

1 HRA members present: T. Shaver, R. Wothe, B. Petit, B. Ambrose
2 HRA members absent and excused: None.
3 City Staff present: Becky Malone, Jeff Thomson, Jeff Dahl
4 Others present: City Attorney David Schelzel, Attorney Allen Barnard
5

6 Chairman Shaver called the meeting of the HRA to order at 7:33 am.
7

8
9 APPROVAL OF AGENDA

10
11 Ambrose motioned to approve the September 20, 2016 meeting agenda as presented,
12 seconded by Petit. The motion passed 4/0 by voice vote.
13

14
15 APPROVAL OF HRA MINUTES OF August 2, 2016

16
17 Wothe stated on page 2 change line 2 and 3 to read: "...as a green roof, photovoltaic
18 cells, or a ballasted single...."
19

20 Ambrose stated on page 3 on line 13 strike "explained".
21

22 Wothe motioned to approve the workshop minutes of August 2, 2016 as amended,
23 seconded by Ambrose. The motion passed 4/0 by voice vote.
24

25
26 OLD BUSINESS

27
28 a. Discuss ownership options of Mill Street Parking Ramp
29

30 Dahl stated the HRA had briefly discussed ownership of the Mill Street Parking Ramp at
31 their August 2 meeting. Staff did discuss ownership options with the City Attorney. The
32 Ramp can be owned by either the HRA or the City. It was the opinion of staff that
33 transfer of the property to the City would be in the best interest of the HRA given the
34 fact that the City is better able to operate and maintain the ramp. The transfer process
35 would include a public hearing. Because the City is seeking G.O. TIF funds the HRA will
36 need to pledge these funds for the Ramp.
37

38 Shaver asked what the schedule was for the project at this time.
39

40 Dahl stated HGA is in the design development process and nearly completed the
41 construction documents. Staff will review these documents when complete and they will
42 go out for bid. Bids will be solicited at the end of September to early October and the
43 Council will award the bid at the end of October. Construction is expected to begin in
44 November. Concurrently the City is moving forward with financing options, starting with
45 a public hearing on November 1. The roof is an alternate design and there has not
46 been a final decision on if there would be a roof or not. The City is also continuing to
47 explore finance options.
48

1 Shaver clarified construction would begin prior to financing being established.

2

3 Dahl stated this was correct. The City did have the ability to begin funding the project
4 with the cash on hand. The call for a public hearing on November 1 is for financing.
5 There will be another public hearing for the bond sale or to consider the bond sale in
6 December.

7

8 Schelzel stated the HRA has a current plan in place to redevelop Mill Street with a
9 parking ramp. Allowing the City to proceed with the construction of the Ramp would be
10 within these plans and it would be appropriate to transfer the property to the City. The
11 best and most efficient arrangement would be for the City to own the property and
12 finance, construct, operate, and maintain the property. The HRA would have to call for
13 a public hearing and publish a notice a minimum of 10 days in advance and no more
14 than 30 days. They would recommend a special meeting of the HRA to meet the City's
15 timeline for the project. They would prepare the necessary documents to make the
16 transfer and would reference the HRA plan that is in place for the redevelopment of Mill
17 Street with findings that support the transfer of the property to the City.

18

19 Barnard stated if the HRA transfers the property to the City to the City and they
20 construct the Ramp then the City would be carrying out the HRA plan to have a parking
21 ramp.

22

23 Wothe stated the HRA originally purchased the property from the City. He asked if the
24 HRA would be giving this property to the City with no remuneration to the HRA.

25

26 Schelzel stated if the HRA holds, builds and maintains a ramp it would a considerable
27 expense to the HRA. If the property is transferred to the City it would net out because
28 the HRA would not have to construct, maintain, or fund the parking ramp.

29

30 Wothe stated the HRA was contributing the majority of the funding.

31

32 Shaver asked staff to find out what details on the original transfer of the property so the
33 HRA can make an informed decision.

34

35 Petit stated it would streamline the process if the City owned the property.

36

37 Ambrose stated there would be a benefit in the City having ownership of the property.

38

39 Shaver stated the question the HRA needs to consider is if they want to be an active
40 owner and operator of assets in the City.

41

42 Wothe stated the did not believe the HRA should take an active role in operating and
43 maintaining the parking ramp.

44

45 Ambrose stated the HRA role is to facilitate the City getting business done efficiently
46 and cost effectively. The HRA has had and will continue to have a role in financing but
47 it should not be operating and maintaining a parking ramp.

48

1 Shaver stated he would agree that the HRA is a finance vehicle for the City and should
2 not assume responsibility for operating a ramp.
3
4 Dahl clarified the next step would be to move forward with the transfer process and
5 schedule a public hearing.
6
7 Schelzel stated after the public hearing the HRA could take action and transfer the
8 property to the City via a resolution prepared by staff prior to the meeting.
9
10 Dahl stated staff would also provide information on the original transfer of the property.
11
12 Shaver suggested having staff provide a memo to the HRA members regarding the
13 original transfer of the property.
14
15 Ambrose motioned to direct staff to prepare documents and a resolution for the legal
16 transfer of the Mill Street property to the City as staff continues with the discovery of
17 information on the original transfer, seconded by Ambrose. The motion passed 4/0 by
18 voice vote.
19
20 Wothe asked if the HRA should consider transferring the portion of the Muni parking
21 owned by the HRA to the City with this transaction.
22
23 Dahl stated this would be a separate transaction and could be discussed at a future
24 date.
25
26 Dahl stated they could publish a public hearing notice for the week of October 10 at the
27 earliest.
28
29 Shaver asked for an update on all of the approvals for the parking ramp.
30
31 Dahl stated the expected completion date is Memorial Day 2017. He would provide a
32 timeline for approvals to the HRA. Staff is also working on a parking mitigation plan for
33 construction.
34
35 Petit asked if there was a way to credit people who took alternate transportation such as
36 Uber to restaurants in the area.
37
38 Dahl stated this was something that could be looked into.
39
40 Petit asked if the HRA would be part of the decision to include a roof.
41
42 Dahl stated the option for the roof would be decided by the City Council.
43
44 Wothe stated he would be opposed to an increase in the levy to support the parking
45 ramp.
46
47
48

1 NEW BUSINESS

2
3 a. Vacant/Expiring HRA Seats

4
5 Shaver stated the vacant seat is Dr. McGill's seat and Commissioner Ambrose's
6 position is expiring.

7
8 Ambrose stated he would like to continue.

9
10 Dahl stated the City would be sending out the marketing materials and applications for
11 the open seats this week. Applications are due October 31 and the Council is expected
12 to make appointments for open positions by January.

13
14 Shaver requested staff let the Commission know when this has been posted so they
15 can inform those interested.

16
17 b. Consider future meetings at 7:30 am on the last Thursday in the months of
18 January, April, July and October as follows:

- 19 i. January 26, 2017
20 ii. April 27, 2017
21 iii. July 27, 2017
22 iv. October 26, 2017

23
24 Wothe stated he would be unavailable in January.

25
26 Shaver suggested moving the January meeting to February 3 instead of January 26.
27 He asked if the April meeting would be the annual meeting. He requested the annual
28 meeting be put in brackets on the schedule so they were aware of it.

29
30 Dahl stated this would be an appropriate date for the annual meeting and election of
31 officers would be February 3.

32
33 Shaver stated there was an open Secretary seat on the Commission.

34
35
36 NEXT MEETING DATE: October 13, 2016

37
38 Shaver stated the next scheduled meeting was February 3, 2017. There will be a
39 special meeting the week of October 10.

40
41 Dahl stated he would post notice of a special HRA meeting on October 13.

42
43
44 ADJOURNMENT

45
46 There being no further business; Wothe motioned to adjourn at 8:25 a.m., Ambrose
47 seconded the motion and the motion passed 4/0 by voice vote.

48

1 Respectfully submitted,

2 *Becky Malone* 10-13-2016
3

4 Becky Malone

5 Deputy City Clerk

6 City of Wayzata

7 Drafted by Tina Borg, *TimeSaver Off Site Secretarial, Inc.*