NORTH BRANCH
——Minnesota——

Sara Paul
Chair

Dennis Johnson
Vice Chair

Jessica Thelander
Commissioner

Kevin Schieber
Mayor

Peter Schaps
Councilmember

ECONOMIC DEVELOPMENT AUTHORITY
REGULAR AGENDA
TUESDAY, MAY 21, 2024 @ 11:30 AM
CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL
   a. Approve Agenda — ACTION

5. PUBLIC COMMENT

6. CONSENT AGENDA

7. PRESENTATION

8. REPORTS
   a. North Branch Area Schools Update — VERBAL UPDATE
   b. Chisago County HRA-EDA Update — VERBAL UPDATE
   c. North Branch Area Chamber of Commerce Update
   d. EDA Executive Director Update — VERBAL UPDATE

9. OLD BUSINESS
   a. Kickoff Discussion Regarding the Upcoming 2025 EDA Budget — INFO
   b. Discuss Proposed Amendments to the EDA Bylaws — INFO

10. NEW BUSINESS

11. NEXT MEETING - JUNE 18, 2024 @ 11:30 AM

12. CLOSED SESSION
    a. Closed Session to Consider Sale of Real Property owned by the Economic Development Authority — VERBAL UPDATE

13. ADJOURNMENT

EDA Mission Statement.

To be proactive in maintaining and enhancing the economic viability of North Branch through partnerships, innovation, and strategic action.

EDA Goals:

- Successfully become one of the first communities in the region mentioned as a choice for business location.
- Attract new industries that bring an enhanced tax base, quality jobs, and new capital into the community.
- Support existing businesses and encourage their continued prosperity and growth.
- Address critical systems that influence site location decisions.

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: **Economic Development Authority**

Subject: North Branch Area Schools Update

Superintendent Sara Paul and Amelia Bjerketvedt will provide an update from North Branch Area Schools.

Voting Requirements:

None.

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: **Economic Development Authority**

Subject: Chisago County HRA-EDA Update

Nancy Hoffman, Chisago County HRA-EDA Executive Director, will provide an update from the Chisago County HRA-EDA.

Voting Requirements:

None.

CHISAGO COUNTY
HRA-EDA
A Natural Resource for Business

DATE: May 20, 2024
TO: North Branch EDA
FROM: Chisago County HRA-EDA
RE: HRA-EDA Updates

There were 28 people in attendance for the Employment Law seminar sponsored by the Initiative Foundation and HRA-EDA. Initiative Foundation provided the lunch and presenter. Good information was shared for HR including discussion on the new sick and safe laws.

Held the annual SBDC Open House with 42 in attendance. Six new clients came out of the event. The next day the SBDC provided Legacy Planning for business at the HRA-EDA office. This is planning an exit strategy for business owners.

The Chisago County Collaborative Initiative will be holding a stakeholder meeting on Wednesday, May 22 at 6:00 - 830 with dinner provided. Topics include Chisago County new branding, legislative updates, and community updates. On October 23, CCCI will host the housing study presentation. Please consider attending.

The HRA-EDA approved an Industrial Forgivable Loan for a business to expand in Chisago City in their new industrial park. This project aided in a successful infrastructure grant from MNDEED to expand infrastructure in the park.

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: **Economic Development Authority**

Subject: North Branch Area Chamber of Commerce Update

Melissa Collins, North Branch Area Chamber of Commerce Executive Director, will provide an update regarding Chamber activities and events.

Voting Requirements:

None.

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City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: **Economic Development Authority**

Subject: EDA Executive Director Update

EDA Executive Director Jason Ziemer will provide an update regarding developments and EDA-related activities.

Voting Requirements:

None.

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: Economic Development Authority

Subject: Kickoff Discussion Regarding the Upcoming 2025 EDA Budget

Overview / Background

This item was tabled from the April 16, 2024 EDA meeting. The Fiscal Year 2025 budget work is fast approaching. City staff have completed and presented an initial list of priorities, opportunities and needs facing each of the different departments. From that list, we created what we called Difference-Making Action Strategies (DMAS). Although Council-oriented, I am attaching that list of 17 DMAs as, of all advisory commissions, the Economic Development Authority (EDA) is the only one that has a budget and specific tax levy that supports its work and programs, and there may be items of interest to the EDA. Also attached is our current debt related to the Business Park.

In part, it is my goal, as the Interim City Administrator, to work with the City Council and EDA toward a biennial budget approach to City financial planning; this approach is also agreed-to by Finance Director Sharon Wright. This will require significant work on all parts to really understand direction and define priorities, goals and outcomes for 2025, but also 2026 and beyond. This approach will allow us to really road map where we are heading, communicate with the community as to what we are focused on and why, understand outcomes, and what is that cost or those costs for achieving those outcomes.

There has been much conversation regarding the development of a Strategic Plan at both the City Council and EDA levels. Those are priority projects for me. But, for now, we need a starting point, and so I am looking to the EDA to start its discussion on a relatively small scale to start shaping upcoming budgeting and strategic planning discussions.

Attached you will find excerpts from the September 6, 2022 EDA meeting where we discussed, among other things, strengths, obstacles and opportunities; this can be

used to recap and inform thoughts. Priorities discussed and included for the current Fiscal Year 2024 budget included the following items. Not included in the 2024 budget (paid from 2023 funds) is the ongoing rental housing study, which is still in progress.

- **EDA and HRA levies at the maximum permitted by State Statute**
- **Downtown Storefront Rehabilitation program**
- **Business Park Master Plan**
- **cost-share Downtown parking assessment (part of Downtown Master Plan)**
- **marketing and promotional opportunities**

Note: The Downtown Master Plan, and corresponding downtown parking analysis, was not included in the final General Fund budget for the Community Development Department. Thus, those projects only have part funding.

To prepare for our conversation, I am looking for each EDA member to answer the following questions. It is my goal to discuss and log your points, and organize them for future discussions. As for the questions:

1. **What is important to the EDA?**
2. **Why is it important to the EDA?**
3. **Who is our targeted audience related to our work?**
4. **What is the outcome the EDA is trying to achieve?**
5. **How do we achieve those outcomes? What resources, etc. do we need to be successful?**

As you do this exercise, please consider the current vision of the EDA to help inform your points. I am also attaching the economic development chapter of the City's Comprehensive Plan. Please try to be as specific as possible. For example: business-friendly is a vague concept; please be specific. What does this mean to you? How do we achieve this and know we are business-friendly? These questions will help drive what resources are needed to achieve the outcome and answer the 'why' the EDA makes the decisions it does. Again, this is merely a starting point for discussion and will be used to help further develop priorities, goals, outcomes … and budget. And toward the eventual creation of Strategic Plan. Thus, we are not discussing numbers at this point.

Again, the point of this conversation is not about the budget, it is about what we do, how we do it and why we do it; we will not be reviewing numbers.

<u>Staff Recommendation</u>

None.

Recommended EDA Action

None.

Voting Requirements:

None.

NORTH BRANCH

Minnesota

COMPREHENSIVE PLAN

2018

NORTH BRANCH COMPREHENSIVE PLAN

Contents

The purpose of the Comprehensive Plan is to serve as a vision and roadmap for where the community is headed.

5

Economic Development

Introduction

A strong business community is the cornerstone of a vibrant city. Economic development encompasses the policies and activities that improve the long term economic and social wellbeing of the community. Communities with strong economies have financial resources to support the levels of service that their residents need and desire. Successful communities realize that economic development is about bringing together social, natural, infrastructure, and economic assets in the community to sustain the "whole" community.

The City's Economic Development Authority recently adopted a strategic plan to guide and inform its decision making over the next 3 – 5 years. The EDA identified the following strategic priorities:

- Expansion of broadband (high speed internet)
- Business growth, including continued land sales and development
- Transportation
- Community
- Housing

Inventory and Analysis

Existing Characteristics of the Economy

A significant number of North Branch residents commute to work, but have indicated via survey and other tools, that they would prefer to work in the city if comparable jobs were available. Therefore, retaining and attracting jobs is an ongoing objective for the City of North Branch. As of 2018 Assessment Year, non-residential property values amounted to $146,754,700, as follows: commercial $91,277,300, industrial $22,953,100 and apartments $32,524,300. The Minnesota Department of Employment and Economic Development estimates the unemployment rate in Chisago County at 3 percent, higher than the state average of 2.9 percent.

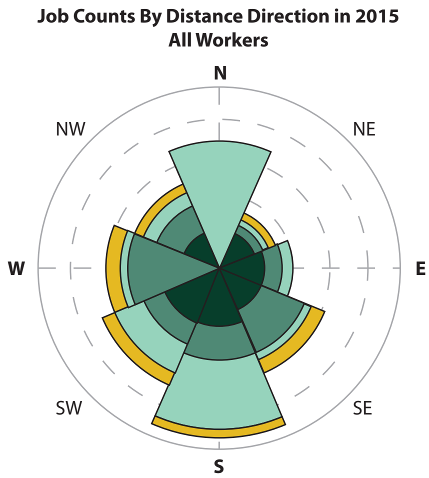
Table 5-A shows the employment and business profile of North Branch. The highest employment industry is health care and social assistance which provides 17.5 percent of all jobs in North Branch. Educational services is the second highest source of employment (13.1 percent), and construction, and other services provide about 12.6 percent each of the community's total jobs. (Data-USA.com)

Table 5 -A Business and Employment Statistics		
Name	Industry	Approximate # of Employees
North Branch School District	Education	388
Villages of North Branch	Elder Care	185
Andersen Windows	Manufacturing	180
Lakes Region EMS	Emergency Medical Services	92
County Market	Retail	90
Fairview Health System	Health Care	85
Branch Manufacturing	Manufacturing	72
Environmental Stoneworks	Manufacturing	69
Zinpro	Manufacturing	62
ShopKo	Retail	60
Wisconsin Coil Spring	Manufacturing	56

Commuting

According to the US Census as of 2015, 59.4 percent of North Branch residents commute more than 10 miles to work, resulting in an average commute time of 32.3 minutes trip.

Figure 5-1: Commute Distances



Jobs by Distance | Work Census Block to Home Census Block

	2015	
	Count	Share
Total Primary Jobs	3,366	100.0%
Less than 10 miles	1,368	40.6%
10 to 24 miles	1,148	34.1%
25 to 50 miles	614	18.2%
Greater than 50 miles	236	7.0%

Finance Tools

Community development actions require a framework for financial decision-making. The investment of public dollars to achieve community development objectives should be guided by several key principles:

- Financial resources are limited. The city has limited funding to apply to community development initiatives, so the use of resources must be targeted to achieve the greatest effect on community needs.
- Financial decisions require a long-term perspective. The current use of financial resources may reduce monies available in the future. In evaluating short-term opportunities, it is important to question the long-term impact on community development.
- Public funds should lead to private investment. While this section focuses on public finance actions, the Comprehensive Plan cannot become reality without private investment. The use of public funds should be targeted to actions that encourage private investment in North Branch.

The area of North Branch located north of TH95 received Opportunity Zone designation by the US Department of Treasury. While the tax credit opportunities that this designation allows are a private sector concern, the City will promote this designation as a tool for land sales and development in the City's Interstate Business Park as well as the other undeveloped portions of the City within the designated Opportunity Zone census tract.

Tax Increment Financing

Tax increment financing (TIF) is the primary development finance tool available to Minnesota cities (Minnesota Statutes, Sections 469.174 through 469.179). TIF is simple in concept, but complex in its application. Through tax increment financing, the property taxes created by new development (or redevelopment) are captured and used to finance activities needed to encourage the development. The challenge in using TIF lies with the complex and ever-changing statutory limitations.

Tax Abatement

Tax abatement acts like a simpler and less powerful version of tax increment financing. With TIF, the city controls the entire property tax revenue from new development. Under the abatement statute (Minnesota Statutes, Sections 469.1812 through 469.1815), the city, county and school district have independent authority to grant tax abatement.

Special Assessments

Public improvements are often financed using the power to levy special assessments (Minnesota Statutes Chapter 429). A special assessment is a means for benefiting properties to pay for all or part of the costs associated with improvements, and to spread the impact over a period of years. This tool can be applied to both the construction of new improvements and the rehabilitation of existing improvements.

Grant Programs

Cities can leverage funding from various grant programs to help take on economic development initiatives. There are numerous grant programs available to cities provided by various state and federal agencies related to economic development and downtown redevelopment. The Community Development Block Grant program (CDBG) administered by the U.S. Department of Housing and Urban Development (HUD) provides grants on an annual basis to states and eligible local governments for community development activities. In some cases, communities may choose to use these dollars for business retention and job growth activities. The City should also explore the use of these dollars for downtown redevelopment. The Minnesota Department of Employment and Economic Development is another agency with financial assistance available to local governments for business development, infrastructure, community development and site cleanup and redevelopment. Many other funding sources exist and city staff should monitor and pursue these opportunities when appropriate.

A significant number of North Branch residents commute to work, but have indicated via survey and other tools, that they would prefer to work in the city if comparable jobs were available.

GOAL 1

Encourage economic growth to meet the demand for commercial and industrial development.

Vision for Economic Development

The City of North Branch will remain focused on retaining a high quality of life, while at the same time working to encourage and facilitate job growth in its commercial and industrial sectors.

Goals, Objectives, and Policies

The following section outlines the primary goals for economic development, followed by a series of objectives and policies intended to influence future economic development efforts that align with the community visions in this plan.

Objective 1.1
Develop the Interstate Business Park.

Policy 1.1.1

Strive to maximize the community's strategic location as a valuable resource, promoting the Opportunity Zone designation whenever possible.

Policy 1.1.2

Actively target companies, both large and small, that offer good employment prospects, draw from the local labor pool, and are good corporate citizens.

Policy 1.1.3

Work to maintain a labor force in the immediate area that supports the growth of business and industry in the Interstate Business Park, including but not limited to expanding the inventory of affordable housing, providing transportation alternatives and encouraging expansion of services.

Policy 1.1.4

Coordinate with stakeholders and regional partners to identify users of rail and support development of rail spur adjacent to the Interstate Business Park.

Objective 1.2

Revitalize the historic downtown areas of North Branch.

Policy 1.2.1
Address unique development challenges including the reuse and redevelopment of vacant buildings in the historic downtown areas.

Policy 1.2.2
Explore and implement plans to enhance pedestrian friendly features, promote available parking, and collaborate with Minnesota Department of Transportation to establish safe pedestrian crossings at intersections within the downtown area.

GOAL 2

Balance the use of undeveloped land and infill development throughout the City.

OBJECTIVE 2.1
CONTINUE AND EXPAND REDEVELOPMENT EFFORTS.

Policy 2.1.1
Foster private investment and economic activity without compromising community objectives to maintain and enhance North Branch's natural environment.

Policy 2.1.2
Promote the areas north of TH95 as being designated for Opportunity Zone tax treatment to further enhance private investment in those areas.

GOAL 3

Enhance North Branch's reputation as a resource to new and expanding businesses.

Objective 3.1

Retain and support local business and industry.

Policy 3.1.1

Set attracting new, and retention of existing, businesses and industries as a priority of the City's economic development plan.

Policy 3.1.2

Continue outreach by City Staff and Elected Officials whereby the City representatives meet periodically on an individual basis with businesses and industries to listen to concerns and discuss opportunities for success. During these meetings, identify any perceived or real barriers or obstacles (such as overly restrictive ordinances) that the City could potentially remove or minimize to help industries and businesses prosper, while still protecting the overall health, safety and welfare of the community.

Policy 3.1.3

Coordinate with regional organizations, the North Branch School District, higher education institutions, and others in their efforts to promote training opportunities that can help businesses and industries prosper. If appropriate, co-sponsor and/or offer City facilities and/or meeting space for employee training programs.

Policy 3.1.4

Continue to promote North Branch's high quality of life as a means to help attract new businesses and industries.

Policy 3.1.5

Continue to work with local businesses and industries to ensure needs for expansion and development are adequately met.

Policy 3.1.6

Pursue ways to streamline the development approval process while still maintaining high quality development standards, by using consistent work flow practices, checklists, and hosting developer information sessions regularly.

Policy 3.1.7

Periodically review and promote economic development incentive programs such as Tax Increment Financing (TIF), Tax Abatement, utility energy and water efficiency design and improvement programs, county and state waste and pollution prevention assistance and other regional, state and national loan, grant and incentive programs to support business growth and development.

Strategic & Work Plan Discussion

Economic Development Authority

09/06/2022

CITY OF
NORTH BRANCH

EDA Strategic & Work Plan

CITY OF EST. 1881 NORTH BRANCH

- Vision
  - *"…focus on retaining a high quality of life, while at the same time working to encourage and facilitation job growth…"*
- Objective 1
  Develop Interstate Business Park
  - Things done/worked on:
    - Ehlers re: business park financials
    - Greater MSP re: City & 30-minute drive time labor market data
    - Industrial developers/brokers
  - Things to consider:
    - Re-gauge the Business Park based on current day
    - Re-analyze financials/economics & approach
    - Develop Master Plan

EDA Strategic & Work Plan

- Vision
  - *"…focus on retaining a high quality of life, while at the same time working to encourage and facilitation job growth…"*
- Objective 2
  Continue & expand redevelopment efforts
  - Only two (2) points
    - Foster private investment
    - Promote areas north of TH94 for Opportunity Zone
  - Things to consider:
    - Take a hard look at Downtown (needs, priorities, etc.)
    - Focus on priority development/redevelopment areas
    - Master plan Downtown & priority areas

EDA Strategic & Work Plan

CITY OF NORTH BRANCH EST. 1881

- Vision
  - *"…focus on retaining a high quality of life, while at the same time working to encourage and facilitation job growth…"*
- Objective 3
  Retain & support local business & industry
  - Main points:
    - Business, Recruitment/Retention & Expansion (BRE)
    - Coordinate training with local entities (i.e. high school, technical schools, etc.)
    - Promote quality of life & business environment
    - Streamline development & promote incentive programs
  - Things to consider:
    - Develop tangible aspects of goals; create action plans

EDA Strategic & Work Plan

- EDA Strategic Plan (Adopted 06/07/2018)
  - Expansion of broadband
  - Business growth – continued land sales & development
  - Transportation
  - Community
  - Housing
  - Things to consider:
    - Status of Strategic Plan – Accomplished? Relevant? Missing?

EDA Strategic & Work Plan

- Exercise
  - Accomplishments
  - Obstacles
  - Opportunities
  - Up to five (5) <u>top</u> each

Strengths, Obstacles & Opportunities

Economic Development Authority
09/06/2022

CITY OF
NORTH BRANCH

EDA Discussion

- Identified Strengths, Obstacles & Opportunities
  - Business Park
    - Main point of EDA emphasis
    - Is it #1 priority?
    - What are priorities #2, #3, #4, etc.
  - Downtown

EDA Discussion

- Identified Strengths, Obstacles & Opportunities
  - Labor Force
    - Needs better definition
    - Changing workforce
      Manufacturing (on-site) vs. office (remote)
      On-site job requirements for some employers
      Remote ability – allowing people to live greater distances from work
    - How does labor force relate to services & businesses in community?

EDA Discussion

- Identified Strengths, Obstacles & Opportunities
  - Housing
    - Growth of housing & diversity of housing → increased access to/availability of labor force
    - Rise of remote work become community of choice
    - Allow wage earners to live “in-between” work places
      Give choices & leverage community assets (i.e. schools)
    - Parks system
    - High build expected to continue; some slow down expected

EDA Discussion

- Identified Strengths, Obstacles & Opportunities *(cont)*
  - Business / Economic
    - Rooftops are everything → community-wide & areas specific (i.e. Downtown)
    - Housing & labor force growth → business expansion (i.e. Andersen 3rd shift & 255,000 sf expansion)
    - Need to tap into available workforce → Seniors, Baby Boomers & Millenials
      What is workforce looking for? How can we attract/provide those jobs here?
      Oft targeted age middle age groups are employed
      Get retirees back into the workforce

EDA Discussion

- Identified Strengths, Obstacles & Opportunities *(cont)*
  - Schools
    - Positive image
    - Enrollment is growing
    - Parent-student satisfaction growing
    - Viking Bridge program
    - Where does High School “rank” in Minnesota?
    - What is High School / School District known for?
    - Need to promote more

EDA Discussion

- Identified Strengths, Obstacles & Opportunities *(cont)*
  - Broadband is available
  - How do we get to ‘yes’ with developers?
    - Perspective is “too far” / too far north
      NB → 694 = 36 miles/36 minutes
      NB → Mpls = 40 miles/45 minutes
      NB → MSP = 45 miles/50 minutes
  - Community on major crossroads & connections – TH94 & I-35
    - *Twin Cities → Duluth … St. Cloud → Wisconsin*
      St. Cloud & Duluth → Level 1 Trade Centers
      Cambridge → Regional Trade Center

EDA Discussion

- Identified Strengths, Obstacles & Opportunities *(cont)*
  - EDA
    - Focus areas & responsibility
    - Determine priorities & work plan
      Work plan & priorities will be inclusive of different areas of EDA
    - Community promotion & marketing
    - Differentiate community
      Why is it unique?
      How does it stand out?
      Why live here?
      Why open/expand business here?

DIFFERENCE-MAKING ACTIONS
GOAL 1

Establish reliability regarding the management and replacement of equipment and vehicles by providing adequate funding to ensure timely replacement of equipment and vehicles to and enable budgetary consistency overtime.

1. Review and update existing equipment and vehicle fleet. Determine the number and types of vehicles currently in use and their utilization, and capacity necessary to deliver city services and based on City services and service demands, projected growth and employee resource needs.
2. Finalize depreciation and replacement schedule, per the Financial Management Plan, and set policy as to proper and timely replacement rotation for equipment and vehicles.
3. Determine replacement schedule for each in each department over the next five (5) years and 10-year replacement projections.
4. Update replacement values for existing and new (planned) equipment and vehicles; divide by depreciation schedule to determine annual cost and incorporate cost into annual department budgets.
5. Establish Internal Services Fund to manage equipment and vehicle rotation, expense and fund balance.

DIFFERENCE-MAKING ACTIONS
GOAL 2

Increase quality of information made available to the community through enhanced community outreach and engagement efforts, and awareness campaigns, using existing and new mediums and methods.

1. Improve utilization of existing City-managed social media channels (i.e. Facebook) and layout of information on Web site, and frequency of posts. Review public navigation of Web site and readiness of information most often requested / sought by residents, businesses, developers, contractors, etc.
2. Redesign the City's Web site with new Web platform to fully integrate and provide access to online citizen services.
3. Mail printed quarterly newsletter; possible partnership with Chamber of Commerce.
4. Conduct routine citizen and customer feedback regarding the level and quality of services delivered through community survey, community conversations and other citizen feedback forums.
5. Examine existing staff structure and assignments, and knowledge, skills and abilities necessary to assume responsibilities and perform duties.

DIFFERENCE-MAKING ACTIONS
GOAL 3

Facilitate existing neighborhood vitality through education, engagement and home preservation initiatives specific on maintaining and reinvesting in Naturally-Occurring Affordable Housing (NOAH).

1. Create proactive code enforcement programs and processes that encourage minimum maintenance of housing stock and appreciation and appearance of properties.

2. Develop neighborhood home reinvestment programs aimed at housing reinvestment and rehabilitation of existing, older homes to ensure affordability / attainability of homeownership.
3. Adopt an aging-in-place program and funding strategy to assist senior citizens to remain in their homes.
4. Implement rental housing licensing and inspection program.
5. Establish infill development program to acquire and remove or renovate blighted homes for redevelopment housing projects in partnership with local builders.

DIFFERENCE-MAKING ACTIONS
GOAL 4

Establish and implement a Downtown Improvement Master Plan, featuring creative placemaking that fosters an environment of economic and employment opportunity for Downtown North Branch.

1. Host community conversations for a community vision and theme of Downtown North Branch that focuses on commerce, living and community gathering.
2. Revise schedule of Capital Improvement Plan to upgrade downtown streets and utilities beyond Highway 95 and pedestrian access; arrange meeting with downtown business owners to discuss proposed project.
3. Complete Downtown Design Standards and Sidewalk / Pedestrian Plan related to streetscapes (i.e. furniture, lighting, landscaping, trees, surface water management treatments, etc.), and pedestrian and bicycle safety in relation to commuter traffic and parking.
4. Complete downtown parking study and develop plan for implementation (i.e. surface parking vs. parking structure).
5. Consider Special Services District to generate revenues for ongoing maintenance of and improvements to downtown streets and streetscape elements.
6. Promote Downtown Storefront Rehabilitation Program for façade improvements and other business cost-share programs available through the City and partner organizations.

DIFFERENCE-MAKING ACTIONS
GOAL 5

Broaden E-Commerce solutions to enable online submission and completion of all City-issued permits, licenses and job applications for City customers.

1. Train staff on existing Customer Relationship Management (CRM) software to ensure full utilization of current technology capabilities, and identify new software to enable Website-interface and improve interaction with customers.
2. Provide options for receipt and payment of utility bills, permits and licenses via single-point online customer accounts.
3. Develop on-line program for receiving citizen commendations of City personnel.

DIFFERENCE-MAKING ACTIONS
GOAL 6

Build staff capacity by ensuring access to resources available and/or needed to ensure successful performance of assigned duties and customer service / experience and delivery of services.

1. Develop and implement succession planning to hire, train and retain employees that fit the organizational culture and core values; use the plan to preserve institutional knowledge and practices.
2. Encourage employees to attend external leadership, management and supervisory courses and seminars, and develop mentoring program for future leaders
3. Analyze tools, equipment, technology needs and processes that support staff and the deployment of resources and identify gaps.
4. Ensure staff are trained properly on and utilizing software, technology and/or equipment to designed and intended capabilities, and provide other job-related skills development courses.

DIFFERENCE-MAKING ACTIONS
GOAL 7

Develop an employee recruitment and retention program that focuses on career advancement of staff through job-specific training to expand skill sets, expanded staff education, and increased staff responsibilities and defined paths for internal upward career mobility.

1. Participate in recruitment events and other opportunities that promote the organization (i.e. career fairs, college fairs, community events, recruitment videos, etc).
2. Determine BMPs and staff feedback regarding employment incentives and organizational attractiveness for new applicants.
3. Establish employee engagement and wellness programs.
4. Allow access to employer-paid specialized training and opportunities for current staff interested in expanding their role within their department and organization (i.e. training officer, compliance checks, CFMFH, reserve program, multi-juris agency, etc.)
5. Understand market regarding pay/benefits and existing competition for employees.

DIFFERENCE-MAKING ACTIONS
GOAL 8

Enhance organizational attractiveness to job seekers and boost employee retention through employee wellness programs that promote employee health and encourage employee morale and workplace satisfaction.

1. Ensure access to employee assistance programs and counseling services, peer support training, staff and family events (i.e.picnics, luncheons, etc.).
2. Provide exercise equipment and allow time for employees to exercise.
3. Cover employee cardiac and other health and wellness screening programs and stress management activities, and partner with local businesses to offer resources and assistance with financial planning, financial counseling.
4. Partner with vendors to provide healthy foods and snacks available in the workplace, provide resources and education regarding nutrition and healthy food choices.
5. Organize regular rewards and employee recognition programs

DIFFERENCE-MAKING ACTIONS
GOAL 9

Enhance customer options and enhance sales of Craft Beers by increasing store capacity to provide cold options for Craft Beer product at Store #1.

1. Remove shelving units where the majority of craft beer is located; adjust shelving units on the opposite side of store or purchase more stable, standalone units to hold liquor on the other side.
2. Purchase three (3) to five (5) coolers and 3-5 door cooler units.
3. Evaluate electrical source for coolers; complete electrical work, as needed.

DIFFERENCE-MAKING ACTIONS
GOAL 10

Enhance customer experience and sales by activating online sales through Square Point-of-Sale (POS) system.

1. Enhance staffing on certain shifts at both stores to receive, process and fill online orders.

DIFFERENCE-MAKING ACTIONS
GOAL 11

Enhance technology and integration between permitting software for field inspections for use by building inspectors and public works for building and development inspections.

1. Identify integration ability of existing permitting software and storage capabilities (i.e. servers) with field devices (iPads) for field inspections and saving and accessing of permit and plan data.
2. Upload, upgrade or purchase permit software to enhance efficiency in the field.
3. Ensure utilization for development civil/engineering plans and construction inspections.

DIFFERENCE-MAKING ACTIONS
GOAL 12

Create digital archive of existing commercial plans and files.

1. Revise and re-organize existing data storage system.
2. Scan plans and files.
3. Review outsourcing needs to complete work through a temp agency or outside data processing (scanning) company to complete work expeditiously.
4. Develop electronic plan submittal process.

DIFFERENCE-MAKING ACTIONS
GOAL 13

Continue technology investments to improve Department automation for maximum efficiency, reporting, compliance and accessibility.

1. Review existing and required upgrades for Cloud-based services.
2. Establish replacement plan for all technology infrastructure; complete Department assessment based on both data security and needs related to delivery of services and system expectations.
3. Replace election equipment.
4. Utilize project management approach to streamline budget related to technology.
5. Assess staffing based on population.

DIFFERENCE-MAKING ACTIONS
GOAL 14

Complete Strategic Parks, Trails and Open Space Plan.

1. Conduct an inventory and needs assessment of all parks, trails and open space facilities.
2. Develop a master plan for each park facility in accordance with the Comprehensive Plan.
3. Engage community conversations specific to park and recreation facilities in relation to existing and potential expansion of and/or need for new or different athletic facilities, community center, splash pad, etc.
4. Explore recreational revenue opportunities.
5. Develop an asset management system in accordance with the financial policy to support a sustainable system.
6. Identify funding source(s) for completing improvements.
7. Install accessible routes to all park and trail facilities within developed city parks.

DIFFERENCE-MAKING ACTIONS
GOAL 15

Encourage active living and healthy lifestyles by becoming a walkable and bikeable community.

1. Review existing sidewalk and trails systems and identify critical pedestrian and bicycle connections to and from neighborhoods, schools, parks, downtown and commercial centers.
2. Develop bike / pedestrian plan with short- and long-term plan to address those opportunities; prioritize improvements.
3. Install critical trail connections to eliminate gaps in bike/pedestrian network.
4. Update and Implement Safe Routes to School Plan.
5. Adopt an official complete streets policy.
6. Complete Flink Ave Trail Phase II trail and Lucht's Crossing connections.

DIFFERENCE-MAKING ACTIONS
GOAL 16

Enhance access to and utilization of community parks and shelters.

1. Utilize social media to promote and engage residents/visitors in the use of the park and trail system and programming.
2. Create park promotional materials (i.e. online and print) featuring park amenities and reservation information.
3. Implement enhanced park reservation/special event and other permit application processes through online applications.
4. Conduct park and trail and user surveys for park assessments and service level satisfaction.
5. Install park signage to information park and community information, and trail wayfinding systems for community navigation.
6. Partner with other organizations to host community events such as concerts and movies in the park, walk/bike events

DIFFERENCE-MAKING ACTIONS
GOAL 17

Implement City-wide GIS implementation strategy and GIS integration across departments to improve employee efficiency and service delivery.

1. Complete a citywide GIS needs assessment.
2. Develop a GIS Implementation Plan to prioritize projects and needs.
3. Identify funding sources to complete the projects and needs.
4. Implement mobile applications to assist with utility locates, document retrieval, inspections.
5. Integration with permitting, financial, document management and asset management.
6. Acquire a drone and drone training for data capture, marketing, inspections, etc.
7. Implement mobile applications to assist with utility locates, document retrieval, inspections.
8. Integrate GIS system with permitting, financial, document management and asset management.
9. Acquire a drone and training for data capture, marketing, inspections, etc.

DEBT SCHEDULE

Fund 387 - Taxable Refunding Lease Revenue Fund
2017 EDA

YEAR	PRINCIPAL	INTEREST	PAYMENT	BALANCE
2024	260,000.00	79,079.00	339,079.00	2,040,000.00
2025	270,000.00	70,396.50	340,396.50	1,770,000.00
2026	280,000.00	61,016.00	341,016.00	1,490,000.00
2027	290,000.00	50,981.50	340,981.50	1,200,000.00
2028	300,000.00	40,300.00	340,300.00	900,000.00
2029	310,000.00	28,951.50	338,951.50	590,000.00
2030	315,000.00	17,012.75	332,012.75	275,000.00
2031	275,000.00	5,458.75	280,458.75	-

DEBT SCHEDULE

Fund 476 - Industrial Park/ESSBY Fund

County Lease Purchase

YEAR	PRINCIPAL	INTEREST	PAYMENT	BALANCE
2024	225,000.00	-	225,000.00	378,256.00
2025	225,000.00	-	225,000.00	153,256.00
2026	153,256.00	-	153,256.00	-

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: Economic Development Authority

Subject: Discuss Proposed Amendments to the EDA Bylaws

Overview / Background

During the April 16, 2024 meeting, Commissioners discussed revisions to the EDA bylaws. The main focus areas remained the identified officer positions and meeting agenda; the item was further tabled to the May 21, 2024 meeting. Since that meeting all simple updates were accepted; all other sections regarding officers, meeting agenda, and public comment were left as previously edited and presented at the April meeting.

Regarding Section 3.7, Meeting Agenda, I have attached the current bylaws, as adopted on September 19, 2023, are provided; see attached. Again, the only change to the bylaws at that time was the meeting date moving to the third Tuesday. During the April meeting there were also comments regarding Section 3.8, Public Comment; Commissioner Kevin Schieber requested the EDA be provided the Public Comment section from the City Council's Standards of Conduct. Note: This version of the bylaws does reflect the update to the public comment time from three (3) to five (5) minutes to match City Council agendas. Below is the opening paragraph from those Standards, noting the Standards apply to the City Council and all Commissions:

STANDARDS OF CONDUCT

Purpose

The Mayor and City Council of the City of North Branch determine that standards of conduct for Council members, as well as the members of the various advisory boards and commissions of the City of North Branch (the City Council and the members of the various boards and commissions are individually and collectively referred to as "Members"), is essential for the efficient and proper conduct of the

public affairs of the City. By eliminating conflicts of interest, acknowledging the laws impacting elected officials and appointed committee members regarding meetings, decision-making and public service, and providing aspirational goals for individual behavior while serving the interests of the City, the City Council hopes to promote the faith and confidence of the citizens of North Branch in their government and hopes to encourage its citizens to serve on its Council and Boards and Commissions.

Accepting the simple edits should help remove some of the confusion pertaining to the number of edits and additions to the bylaws. At the conclusion of this discussion at the April meeting, EDA members were asked to provide comments in advance of the meeting and/or come prepared with thoughts and ideas specific to those three (3) main sections. Again, we are not recommending action at this time, but rather continuation, and completion, of changes to bring back for EDA action at a future meeting.

Staff Recommendation

None.

Recommended EDA Action

None.

Voting Requirements:

Voting Options Simple Majority

BYLAWS
OF THE
NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY

Amended: September 19, 2023

1. The Authority

Section 1.1. **Name of Authority.** The name of the Authority shall be the North Branch Economic Development Authority (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 at City Hall, 6408 Elm Street, North Branch, Minnesota 55056.

Section 1.3. **Seal.** The Authority shall have an official seal.

2. Organization

Section 2.1 **Members**. The EDA shall consist of a governing body of seven Commissioners. Two of the commissioners shall be members of the City Council and serve as Commissioners of the EDA for terms coinciding with their terms as members of City Council. All other appointed members serve a six (6) year term. All commissioners shall be appointed by the Mayor with the approval of City Council.

Ex-Officio Members. The EDA Chair shall annually appoint ex-officio members with the approval of the EDA to represent the Chisago County HRA-EDA, North Branch Water & Light Commission, North Branch Chamber of Commerce, and North Branch School District #138.

Section 2.2 **Officers.** The officers of the Authority shall consist of a Chair, a Vice Chair, Chair Pro Tem, a Secretary, a Treasurer, and an Assistant Treasurer. The Chair, Vice Chair, Chair Pro Tem, Treasurer, Assistant Treasurer, and Secretary shall be elected annually, at the annual meeting. No Commissioner may serve as Chair, Vice Chair, or Chair Pro Tem at the same time. The offices of Secretary, Treasurer, Assistant Treasurer, and Executive Director need not be held by a Commissioner.

Section 2.3 **Chair.** The Chair shall preside at all meetings of the Board and as such the Chair is responsible for making sure that each meeting is conducted according to these by-laws and that matters are dealt with in an orderly and efficient manner No City Council member shall be Chair.

Section 2.4 **Vice Chair.** The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability. No City Council member shall be Vice Chair.

Section 2.5 **Chair Pro Tem.** In the event of the absence or inability of the Chair, Vice Chair and the Chair Pro Tem at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.6 **Treasurer.** The Treasurer shall be the Finance Director of the City of North Branch (the "City"). The Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check only (in accordance with Section 4.3. herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto. The Treasurer shall file the Authority's financial statements with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer.

Section 2.7 **Assistant Treasurer.** The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Section 2.8 **Secretary.** The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.9 **Executive Director.** The Executive Director shall be the Community Development Director of the City. The Executive Director shall prepare budget on behalf of the EDA to the City Council, be the primary staff to the EDA, prepare agendas for the EDA and perform all other economic development activities for the Commission. The Executive Director will place the budget on the EDA website for reference.

Section 2.10 **Advisory Committee.** The Authority may by resolution establish one or more advisory committees to the Authority, including the Finance sub-committee, Marketing sub-committee and others as needed.

Section 2.11 **Compensation and reimbursement.** A Member may be paid for attending each regular meeting of the Authority in an amount to be determined by the North Branch City Council.

3. Procedures of Board of Commissioners

Section 3.1. **Annual Meeting.** The annual meeting of the Board shall be held after appointments made by the Mayor and approved by the Council at this annual organizational meeting, typically the Council's first meeting in January each year and shall be made at their its first meeting in January each year.

Section 3.2. **Regular Meeting.** The Board shall hold regular meetings on the 3rd Tuesday of each month commencing at 11:30 am, or at such other time as the Board may determine.

Section 3.3. **Special Meetings.** Special meetings of the Board may be called by any two Commissioners or by the Executive Director. The Executive Director or City Clerk (this is the actual City process) shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.4. **Quorum.** A quorum or the 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 and may, but need not 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.

Section 3.7 **Meeting Agenda**. Regular meetings of the EDA shall include the following agenda items: old, business, new business, project updates (whether or not they result in EDA action), informational reports as deemed advisable by the Community Development Director, and public comment. All requests for items on the meeting agenda will include a memo from the staff, Councilmember, or Commission member with background information and the reason for the discussion. The Executive Director will review the agenda requests and may remove those items deemed to be inappropriate or outside the realm of the scope of a commission's authority. The deadline for requests for items to be included on a meeting agenda must be one week prior to the meeting and be accompanied by written materials to be included in the agenda packet. After the agenda is published, only time sensitive items may be added or deleted from the agenda until the day prior to the meeting. After that time, only emergency items may be added.

Section 3.8 **Public Comment**. A limited forum for individuals to speak with the EDA is provided on the agenda. Public comments during the public comment period are subject to these limitations:

1. Speakers must be recognizes by the Chair before speaking and are limited to three minutes for comment.
2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The Chair may request speakers to appoint a spokesperson.
3. The Chair may place a time limit on the public comment period if necessary to allow for the conduct of City business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Council meeting or at a continued meeting.

4. Miscellaneous

Section 4.1. **Fiscal Year.** The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. **Treasurer's Bond.** The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and be filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that said bond must not exceed $300,000.

Section 4.3. **Power and Authority.** The economic development authority has all the power and duties set forth in Minn. Stats. 469.090-469.108 and other laws, except as limited by this chapter. (Note – this is from City Code. New Section 4.3)

Section 4.4. **Financial Statement** Financial Statements of the Authority must be prepared, presented, approved and filed in accordance with Minnesota Statutes Sections 469.098 and 469.100 and other relevant statues as amended or revised.

Section 4.5. **Budget to City.** The City Council of the City of North Branch thru its budgeting process allocates funds yearly for the Economic Development Authority.

Section 4.6. **Employees.** The Authority may utilize the services a chief engineer, technical experts and agents and other employees under the employment of the city or under contract with the city as it may require and determine their duties, qualifications, and compensation.

Section 4.7. **Services.** The Authority may contract for the services of consultants, agents, public accountants, 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 4.8. **Supplies, Purchasing, Facilities, and Services.** To the extent included in the Authority's annual budget, the Authority may purchase the supplies and materials it needs in accordance with the City's purchasing policies and procedures.

Section 4.9. **Execution of Contracts.** All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document the City Administrator may execute the document.

Section 4.10. **Standards of Conduct, Removal.** The Commissioners are subject to the standards of conduct as set forth in the City of North Branch policies and procedures manual as revised and updated from time to time. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office after notification in writing and a hearing as prescribed in Minnesota statues 469.095 subd. 5.

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 days prior to the meeting at which such amendment is considered.

BYLAWS
OF THE
NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY
Amended ____, 2024

1. The Authority

Section 1.1. **Name of Authority.** The name of the Authority shall be the North Branch Economic Development Authority (hereinafter "EDA" or "Authority"), and its governing body shall be referred to hereinafter as "Commission"

Section 1.2. **Office.** The principal office of the Authority shall be at City Hall, 6408 Elm Street, North Branch, Minnesota 55056.

Section 1.3. **Seal.** The Authority shall have an official seal.

2. Organization

Section 2.1 **Members.** The EDA shall consist of a governing body of seven (7) Commissioners. Two (2) of the Commissioners shall be members of the City Council and serve as Commissioners of the EDA for terms coinciding with their terms as members of City Council. All other appointed members serve a six (6) year term. All commissioners shall be appointed by the Mayor with the approval of City Council.

Ex-Officio Members. The EDA Chair shall annually appoint ex-officio members with the approval of the EDA to represent the Chisago County HRA-EDA, North Branch Chamber of Commerce, and North Branch School District #138.

Section 2.2 **Officers.** The officers of the Authority shall consist of a Chair, Vice Chair,a Secretary, a Treasurer, and an Assistant Treasurer. The Chair, Vice Chair and Assistant Treasurer, shall be elected annually at the first meeting of the year. No Commissioner may serve as both Chair or Vice Chair at the same time. The offices of Secretary, Treasurer, and Executive Director shall not be held by a Commissioner.

Section 2.3 **Chair.** The Chair shall preside at all meetings of the Commission and as such the Chair is responsible for making sure that each meeting is conducted according to these by-laws and that matters are dealt with in an orderly and efficient manner. No City Council member shall be Chair.

Section 2.4 **Vice Chair.** The Vice Chair shall preside at any meeting of the Commission in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability. No City Council member shall be Vice Chair.

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Section 2.6 **Treasurer.** The Treasurer shall be the Finance Director of the City of North Branch. The Treasurer shall provide to the Commission a routine accounting of the Authority's budget and finances, as directed by the Executive Director. . .

Section 2.7 **Assistant Treasurer**. The Assistant Treasurer shall review Treasurer's reports and any other financial documents as may be deemed necessary by the Treasurer and/or Executive Director.

Section 2.7 **Secretary.** The Secretary shall be the Executive Director or his/her designee. The Secretary shall keep minutes of all meetings of the Commission and shall maintain all records of the Authority.

Section 2.8 **Executive Director.** The Executive Director shall be the Community Development Director of the City. The Executive Director shall serve as the primary staff to the EDA, and shall prepare agendas for the EDA and the budget on behalf of the EDA to the City Council, and perform all other economic development activities for the Commission..

Section 2.9 **Advisory Sub-Committees.** The Authority may by resolution establish one (1) or more advisory sub-committees to the Authority, including, but not limited to: Finance, Marketing and other sub-committees as may be determined. In forming such sub-committees, the Authority shall define their roles and responsibilities. The Executive Director shall coordinate meetings and work plans of the sub-committees as created by the Authority...

Section 2.10 **Compensation and Reimbursement.** A Commissioner may be paid for attending each regular meeting of the Authority in an amount to be determined by the North Branch City Council.

3. Procedures of the Commission

Section 3.1. **Annual Meeting.** The annual meeting of the Commission shall be held after appointments made by the Mayor and approved by the City Council at the City Council's annual organizational meeting, typically the first meeting in January each year. The Commission's annual meeting also typically occurs in January each year.

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Section 3.4. **Quorum.** A quorum or the Commission shall consist of four (4) Commissioners. If due to vacancies, the Commission has not more than five (5) Commissioners a quorum shall be three (3). In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Commission or the Authority.

Section 3.5. **Adoption of Resolutions.** Resolutions of the Commission 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 and may, but need not be, executed after passage.

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All requests for items on the meeting agenda will include a memo and background information from the Executive Director and/or other City staff. Two (2) Commissioners of the EDA may submit to the Executive Director items to be added to the agenda. Commissioners requesting items for inclusion on the agenda shall meet with the Executive Director to discuss the topic and provide written background on said request. Such requests must be submitted no less than one (1) week prior to the agenda posting date for the requested meeting. The Executive Director shall have the authority to remove items deemed not appropriate to or outside the scope of the Commission's authority. . After the agenda is published, only the Executive Director may add or delete time sensitive items from the agenda until the day prior to the meeting. After that time, only emergency items may be added. Commissioners may not add items to the agenda during the meeting for discussion and/or action by the EDA.

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4. Miscellaneous

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Section 4.11. **Amendment of Bylaws.** These Bylaws may be amended by the Commission by simple 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.

BYLAWS
OF THE
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Amended ____, 2024

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4. Public Comments shall be limited to not more than 10 minutes of the meeting. The Chair may place additional time limits on Public Comment, if necessary to allow for the conduct of City business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular EDA meeting or at a continued meeting.

4. Miscellaneous

Section 4.1. **Fiscal Year.** The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. **Treasurer's Bond.** The Treasurer shall give bond to the State conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and be filed with the City Clerk. The amount of the bond shall be as defined and required by State Statute.

Section 4.3. **Power and Authority.** The EDA has all the power and duties set forth in Minnesota Statutes §469.090 through §469.108 and other laws, except as limited by these bylaws and City Code.

Section 4.4. **Financial Statement.** Financial Statements of the Authority must be prepared, presented, approved and filed in accordance with Minnesota Statutes, Sections §469.098 and §469.100 and other relevant statues as amended or revised.

Section 4.5. **Budget to City.** The City Council allocates funds yearly for the Authority. The Authority shall submit a recommended budget and related tax levies to the City Council in accordance with established City and Statutory timelines.

Section 4.6. **Employees.** The Authority may utilize the services a chief engineer, technical experts and agents and other employees under the employment of the City or under contract with the City as it may require and determine their duties, qualifications, and compensation.

Section 4.7. **Services.** The Authority may contract for the services of consultants, agents, public accountants, 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 4.8. **Supplies, Purchasing, Facilities and Services.** To the extent included in the Authority's annual budget, the Authority may purchase the supplies and materials it needs in accordance with the City's purchasing policies and procedures.

Section 4.9. **Execution of Contracts.** All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and the Executive Director. If the Executive Director is absent or otherwise unable to execute a document the City Administrator may execute the document.

Section 4.10. **Standards of Conduct, Removal.** Commissioners are subject to the standards of conduct as set forth in the City of North Branch policies and procedures manual as revised and updated from time to time. A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office after notification in writing and a hearing as prescribed in Minnesota Statues §469.095, Subd. 5.

Section 4.11. **Amendment of Bylaws.** These Bylaws may be amended by the Commission by simple 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.

DIVISION 2 ECONOMIC DEVELOPMENT AUTHORITY

Sec 2-151 Establishment

The economic development authority of the city is hereby established and governed by Minn. Stats. ch. 469.

(Code 1996, § 2.36.010)

Sec 2-152 Composition

The economic development authority consists of a governing body of seven commissioners. Two of the commissioners shall be members of the city council and serve as commissioners of the economic development authority for terms coinciding with their term on office as members of the city council. All commissioners shall be appointed by the mayor with the approval if the city council. The economic development authority has all the power and duties set forth in Minn. Stats. 469.090-469.108 and other laws, except as limited by this chapter.

(Code 1996, § 2.36.020; Ord. No. 158-11, §§ 1, 2, 3-14-2011)

HISTORY
Amended by Ord. 236-15 on 12/8/2015
Amended by Ord. 241-16 on 4/12/2016

Sec 2-153 Term Of Office

Appointments made by the Mayor and approved by the Council shall be made at its first meeting in January. Appointees shall serve six-year staggered terms. One or more members' terms will expire annually. Upon expiration of term, the appointee shall continue until reappointed or a successor is appointed. In the event of a vacancy, the Mayor shall appoint with the Council approval a person to complete the unexpired term.

HISTORY
Amended by Ord. 236-15 on 12/8/2015
Amended by Ord. 237-16 on 1/15/2016
Amended by Ord. 245-17 on 1/3/2017

Sec 2-154 Limitations

The following limits apply to the economic development authority and its operation:

(a) The sale of bonds or other obligations of the economic development authority must be approved by the city council.

(b) The economic development authority must follow the budget process for the city departments in accordance with city policies, ordinances, and resolutions.

(c) Development and redevelopment actions of the economic development authority must be in conformance with the city comprehensive plan and official controls implementing the comprehensive plan.

(d) The economic development authority must submit its plans for development and redevelopment to the city council for approval in accordance with city planning procedures and law.

(e) The administrative structure and management practices and policies of the economic development authority must be approved by the city council.

(f) The exercise of the powers of eminent domain by the EDA is not allowed. Eminent domain proceedings can only be done by the city council.

(g) A request by one city council member appointed to the EDA to table a request at an EDA meeting does not require a vote and shall be referred directly to the city council at their next available meeting.

(Code 1996, § 2.36.030; Ord. No. 134-09, § 1, 4-27-2009)

HISTORY
Renumbered by Ord. 236-15 on 12/8/2015

Sec 2-155 Implementation

(a) The city council will from time to time, and at the appropriate time, adopt such ordinances and resolutions as are required and permitted by Minn. Stats. ch. 469 to give full effect to this chapter.

(b) Nothing in this chapter is intended to prevent the city from modifying this enabling resolution to impose new or different limitations on the economic development authority as authorized by Minn. Stats. ch. 469.

(Code 1996, § 2.36.040)

HISTORY
Renumbered by Ord. 236-15 on 12/8/2015

Sec 2-156 Removal Of Members

A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office after notification in writing and a hearing as prescribed in Minnesota statues 469.095 subd. 5.

HISTORY
Amended by Ord. 236-15 on 12/8/2015

NORTH BRANCH

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/17/2024

Board & Commission: Economic Development Authority

Subject: Closed Session to Consider Sale of Real Property owned by the Economic Development Authority

Recommended EDA Action

Motion to adjourn to Closed Session to receive an update regarding the potential sale of real property per Minnesota Statutes 13D.05, Subd. 3, (c)(1).

The North Branch Economic Development Authority will adjourn to a closed session to receive an update regarding potential of sale of real property in the North Branch Interstate Business Park, owned by the North Branch Economic Development Authority. This portion of the EDA meeting may be closed per Minnesota Statute 13D.05, Subd. 3, (c)(1).

Voting Requirements:

Voting Options **Simple Majority**