

**MEMORANDUM OF UNDERSTANDING
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT**

By and Among

**THE COUNTY OF ANOKA, CONNEXUS ENERGY, METRONORTH CHAMBER OF COMMERCE,
AND PARTICIPATING MUNICIPALITIES WITHIN ANOKA COUNTY**

This Memorandum of Understanding (“MOU”) is by, between, and among the County of Anoka, a political subdivision of the state of Minnesota, (hereinafter “the County”); Connexus Energy, a Minnesota corporation in Ramsey, Minnesota; MetroNorth Chamber of Commerce, a Minnesota nonprofit organization; and participating Municipalities located within Anoka County, Minnesota (See Exhibit A). For purposes of this MOU, the aforementioned are referred to collectively as the “Hosting Agencies” for the Anoka County economic development initiative.

WHEREAS, a research study was completed by a Consultant, Ady Advantage, in December 2017 (“the Study”) for a market research analysis and evaluation of business opportunities, targets, and strategies for economic development within Anoka County; and

WHEREAS, as a result of the Study, the Hosting Agencies plan to gather with one another as well as other community partners to develop a vision, create an action plan, and set realistic goals to implement shared objectives for economic development and business recruitment within Anoka County; and

WHEREAS, the Hosting Agencies wish to enter into this MOU to establish organizational structures and to develop specific goals and objectives for the collaboration;

NOW, THEREFORE, it is agreed as follows:

- A. Purpose. The purpose of this MOU is to set a framework for the Hosting Agencies and other participating entities, to further the goals of the economic development collaboration by: (a) outlining general objectives, (b) defining mutual responsibilities, and (c) setting goals, timelines, communication, and other details necessary to achieve the desired outcomes.
- B. Term. This Memorandum of Understanding is effective upon execution and will continue in effect for five (5) years, or until completion and implementation of a Final Action Plan, as determined by the Executive Committee. The term of this MOU may be renewed for subsequent five (5) year terms upon written agreement of the parties.
- C. Executive Committee. For purposes of this MOU, the Executive Committee for the Anoka County economic development initiative is comprised of representatives from Anoka County, Connexus Energy, Metro North Chamber, and up to four participating cities (“City members”). City members of the Executive Committee shall have staggered, rotating terms as addressed below. A Chairperson may be selected by the members of the Executive Committee to set and conduct meetings and be the primary point of contact between the Executive Committee and any subcommittees.

The names and contact information for the initial Executive Committee members are listed in the attached **Exhibit B** to this Agreement.

1. Executive Committee Members' Terms, Election, and Appointment:

- The members of the Executive Committee shall serve for initial terms of eighteen (18) and twenty four (24) months, as designated on Exhibit B. Certain Executive Committee members' terms may be renewed, as appropriate, to fulfill the objectives set forth in this MOU.
- No more than two County representatives may be designated as "voting members" on the Executive Committee. Other County representatives serving on the Executive Committee, in excess of two voting members, shall participate as non-voting members.
- The four City members of the Executive Committee shall have staggered, rotating terms to enable other participating municipalities to serve on the Executive Committee, as desired. City members may serve a maximum of two (2) consecutive terms.
- As City members' terms expire, the Executive Committee shall survey interest among all participating cities and elect new City members to the Executive Committee to fill expired or vacant terms. The Committee's selection of new City members shall take into consideration such factors as the size of each municipality, and location, to ensure that the Executive Committee constitutes a diverse geographic representation of Anoka County.
- Election of Executive Committee members shall be accomplished by majority vote, to take place at a regular meetings of the Committee, or by electronic means (email) if a vacancy arises. .

2. Executive Committee Meetings:

- The Executive Committee members will hold regular meetings approximately every other month, with the first meeting to be scheduled in the fall of 2018.
- At least two times per year, the Executive Committee will schedule broad based meetings and invite a larger group of City officials and staff, community partners, and other stakeholders, to provide updates and information regarding the current priorities of the economic development collaboration.
- The Executive Committee may also communicate electronically (via email) to review opportunities and give direction to subcommittees as needed.

3. Executive Committee Goals and Objectives:

- Define a Vision: The Executive Committee is responsible for gathering information from its subcommittees to form a vision for the business climate and opportunities within Anoka County. The Executive Committee will then communicate that vision with all Cities, community partners and identified stakeholders in the County.

- Develop a Strategic Plan. The Executive Committee will engage in strategic planning, to develop goals, interim activities, and a Final Action Plan, within applicable time frames as set by the Executive Committee.
- Communication. The Executive Committee will ensure that reliable communication occurs with all subcommittees, and that cities and community partners are kept informed of the progress and results of the collaboration.
- Review and Contracting. The Executive Committee will continually review its progress and may enter into contracts with outside partners or private companies, as required to effectively research and/or implement work developed over the course of this project.

D. Subcommittees. The purpose of subcommittees is to ensure diversification of ideas and representation across Anoka County in taking on specific tasks related to economic development.

- The Executive Committee may, at any time during one of its regular meetings, seek to establish, modify, or eliminate one or more subcommittees, which may be comprised of County and City officials/staff, community partners, or other public or private individuals or entities assisting in the economic development collaboration.
- Subcommittees may also include additional advisory members with expertise relevant to the work of the subcommittee.
- As of the date of this MOU, three Subcommittees have been formed: (1) Alignment/Regionalism; (2) Readiness; (3) Marketing and Differentiation.
- Subcommittees should attempt to meet on a monthly basis if possible.

E. Reporting. The following persons/entities should provide written or oral monthly reports to the Executive Committee:

- a. Subcommittee Reports. All subcommittees shall promptly deliver reports to the Executive Committee on matters which the subcommittee has addressed.
- b. Economic Development Specialist. Anoka County will direct its Economic Development Specialist (“ED Specialist”) to assist the Executive Committee and other entities in this collaboration. The ED Specialist will report directly to the County Administrator regarding day-to-day operations and activities. At the request of the Executive Committee, the ED Specialist will provide reports to the Executive Committee as to research outcomes and progress. The ED Specialist may also be asked to present findings at the broader, semi-annual meetings attended by cities, community partners, and other stakeholders.

F. Financial Contributions.

- a. Economic Development Specialist. The County is subsidizing and monitoring the activities of the Economic Development Specialist, described herein, to provide direct project assistance and research in connection with this collaboration.
- b. Budget and Cost Sharing. If the Executive Committee seeks continued services for website and social media support, marketing assistance, or other outside services,

the cost allocation among cities and financial responsibilities will require execution of separate agreements. On or around August of each calendar year, a proposed budget for the following year will be voted on by the Executive Committee at a regular meeting, and distributed to the members. An agreement for voluntary cost sharing among participating municipalities will also be distributed, with the first agreement effective for year 2019. Negotiation, execution, and administration of any such cost sharing agreement must comply with applicable statutes and regulations. Nothing in this MOU shall obligate the agencies or partners to obligate or transfer any funds absent a separate agreement authorizing such contributions.

G. Modification: Material alternations, modifications, or variations of the terms of this MOU must be reduced to writing as an amendment and signed by the parties. Election or appointment of members to the Executive Committee, the formation of subcommittees, and updates to Exhibits A and B to this MOU do not require formal amendment of this MOU.

H. Authorized Representatives. By signing this MOU, the undersigned certifies that he/she is authorized to act and carry out the terms of this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated below.

County of Anoka:

Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Date: _____

Attest:

Jerry Soma, County Administrator

Date: _____

Connexus Energy:

Bruce Sayler, Principal

Date: _____

NorthMetro Chamber of Commerce:

Lori Higgins, President

Date: _____

City of Andover:

By: _____
Its: _____

Date: _____

City of Anoka:

By: _____
Its: _____

Date: _____

City of Bethel:

By: _____
Its: _____

Date: _____

City of Blaine:

By: _____
Its: _____

Date: _____

City of Centerville:

By: _____
Its: _____

Date: _____

City of Circle Pines:

By: _____
Its: _____

Date: _____

City of Columbia Heights:

By: _____
Its: _____

Date: _____

City of Columbus:

By: _____
Its: _____

Date: _____

City of Coon Rapids:

By: _____
Its: _____

Date: _____

City of East Bethel:

By: _____
Its: _____

Date: _____

City of Fridley:

By: _____
Its: _____

Date: _____

City of Ham Lake:

By: _____
Its: _____

Date: _____

City of Hilltop:

By: _____
Its: _____

Date: _____

City of Lexington:

By: _____
Its: _____

Date: _____

City of Lino Lakes:

By: _____
Its: _____

Date: _____

Linwood Township:

By: _____
Its: _____

Date: _____

City of Nowthen:

By: _____
Its: _____

Date: _____

City of Oak Grove:

By: _____
Its: _____

Date: _____

City of Ramsey:

By: _____
Its: _____

Date: _____

City of St. Francis:

By: _____
Its: _____

Date: _____

City of Spring Lake Park:

By: _____
Its: _____

Date: _____

Bethel	Ginger Berg City Administrator City of Bethel 23820 Dewey St. Bethel, MN 55005	763-434-4366	info@bethelmn.govoffice2.com
Blaine	Erik Thorvig Economic Development Coordinator City of Blaine 10801 Town Square Drive NE Blaine, MN 55449	763-785-6147	ethorvig@ci.blaine.mn.us
Centerville	Mark Statz City Administrator City of Centerville 1880 Main Street Centerville, MN 55038	651-429-3232 Ext. 10	mstatz@centervillemn.com
Circle Pines	Patrick Antonen City Administrator City of Circle Pines 200 Civic Heights Circle Circle Pines, MN 55014	763-231-2605	pantonen@ci.circle-pines.mn.us
Columbia Heights	Keith Dahl Community Development Manager City of Columbia Heights 590 40 th Avenue NE Columbia Heights, MN 55421	763-706-3675	kdahl@columbiaheightsmn.gov
Columbus	Elizabeth Mursko City Administrator City of Columbus 16319 Kettle River Blvd. Columbus, MN 55025	651-419-9003	cityadministrator@ci.columbus.mn.us
Coon Rapids	Matt Brown Economic Development Coordinator City of Coon Rapids 11155 Robinson Drive Coon Rapids, MN 55433	763-767-6451	mbrown@coonrapidsmn.gov
East Bethel	Colleen Winter Community Development Director City of East Bethel 2241 221 st Ave. NE East Bethel, MN 55011	763-367-7855	colleen.winter@ci.east-bethel.mn.us
Fridley	Scott Hickok Community Development Director City of Fridley 6431 University Avenue NE Fridley, MN 55432	763-572-3590	Scott.hickok@fridleymn.gov
Ham Lake	Denise Webster City Clerk	763-235-1680	dwebster@ci.ham-lake.mn.us

	City of Ham Lake 15544 Central Avenue NE Ham Lake, MN 55304		
Hilltop	Ruth Nelson City Clerk City of Hilltop 4555 Jackson St. NE Hilltop, MN 55421	763-571-2023	rnelson@hilltop.govoffice.com
Lexington	Bill Petracek City Administrator City of Lexington 9180 Lexington Avenue Lexington, MN 55014	763-784-2792	bill.petracek@cityoflexingtonmn.org
Lino Lakes	Michael Grochala Community Development Director City of Lino Lakes 600 Town Center Parkway Lino Lakes, MN 55014	651-982-2427	michael.grochala@ci.lino-lakes.mn.us
Linwood Township	Pam Olson Town Clerk Linwood Township 22817 Typo Creek Drive NE Stacy, MN 55079	651-462-2812	pam.olson@linwoodtownship.org
Nowthen	_____ City of Nowthen 8188 199 th Avenue NW Nowthen, MN 55330	763-441-1347	_____
Oak Grove	Loren Wickham City Administrator City of Oak Grove 19900 Nightingale St. NW Oak Grove, MN 55011-9204	763-404-7075	lwickham@ci.oak-grove.mn.us
Ramsey	Tim Gladhill Community Development Director City of Ramsey 7550 Sunwood Drive NW Ramsey, MN 55303	763-433-9826	tgladhill@cityoframsey.com
St. Francis	Kate Thunstrom Community Development Director City of St. Francis 23340 Cree Street NW St. Francis, MN 55070	763-267-6191	kthunstrom@stfrancismn.org
Spring Lake Park	Dan Buchholtz City Administrator City of Spring Lake Park 1301 81 st Avenue NE Spring Lake Park, MN 55432	763-784-6491	dbuchholtz@slpmn.org

August 30, 2018

EXHIBIT B
EXECUTIVE COMMITTEE MEMBERS

ENTITY	MEMBER/REPRESENTATIVE	INITIAL TERM	CONTACTS
County of Anoka	Jerry Soma County Administrator	*Non-voting member	Jerry.Soma@co.anoka.mn.us T: 763-324-4715
County of Anoka	Jacquel Hajder Economic Development Specialist	*Non-voting member	Jacquel.Hajder@co.anoka.mn.us T: 763-324-4609
County of Anoka	Scott Schulte Anoka County Commissioner	18 months Or Non-voting member	Scott.Schulte@co.anoka.mn.us T: 763-324-4712
County of Anoka	Rhonda Sivarajah Chair, Anoka County Board of Commissioners	18 months Or Non-voting member	Rhonda.Sivarajah@co.anoka.mn.us T: 763-324-4706
County of Anoka	Karen Skepper Director of Community and Government Relations	24 months	Karen.Skepper@co.anoka.mn.us T: 763-227-5807
Connexus Energy	Bruce Sayler Principal/ Community Development Connexus Energy	24 months	Bruce.sayler@connexusenergy.com T: 763-323-2600
Metro North Chamber of Commerce	Lori Higgins President	24 months	lori@metronorthchamber.org T: 763-783-3553
CITY MEMBERS			
Columbia Heights	Keith Dahl Community Development Manager City of Columbia Heights	18 months	kdahl@columbiaheightsmn.gov T: 763-706-3675
Coon Rapids	Matt Brown Economic Development Coordinator City of Coon Rapids	24 months	mbrown@coonrapidsmn.gov T: 763-767-6451
East Bethel	Colleen Winter Community Development Director City of East Bethel	18 months	colleen.winter@ci.east-bethel.mn.us T: 763-367-7855
Lino Lakes	Michael Grochala Community Development Director City of Lino Lakes	24 months	michael.grochala@ci.lino-lakes.mn.us T: 651-982-2427

September 4, 2018