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**DATE:** February 22, 2018

**TO:** Members of the Northfield Economic Development Authority

**FROM:** Nate Carlson, Economic Development Coordinator

Establish EDA Sub-Committees

**SUMMARY AND ACTION REQUESTED:**

The EDA is asked to discuss the role of sub-committees and identify members for the EDA Loan Review Sub-committee and additional sub-committees for 2018.

**BACKGROUND:**

The EDA has typically appointed a Loan sub-committee to review EDA Revolving Loan and micro-grant requests. The Loan Review Committee meets on an as-needed basis to review revolving loan and micro-grant applications and forwards a recommendation to the full EDA board for consideration.

Staff is requesting the EDA identify members for the Loan sub-committee for 2018. Sub-committees could be two or three members and meet on an as-needed basis. The EDA President shall serve as a first substitute for any sub-committee member.

**2017 Loan sub-committee members:**

- Fred Rogers, Treasurer
- Jessica Peterson-White
- Andrew Ehrmann

The EDA, in 2017, appointed Board members to an Executive sub-committee. The Executive sub-committee meets on an as-need basis to review EDA Bylaws, Board Structure and any processes pertaining to the EDA.

All recommendations from the Executive sub-committee are forwarded to the EDA Board for full consideration.

Staff is requesting the EDA identify members for the Executive sub-committee for 2018. Sub-committees could be two or three members and meet on an as-needed basis. The EDA President shall serve as a first substitute for any sub-committee member.

**2017 Executive sub-committee members:**

- Todd Bornhauser, President
- Britt Ackerman, Vice President
- Mike Strobel

With the approval of the 2018-2020 EDA Work Plan, a new **Socio-Economic sub-committee** shall be established. Staff is requesting the EDA identify members for the Socio-Economic sub-committee for 2018. Sub-committees could be two or three members and meet on an as-needed basis. The EDA President shall serve as a first substitute for any sub-committee member. This committee will examine current conditions of minority, women and veteran-owned businesses and propose solutions that the EDA can work toward.

The EDA is also asked to discuss whether additional sub-committees are desired as a way to accomplish additional items on the work plan. In prior years, several additional sub-committees were utilized to evaluate proposals and make recommendations to the EDA Board of Directors. The following sub-committees were utilized in the past as a way to provide additional focus on key areas of the EDA work plan:

- Transportation Sub-committee
  - Tasked with identifying key transportation needs for local workforce, commercial activity, development, etc.
- Business Park Sub-committee
  - Tasked with reviewing potential business park activities
- Business Retention and Expansion Sub-committee
  - Tasked with review of BR & E initiatives

The EDA Enabling Resolution and Bylaws were adopted in December of 2011, and further consideration by the EDA Board is recommended based on preliminary staff review. According to the enabling resolution, within 60 days of the anniversary date [September 17, 1990] of the first adoption of the enabling resolution, the EDA shall submit to the City Council a report stating whether and how the enabling resolution should be modified. The EDA Bylaws are attached for further information.

Additional sub-committees related to transportation issues, business park activities, and business retention and expansion may be added in the future but are not recommended at this time. Additional sub-committees may be established at any time.

**RECOMMENDATION:**

Identify members for the EDA Loan Review, Executive and Socio-Economic Sub-Committees.