

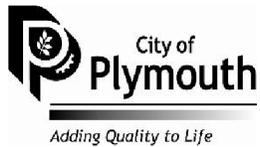
**CITY OF PLYMOUTH
AGENDA
JOINT COUNCIL/EDA MEETING
JUNE 21, 2016, 5:00 p.m.
MEDICINE LAKE CONFERENCE ROOM**

1. CALL TO ORDER

2. TOPICS

- A. Four Seasons Mall redevelopment site
- B. EDA Bylaws
- C. Set future Study Sessions

3. ADJOURN



**SPECIAL COUNCIL/
EDA MEETING**

June 21, 2016

To: Dave Callister, City Manager
Prepared by: Danette Parr, Economic Development Manger
Steve Juetten, Community Development Director
Reviewed by:
Item: Four Seasons Mall Redevelopment Site

Rockhill Development has recently signed a purchase agreement with Walmart for the Four Seasons Mall property located at the Southwest corner of Highway 169 and County Road 9 (Rockford Road). In anticipation of redeveloping the site, the developer has undertaken conceptual planning efforts. Prior to further refining plans, the developer and his consulting team would like to gain preliminary feedback from the Council. This feedback will help them make enhancements to the plans prior to submitting for the full staff review and public process through the Planning Commission and Council. Along with this Council study session, the developer has indicated that they intend to host a neighborhood meeting in the near future to introduce the preliminary concept to the public and receive feedback.

The plan to date has gone through iterations and will continue to go through more as it moves through the public process. Staff has met with the developer on a few occasions over the past several weeks. In staff's initial observations, many of the uses identified would seem to be appropriate for the property. However, at this point given the conceptual level of discussions, a detailed review regarding amount of building square footage, site design, landscaping/screening, architecture (design/materials), traffic generation, internal site traffic flow, parking, emergency vehicle access and circulation, and storm water has not taken place.

The developer and design team continue to refine the plan and will be presenting the most current idea for the first time at the meeting. Although completed approximately five years ago, if the Council would like to understand some of the constraints of the property and some high level possible ideas the 2011 Four Seasons Mall Study is available in on the City Website (<http://www.plymouthmn.gov/index.aspx?page=627>) or in Drop Box under Reports & Studies (1 & 2).





Agenda
Number:

2B

**SPECIAL
COUNCIL/EDA
MEETING**

June 21, 2016

To: Dave Callister, City Manager

Prepared by: Danette Parr, Economic Development Manger

Item: Draft EDA Bylaws

On May 3, 2016, the EDA discussed the proposed organizational aspects of the EDA and draft Bylaws. In response to that discussion, the attached Bylaws reflect requested changes.

The EDA is not required to take action at this time and the EDA may choose to convey additional changes or it may approve the Bylaws as proposed. If the Bylaws are adopted, the EDA will need to elect a Vice-President to be included in the attached resolution.

Attachment:
Draft EDA Bylaws
Resolution

BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF PLYMOUTH, MINNESOTA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Economic Development Authority of the City of Plymouth, Minnesota" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. As required by Minnesota Statutes, Section 469.096, Subdivision 1, the Authority shall have an official seal, which shall be in the form depicted on Exhibit A.

Section 3. Office of Authority. The offices of the Authority shall be the City of Plymouth, Minnesota City Hall.

~~Section 3.~~ Section 4. Membership. The members of the Authority shall be the seven members of the Plymouth City Council and shall serve coterminously with his/her current Council term.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Treasurer, an Assistant Treasurer and a Secretary. The City of Plymouth Mayor shall serve as the Board President. The Vice-President and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The Assistant Treasurer and the Secretary shall be appointed members of city staff: and non-voting staff to the Board.

~~Section 1.~~ Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice-President, in the Secretary's absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the Treasurer and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

~~Section 2.~~ Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President.

~~Section 3.~~ Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall be a member of city staff and appointed by the Board. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

~~Section 4.~~Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Treasurer shall post a bond as required by Minnesota Statutes, Section 469.096, Subdivision 6. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

~~Section 5.~~Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

~~Section 6.~~Section 7. Vacancies. Should the office of Vice-President, Treasurer, Assistant Treasurer or Secretary become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer. A vacancy of the office of President shall be automatically filled by the acting Mayor of the Plymouth City Council.

~~Section 7.~~Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least ~~two (2)~~three (3) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Four Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Call to order.
2. Roll call.
3. Approve agenda.
4. Consent agenda.
5. General business.
6. Other reports.
7. Adjourn.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than four members of the Board ~~simple majority of all Commissioners present~~, unless a different requirement for adoption is prescribed by law. Resolutions may, but need not, be read aloud prior to vote taken thereon and may, but need not, be executed after passage.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV - MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least four of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Plymouth, Minnesota.

~~Section 2.~~ Section 3. Council Approval. All items approved by the Authority must be ratified by the City Council before taking effect.

Adopted on ~~May 3~~ June 21, 2016.

Exhibit A

Form of Official Seal

RESOLUTION ORGANIZING THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA

IT IS HEREBY RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority of the City of Plymouth, Minnesota (the "EDA") as follows:

1. Recitals.

(a) On January 12, 2016, the City of Plymouth, Minnesota (the "City"), acting through its City Council, adopted an enabling resolution establishing the EDA pursuant to Minnesota Statutes, Sections 469.090 through 469.1082.

(b) The Board wishes to provide for the basic organization of the EDA, including appointment of officers and adoption of Bylaws.

2. Adoption of Bylaws and Appointment of Officers. The Board hereby (1) approves the Bylaws of the EDA, as presented on the date hereof for the Board's consideration, and (2) appoints and approves the following officers of the EDA (Note: the offices of President, Vice-President and Treasurer must be held by Boardmembers, but the offices of Secretary and Assistant Treasurer need not be; the offices of President and Vice-President must be held by different persons):

President	___ Mayor Slavik ___
Vice-President	_____
Treasurer	___ Mayor Slavik ___
Secretary	___ Sandy Engdahl ___
Assistant Treasurer	___ Dave Callister ___

The President shall be the chief presiding officer of the Board and shall have such other responsibilities as may be required by law or conferred on the President by resolution of the Board. In the absence of the President, the Vice-President shall assume all of said responsibilities of the President. The offices of President, Treasurer, and Secretary shall be elected annually, as required by law. The Secretary shall act as the chief recording officer for the Board and shall maintain a file of minutes of Board meetings and resolutions.

In accordance with Minnesota Statutes, Section 469.096, Subdivision 8, all checks of the EDA shall be signed by the Treasurer and the Assistant Treasurer and shall state the nature of the claim for which the check is issued. As required by law, the EDA shall adopt an official seal.

3. Regular Meetings of the Board. The Board's regular meetings shall be held at such times as the Board may designate.

The following Boardmembers were present:

and the following were absent:

The motion for the adoption of the foregoing resolution was introduced by Boardmember _____ and was duly seconded by Boardmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted and was signed by the President and Secretary.

Adopted by the Board of Commissioners on June 21, 2016.

By _____
President

Attest _____
Secretary

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS
CITY OF PLYMOUTH)

I, the undersigned, being the duly qualified and acting Secretary of the Economic Development Authority of the City of Plymouth, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular or special meeting of the Board of Commissioners held on June 21, 2016, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to a Resolution Organizing the Economic Development Authority of the City of Plymouth, Minnesota.

WITNESS my hand officially as Secretary on _____, _____.

Secretary



Agenda
Number: 2C

**SPECIAL
COUNCIL/EDA
MEETING**

June 21, 2016

To: Mayor and Council

Prepared by: Dave Callister, City Manager

Reviewed by:

Item: Set Future Study Sessions

If the Council desires to schedule study sessions, calendars are attached to assist with scheduling.

Pending Study Session Topics (at least 3 Council members have approved the following study items on the list):

None at this time.

Other Council requests for Study Session Topics:

None at this time.

July 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4  INDEPENDENCE DAY CITY OFFICES CLOSED	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 5:30 PM SPECIAL COUNCIL MEETING Public Improvement Special Assessment Policy Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	14	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25	26 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room 5:30 - 8:30 PM Kids Fest Hilde Performance Center	29	30
31						

Modified on 06/02/2016

CHANGES ARE MADE IN RED

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

Phone: 763-509-5000
Fax: 763-509-5060

August 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 2:30-5:00 PM NIGHT TO UNITE KICKOFF Plymouth Creek Center 6:30-9:30 PM NIGHT TO UNITE CITY COUNCIL FILINGS OPEN	3 7:00 PM PLANNING COMMISSION MEETING Council Chambers	4	5	6 10:00 AM - 3:00 PM ABSENTEE VOTING
7	8 ABSENTEE VOTING Until 5:00 PM	9 STATE PRIMARY ELECTION DAY Polls open 7:00 AM to 8:00 PM 8:00 PM REGULAR COUNCIL MEETING Council Chambers	10 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	11	12	13
14	15	16 6:00 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room CITY COUNCIL FILINGS CLOSE 5:00 PM	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers	18 CITY COUNCIL FILINGS DEADLINE TO WITHDRAW 5:00 PM	19	20
21	22	23 5:30 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	24	25 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	26	27
28	29	30 6:00 PM SPECIAL COUNCIL MEETING (If Needed) Budget/CIP Medicine Lake Room	31			

Modified on 06/09/2016

CHANGES ARE MADE IN RED

September 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5  LABOR DAY CITY OFFICES CLOSED	6	7 7:00 PM PLANNING COMMISSION MEETING Council Chambers	8 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Park Maintenance	9	10
11	12	13 5:30 PM SPECIAL COUNCIL MEETING Update on Mill and Overlay Program Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	14 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	15	16	17
18	19	20	21 7:00 PM PLANNING COMMISSION MEETING Council Chambers	22 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	23	24 11:30 AM - 3:00 PM Plymouth on Parade Celebration City Center Area
25	26	27 7:00 PM REGULAR COUNCIL MEETING Council Chambers	28	29	30	

Modified on 06/1516

CHANGES ARE MADE IN RED

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

Phone: 763-509-5000
Fax: 763-509-5060

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 6:30 PM City Volunteer Recognition Event Plymouth Creek Center	5 7:00 PM PLANNING COMMISSION MEETING Council Chambers	6	7	8
9	10  COLUMBUS DAY Observed PLYMOUTH PUBLIC WORKS DIVISION CLOSED	11 7:00 PM REGULAR COUNCIL MEETING Council Chambers	12 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	13 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Plymouth Ice Center	14	15
16	17	18	19 7:00 PM PLANNING COMMISSION MEETING Council Chambers	20	21	22
23	24	25 5:30 PM SPECIAL COUNCIL MEETING Utility overview Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	26	27 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	28 6:00 - 8:30 PM Halloween at the Creek Plymouth Creek Center	29
30	31					

Modified on 04/13/2016

CHANGES ARE MADE IN RED