



**EDA Annual 2022 Meeting**  
Wednesday, January 5, 2022 8:00 am  
Cloquet City Hall 101 14<sup>th</sup> ST Cloquet, MN 55720

## AGENDA

### ACTION TAKEN

1. **Roll Call.**
2. **Approval of January 2021 Meeting Minutes**
3. **EDA Meeting Calendar**
  - No July meeting
4. **Background & Roles / Cloquet EDA website – Programs & Tools**
5. **Motions and Resolutions.**
  - a. **Cloquet EDA Selection of Officers for 2022**  
*Motion to appoint:*
    - **President**
    - **Vice President**
    - *Treasurer*
    - *Secretary*
    - *Assistant Treasurer*
  - b. **Economic Development Partnership** (meet quarterly in March, June, September, and December the second Tuesday of the month from 11:30a.m. - 12:45p.m.)  
*Motion to appoint:*
    - **EDA Representative** (*for 2021 the EDA did not appoint a Rep due to workday conflicts of existing EDA members*)
    - **Council will appoint a Representative for 2022, Roger Maki**
6. Discussion.
7. Adjourn.



**CLOQUET ECONOMIC DEVELOPMENT  
AUTHORITY**

101 14<sup>th</sup> St., Cloquet, MN 55720

January 6, 2021

**MINUTES OF THE ANNUAL EDA MEETING**

**EDA Members Present:** Steve Micke, Shelia Lamb, Lara Wilkinson, Sue Ryan, Dave Manderfeld, Mark Lanigan

**EDA/Ex-Officio/Staff Members Absent:** John Riihiluoma, Kelly Zink

**Ex-Officio Staff/Staff Members Present:** Holly Hansen, Tim Peterson, Al Cottingham, Nancy Klassen (City), Mary Finnegan (Carlton County EDA), Lyz Jaakola, Cloquet City Council

EDA Secretary Ms. Hansen called the meeting to order at 8:01 a.m. The meeting was conducted by video/teleconference via Go To Meeting for EDA attendees and recorded by Swagit for CAT-7.

**1. OATH OF OFFICE**

Ms. Hansen read the Oath of Office with newly EDA appointed, and Council endorsed, EDA At-Large Commissioner Mark Lanigan President of Cloquet Frandsen Bank.

**2. ROLL CALL**

Ms. Hansen conducted roll call.

City Councilor/EDA Commissioner Shelia Lamb announced this would be her last meeting due to family conflicts and that the City Council voted her replacement to be Lyz Jaakola effective at the February meeting (she was in attendance).

**3. GROUP INTRODUCTIONS**

All meeting attendees introduced themselves.

**4. EDA MEETING CALENDAR / BACKGROUND & ROLES**

Ms. Hansen reviewed the background on the Cloquet EDA, role of Commissioners, and the role of Ex-Officio members.

**5. MOTIONS AND RESOLUTIONS**

**a. Cloquet EDA Selection of Officers for 2021**

Motion to appoint:

- EDA At-Large Commissioner Steve Micke was appointed to President.
- EDA At-Large Commissioner David Manderfeld was appointed to Vice President.
- Per EDA By-Laws the Treasurer is City Finance Director Klassen; Secretary is Community Development Director Hansen; and Assistant Treasurer is City Administrator Peterson.

**b. Cloquet Economic Development Partnership (meet quarterly in March, June, September, and December the second Tuesday of the month from 11:30a.m. - 12:45p.m.)**

*Motion to appoint:*

- No EDA Representative was appointed due to workday conflicts.
- The City Council Representative will be Roger Maki along with staff Tim Peterson, City Administrator and Holly Hansen, Community Development Director.



Cloquet Economic  
Development Authority

**CLOQUET ECONOMIC DEVELOPMENT  
AUTHORITY**

101 14<sup>th</sup> St., Cloquet, MN 55720  
January 6, 2021

**Next meeting date**

Next Annual Meeting of the Cloquet EDA will be January 5, 2022

**ADJOURNED 8:25 a.m.**

Respectfully submitted,

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Holly Hansen, Community Development Director

# 2022 CLOQUET EDA MEETING CALENDAR

### January

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### February

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

### March

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

### April

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

### June

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

### July

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### August

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

### September

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

### October

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### November

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

### December

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# CLOQUET EDA



## THE CLOQUET ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Minnesota State Statutes guides the functional activities an EDA can undertake along with its structure. For further background information, please reference the Economic Development Authority Handbook: <https://mnedf.org/wp-content/uploads/2014/12/EDA-Handbook.pdf>. The Cloquet EDA website [www.cloqueteda.com](http://www.cloqueteda.com) overviews land opportunities in the Cloquet Business Park, city loan programs (along with regional, state, and federal), other economic development tool applications (tax increment financing, tax abatement, and private revenue bond financing), listing for sites and buildings in the City supporting office, commercial or industrial use, and marketing information on Cloquet and its competitive niches. Staff also pushes faster paced information out on the Cloquet Community Development Facebook page: <https://www.facebook.com/cloquetcommunitydevelopment/>.

The EDA's Development Attorney is Taft Law and the EDA uses Northspan for Loan Reviews (with the exception of the current Cloquet Business Assistance Loan for COVID relief with the Entrepreneur Fund). The EDA contributes \$2,500 annually to Northland Connection which lists available buildings or land sites in Cloquet that are commercial, office or industrial sites.

## 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.

## CLOQUET EDA



- 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.

### 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.).



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To: City of Cloquet Economic Development Authority (EDA)  
From: Holly Hansen, Community Development Director  
Date: December 22, 2021

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**ITEM DESCRIPTION: Selection of Officers and Representation**

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**Requested EDA Action**

The EDA shall: appoint the following 2022 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 Cloquet EDA Representative to the **Cloquet Economic Development Partnership**
  
- *Approve* Cloquet EDA Treasurer (EDA Bylaws, City Finance Director)
- *Approve* Cloquet EDA Secretary (EDA Bylaws, 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 2021, Steve Micke served as President and Dave Manderfeld as Vice President. **The EDA is asked to appoint a President and Vice President to the Cloquet EDA via nomination and discussion.**

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

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

EDA Appointment of Cloquet Economic Development Partnership Representatives for 2022

**Annually the EDA appoints one representative to serve on the Cloquet Economic Development Partnership and the Council appoints one representative to serve. During 2021, no EDA Commissioner served on this board due to work conflicts and Mayor Maki served on behalf of the Council.**

This year the group has met virtually, 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



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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. 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.

**Advisory Committee Actions**

None.

**Supporting Documents**

- Cloquet EDA Bylaws

**BYLAWS OF THE  
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CLOQUET  
DATED: JULY 10, 2001  
AMENDED: APRIL 6, 2010; January 31, 2011; October 17, 2011; February 19, 2013**

**1. THE AUTHORITY**

**Section 1.1. Name of the Authority.**

The name of the Authority shall be the Economic Development Authority of the City of Cloquet (hereinafter, the “Authority”), and its governing body shall be called the Board of Commissioners (hereinafter, the “Board.”)

**Section 1.2. Office.**

The principal office of the Authority shall be the Cloquet City Offices.

**Section 1.3. Seal.**

The official seal of the City of Cloquet 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, a Treasurer, and an Assistant Treasurer. The President and Vice President shall be members of the Board and shall be elected annually at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary, Treasurer, and Assistant Treasurer need not be held by a Commissioner.

**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 meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

**Section 2.4. Treasurer.**

The Treasurer shall be the City Finance Director. The 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 purpose relating thereto, shall file all financial reports and disclosures required of the Authority, make investments consistent with the City’s Investment Policy, and be responsible for the acts of the Assistant Treasurer, should one be appointed.

**Section 2.5. Secretary.**

The Secretary shall be the Community Development Director. The Secretary shall keep minutes of all meetings of the Board and shall maintain records of the Authority. The Secretary shall have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

**Section 2.6. Assistant Treasurer.**

The Assistant Treasurer shall have all the powers and duties of the Treasurer and/or Secretary if either is absent or disabled. The Assistant Treasurer shall be the City Administrator.

**Section 2.7. Executive Director.**

The Board may create an Executive Director position. This position shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribed.

**Section 2.8. Advisory Committees.**

The Authority may by resolution establish one or more advisory committees to the Authority.

**3. PROCEDURES OF BOARD OF COMMISSIONERS**

**Section 3.1. Annual Meeting.**

The annual meeting of the Board shall be held at 8:00 a.m. on the first Wednesday of the month of January in each year.

**Section 3.2. Regular Meetings.**

The Board shall hold regular meetings on the first Wednesday of each month, commencing at 8:00 a.m. or at such other time as the Board may determine.

**Section 3.3. Special Meetings.**

Special meetings of the Board may be called by the President, any two Commissioners, or by the Secretary. The Secretary shall post notice of any special meeting in the principal office of the Authority no less than three (3) days prior to such special meeting.

**Section 3.4. Quorum.**

A quorum of the seven member Board shall consist of four 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 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 Authority shall establish a separate enterprise 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 Authority shall establish such debt service funds as may be properly authorized and necessary for conduct of the Authority's funds.

**Section 4.2. Bond.**

The Board shall insure that all persons responsible for management of the Authority's financial records and resources are properly bonded.

**Section 4.3. Checks.**

The President and Treasurer shall execute all checks authorized by the Authority. Vouchers authorizing such expenditures shall be submitted and approved in conjunction and accordance with procedures for payments of other claims against the City.

**Section 4.4. Financial Statements.**

The Authority's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

**Section 4.5. Report to City.**

The Authority shall annually 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 4.6. Budget to City.**

The Authority shall annually send its budget to the City Council 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 4.7. Employees.**

The Authority may employ an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensations.

**Section 4.8. Services.**

The Authority may contract for the services of consultants, agents, public accounts 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 4.9. Supplies, Purchasing, Facilities, and Services.**

The Authority shall purchase such supplies and materials as it needs. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

**Section 4.10. 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 and EDA Secretary, and/or the Executive Director or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe. All contracts shall be signed after review by legal counsel.

**Section 4.11. Amendment of Bylaws.**

These bylaws 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 (5) days prior to the meeting at which such amendment is considered. All such amendments shall be approved by resolution of the City Council.