Comprehensive Planning process, focusing on business issues/concerns.			Align with Comp Plan and review every Dec.				
Meet with Commercial Club to review each other's goals, common interests, and where interests may overlap. Work together to enhance each other's missions.	Hold with Annual meeting	Meet with VCC and discuss goals					
Update website page.			review updates every December				

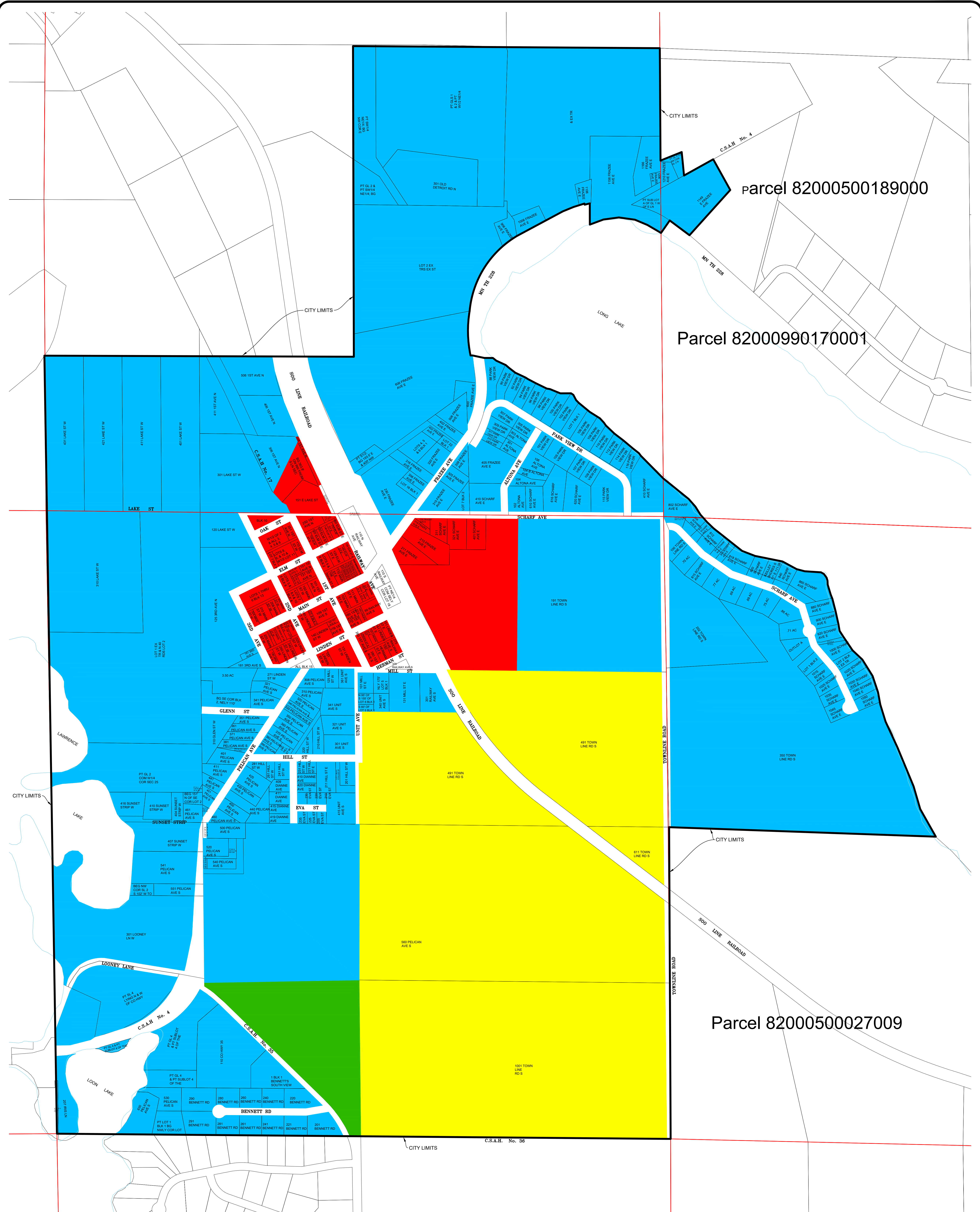
2024 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Identify buildable lots: Review housing study determine the types of housing needed, work with City and private development to furnish said housing.								
	Identify lots within current city limits, who owns said lots, their price, and whether they have City services (water/sewer), or their potential for said services.	Print map Joy will highlight lots		Discuss with owners				
	Identify potential building lots within a one-mile radius of Vergas, who owns the lots, and their selling price. Assess potential of providing City services.			*				
	Work with developer of Lawrence Lake Lots, as well as owners of other available lots within City limits on a marketing campaign to help sell said lots.							
Determine interest and availability of grant or low interest housing program to repair or improve existing housing.	If yes - interior or exterior project Programs and Interest			Survey in Utility bill				
Assisting current residents in retaining and maintaining their properties through knowledge of available programs.								
Aid residential developers by making new housing more available through support of waived permitting fees; tax abatements or tax increment financing; etc.	Coordinate with Otter Tail County Big Build Initiative.	on going			County Program Enag.			

2024 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Convey the message that all aspects; live, work, and play contribute to the existing high quality of life in our community	Put our marketing brochure on the web.			*				
Update Web page.								
Look at grants, loans, programs, at the local, state, and federal levels to make city services (water/sewer) available and affordable for new developments	Policy							
Continue to be involved with City Comprehensive Plan, focusing on housing issues/concerns within said study.				every December				
Continue to collaborate with Otter Tail County on their “The Big Build” project.							Program	

L



LEGEND

- RESIDENTIAL DISTRICT
- COMMERCIAL DISTRICT
- LIGHT INDUSTRIAL DISTRICT
- OPEN DISTRICT
- PARCEL LINE
- CITY LIMITS
- SECTION LINE
- PROPERTY ADDRESS

CITY OF VERGAS, MINNESOTA
ZONING MAP
10/30/2020

NOTES:
1. THIS MAP WAS CREATED FROM OTTER TAIL COUNTY, MINNESOTA GEOGRAPHIC INFORMATION SYSTEM (GIS) AND MAY NOT ACCURATELY SHOW LEGAL BOUNDARIES. PLEASE REFER TO THE RECORDED DOCUMENTS FOR PRECISE INFORMATION AND OWNERSHIP STATUS.





CONTRACT AGREEMENT

This Agreement ("Agreement") is entered into on this 26 day of March, 2024, ("Effective Date"), by and between Community and Economic Development Associates ("CEDA") a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes with the meaning of the Internal Revenue Code section 501(c)3, and the City of Vergas ("City"), a municipal corporation under the laws of Minnesota.

RECITALS:

WHEREAS, the State of Minnesota appropriated special funding to CEDA to implement basic economic development initiatives by providing technical assistance and project funding to qualified cities; and, WHEREAS, CEDA is a recognized entity specializing in community economic development; and, WHEREAS, CEDA awarded the City a grant of technical assistance and financial support for the implementation of CEDA's Rural Capacity Program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, CEDA and the City agree as follows:

TERMS AND CONDITIONS:

1. **Scope of Services:** CEDA agrees to provide up to 150 hours of technical assistance to the City for the implementation of CEDA's Rural Capacity Program.
2. **Financial Support:** CEDA agrees to allocate up to \$15,000 from the special appropriation granted by the state of Minnesota to support CEDA's Rural Capacity Program in the City.
3. **Responsibilities:**
 - CEDA will work collaboratively with the City to determine the specific technical assistance needs and allocate resources accordingly.
 - The City will designate a representative to liaise with CEDA and facilitate communication between the parties.
 - The City agrees to use the \$15,000 grant funds solely for the benefit of the project(s) outlined and approved for CEDA's Rural Capacity Program project and initiatives, studies, programs and projects developed through the CEDA Rural Capacity Program project.
 - The City agrees to submit all requested reporting documentation required for the \$15,000 grant award including but not limited to invoices and proof of payment.
4. **Duration:** This Agreement shall commence on the Effective Date and continue until project completion.

Community and Economic Development Associates (CEDA):

Ron Zeigler

Ron Zeigler, CEDA President/CEO

____3.11.2024____

Date

City of Vergas:

Julie Lammers

Signature

Signature

Julie Lammers, Clerk-Treasurer

Printed Name and Title

Printed Name and Title

03-26-2024

Date

Date



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Ron Zeigler

Ron Zeigler, CEDA President/CEO

____3.11.2024____

Date

City of Vergas:

Julie Lammers

Signature

Signature

Julie Lammers, Clerk-Treasurer

Printed Name and Title

Printed Name and Title

03-26-2024

Date

Date

Vergas EDA/HRA
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7. New Business

- a. EDA/HRA Bylaws
- b. Annual Meeting
 - 1. Date
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Files Attached

- Proposed EDA BYLAWS for Vergas.pdf

BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
IN AND FOR THE
CITY OF VERGAS, MINNESOTA

1. The Authority

Section 1.1. Name of the Authority. The name of the Authority shall be the Economic Development Authority (hereinafter, "Authority") in and for the City of Vergas, Minnesota (hereinafter "City"), and its governing body shall be called the Board of Commissioners (hereinafter, "Board").

Section 1.2. Office. The principal office of the Authority shall be the Vergas City Offices.

Section 1.3. Seal. The official seal of the City of Vergas shall be the Authority's official seal.

2. Organization

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary-Treasurer, and Assistant Treasurer. The President and the Vice President shall be members of the Board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary-Treasurer, and Assistant Treasurer shall be appointed as set forth herein.

Section 2.2 President. The President shall preside at all meetings of the Board.

Section 2.3 Vice President. The Vice President shall preside at any meetings of the Board in the absence of the President and may exercise or perform the same due to absence or other inability.

Section 2.4 Secretary-Treasurer. The Secretary-Treasurer shall be the City Clerk. The Secretary-Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check only, keep an account of all Authority receipts and disbursements and the nature and the purpose relating thereto, shall file all financial reports and disclosures required of the Authority, and be responsible for the acts of the Assistant Treasurer. The Secretary-Treasurer shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary-Treasurer shall have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The Secretary-Treasurer shall advise the Board of all appropriate matters, participate in Board discussion, but shall not vote, unless appointed as a Commissioner as provided herein. The Secretary-Treasurer shall be responsible for recording and maintaining accurate records of the meetings of the Board and of all official actions taken by or on behalf of the Authority.

Section 2.5. Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

3. Procedures of Board of Commissioners

Section 3.1. Annual Meeting. The annual meeting of the Board shall be held during the last week of April each year. The Annual meeting of the Board shall be held between April 15-May 15 each year.

Section 3.2. Regular Meeting. The Board shall hold regular meetings monthly as the Board determines.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President at any time, upon three-day prior notice to all Commissioners and the Secretary-Treasurer. Upon the same notice, special meetings of the Board may also be called by any of the two Commissioners. The Secretary-Treasurer shall post notice of any special meeting in the principal's office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum. A quorum of the five-member Board shall consist of three Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may, but need not be, read aloud prior to a vote taken thereon. All resolutions shall be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. Miscellaneous

Section 4.1 Fiscal Year. The fiscal year of the Authority shall be the calendar year. The City shall be the fiscal agent for the Authority and shall establish a separate fund for the purpose of maintaining all financial and accounting records of the Authority, including the nature of all receipts and disbursements, money on hand and the purposes to which it may be applied, and records of Authority's debits and credits. The City shall establish such other funds as may be properly authorized and necessary for the conduct of the Authority's business.

Section 4.2. Checks. An authority check must be signed by the Secretary-Treasurer and the Mayor or Vice Mayor. The check must state the name of the payee and the nature for which the check was issued.

Section 4.3. Financial Statements. The City shall provide the Authority with such financial information as may be necessary for the proper conduct of the Authority's business. The funds established for the benefit of the Authority shall be audited annually and included as part of the City annual financial report. The City shall file such financial reports with the State and any other organizations or agencies as may be required for proper operation of the Authority.

Section 4.4. Report to City. The Authority shall annually, or more often if requested by the City Council, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year.

Section 4.5. Budget to City. The Authority shall annually send its budget to the City Council, no later than August 1, which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.6. Employees. The Authority may recommend the employment of an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.7. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.8. Supplies, Purchasing, Facilities, and Services. The Authority shall purchase such supplies and materials as it needs. The Authority shall follow such procedures as are applicable to other City departments and agencies. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.9. Execution of Contracts. All contracts, notes and other written agreements or instruments to which the Authority is a part or signatory or by which the Authority may be bound shall be executed by the President or Vice President, and the Secretary-Treasurer, or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe. All contracts will be signed after review by legal counsel.

Section 4.10 Appointment, terms; vacancies. Five-member authority: the commissioners constituting a five-member authority, one of whom must be a member of the city council, shall be appointed by the mayor with the approval of the city council. Commissioners may serve two terms, with the exception of the Council Liaison who may serve while being on the City Council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Subd 1. Terms are as follows:

Two Year	-	Lee Dahlgren
Three Year	-	Marlette Otto-Anderson
Four Year	-	Kevin Zitzow
Five Year	-	Vanessa Sleen
Six Year	-	Duane Strand

Subd 2. A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd 3. Compensation and reimbursement. A commissioner, including the president, shall be paid for attending each regular or special meetings of the authority in an amount to be determined by the city council. In addition to receiving pay for meetings the commissioners may be reimbursed for actual expense incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd 4. The Secretary-Treasurer and Assistant Treasurer will be paid compensation for their services in an amount to be determined by the City Council.

Subd 5. Removal for cause. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. When written charges have been submitted against a

commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city clerk.

Section 4.11. Conflict of Interest. Except as authorized in section 471.88 a commissioner, officer, or employee of an authority must not acquire any financial interest, direct or indirect, in any project or in any property included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 4.12. Liability in Contract or Tort. Subject to the provisions of chapter 466, an authority shall be liable in contract or in tort in the same manner as a private corporation. The commissioners of an authority shall not be personally liable as such on its contracts, or for torts, not committed or directly authorized by them. The property or funds of an authority shall not be subject to attachment, or to levy and sale on execution, but, if an authority refuses to pay a judgment entered against it in any court of competent jurisdiction, the district court for the county in which the authority is situated may, by writ or mandamus, direct the treasurer of the authority to pay judgment from any unencumbered funds available for that purpose. (MN State Statute 469.1081)

Section 4.13. Amendment of By-Laws. These By-Laws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Amended:

Passed by the City Council this ____ day of _____, 2015.24

Dean Haarstick, Mayor
Julie Bruhn, Mayor

Attest:

Julie Lammers, Clerk-Treasurer