



EDA Annual 2020 Meeting
Wednesday, January 8, 2020 8:00 am
Cloquet City Hall 101 14th ST Cloquet, MN 55720

AGENDA

ACTION TAKEN

- 1. Oath of Office At-Large EDA Commissioners.**
 - Sue Ryan, Upper Lakes Foods (ULF)
 - Dave Manderfeld, United States Gypsum (USG) Interiors LLC
 - John Riihiluoma, Ray Riihiluoma Inc. (RRI)

- 2. Roll Call.**

- 3. Group Introductions.**

- 4. EDA Commissioners / Ex-Officio Roles / EDA Handbook.**

- 5. Motions and Resolutions.**
 - a. Cloquet EDA Selection of Officers for 2019**
Motion to appoint:
 - *President*
 - *Vice President*
 - *Treasurer*
 - *Secretary*
 - *Assistant Treasurer*

 - b. Economic Development Partnership**
Motion to appoint:
 - *EDA Representative*

- 6. Discussion.**

- 7. Adjourn.**

CLOQUET EDA



THE ROLE OF AN EDA COMMISSIONER

To serve as one of seven **Cloquet Economic Development Authority (EDA) Commissioners** representing the City of Cloquet at-large; discuss and address issues and public policy concerning community and economic development; receive and consider advice and professional recommendation concerning City actions related to community and economic development; advise the City Council (Council) regarding the same; exercise all authority and power delegated to the Cloquet EDA by the Council and State Statutes (the Cloquet EDA statutorily is an EDA-HRA which simply means that it is an EDA with Housing Redevelopment Authority (HRA) powers) in an open, respectful and lawful manner. Preference for membership includes previous experience with community and/or economic development; previous business or non-profit development experience. A Commissioner position may encounter non-public data in the course of their duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to perform the duties of an EDA Commissioner related to decision making and recommendations on actions. While data are being accessed, this position should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data per MN Data Practices Act.

FUNCTIONS:

- Consider and vote on various Cloquet EDA actions (motions, resolutions, etc.).
- Consider the interests and needs of residents, private businesses and public organizations regarding community and economic development.
- Attend and prepare for various Cloquet EDA meetings, Council work sessions etc.
- Establish goals and objectives for community and economic development, and provide direction to City staff.
- Explore opportunities for community and economic development under the general guidance of the Council.
- Recommend budget actions and decisions to the Council.
- Review and approve various Cloquet EDA programs and services (grants, loans, policies on economic development tools, projects, studies etc.).
- Conduct Cloquet EDA business in compliance with City policies and State Statutes.
- Exercise all other duties and responsibilities delegated to the Cloquet EDA by Council or state statute acknowledging that a Commissioner position's work product or services provide crucial advice and insight to the Council.

CLOQUET EDA



THE ROLE OF A CLOQUET EDA EX-OFFICIO MEMBER

A **Cloquet EDA Ex Officio Member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. At this time ex officio members include the Cloquet Area Chamber of Commerce and Carlton County EDA (*other examples could include Fond Du Lac Reservation economic development staff etc.*).

FUNCTIONS:

- Participatory rights of Cloquet EDA Ex Officio Members are informational in nature and they abstain from voting.
- Consider various Cloquet EDA actions (motions, resolutions, etc.).
- Consider the interests and needs of residents, private businesses and public organizations regarding community and economic development.
- Attend and prepare for various Cloquet EDA meetings, Council work sessions as relevant.
- Consider goals and objectives for community and economic development, and provide insight to the Cloquet EDA and City staff.
- Explore opportunities for community and economic development and provide insight to the Cloquet EDA and City staff.
- Review budget actions and decisions to the Council.
- Review various Cloquet EDA programs and services (grants, loans, policies on economic development tools, projects, studies etc.).



Community Development Department
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To: City of Cloquet Economic Development Authority (EDA)
From: Holly Hansen, Community Development Director
Date: December 23, 2019

ITEM DESCRIPTION: Selection of Officers and Representation

Requested EDA Action

The EDA shall: appoint the following 2020 positions:

- **Appoint Cloquet EDA President (*A City Councilor should not serve as President*)**
- **Appoint Cloquet EDA Vice President (*A City Councilor can serve as VP*)**
- **Appoint an EDA Representative to the Cloquet Economic Development Partnership**
- ***Approve Cloquet EDA Treasurer (City Finance Director)***
- ***Approve Cloquet EDA Secretary (Community Development Director)***
- ***Approve Assistant Treasurer (City Administrator)***

Background/Overview

EDA Appointment of President and Vice President

Each year the EDA is required, as part of its bylaws, to select and appoint its officers. As part of the annual meeting, the EDA shall appoint the following positions: President and Vice President for the Cloquet EDA. There are no term limits for service in these positions. The City Attorney did advise that a Councilor should not serve as President. In 2019, Ross Peterson served as President and Lara Wilkinson as Vice President. The EDA is asked to appoint a President and Vice President to the Cloquet EDA.

EDA Bylaws also include the *non-appointed EDA positions of:*

- Treasurer – City Finance Director (Nancy Klassen)
- Secretary—Community Development Director (Holly Hansen)
- Assistant Treasurer—City Administrator (Tim Peterson)

EDA Appointment of Cloquet Economic Development Partnership Representatives for 2020

Annually the EDA appoints one representative to serve on the Cloquet Economic Development Partnership and the Council appoints one representative to serve. During 2019, Commissioner Smith served as the Councilor on this Board and Commissioner Smith for the EDA. The EDA is asked to appoint a Commissioner to serve on this committee. This ad hoc group was originally formed in 2003 to bring together leadership and resources necessary to facilitate and support sustainable economic development. Today, the purpose of the Cloquet Economic Development Partnership is to report initiatives that surrounding government and education agencies are working on in the Cloquet Area to create awareness and alignment as an economic area. As key initiatives are identified subcommittees can be formed to further those initiatives. Annually the Cloquet EDA appoints one



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representative to serve on the Cloquet Economic Development Partnership and the City Council appoints one representative to serve. Active agencies on this group include the following:

- Carlton County / County Board of Commissioners / Carlton County Economic Development
- FDL Reservation Economic Development
- Cloquet Area Chamber of Commerce
- ISD 94
- FDLTCC
- City of Cloquet / Cloquet City Council / Cloquet EDA

Policy Objectives

The EDA Bylaws require officers to be appointed annually along with other board memberships.

Financial / Budget / Grant Considerations

None at this time. FYI the EDA's financial advisor is Ehlers, development attorney firm is Briggs and Morgan, and loan review organization is the Northspan Group.

Advisory Committee Actions

None.

Supporting Documents

- Cloquet EDA Bylaws