



## Legislation Text

---

**File #:** EDA M2017-006, **Version:** 1

---

**Date:** March 30, 2017

**To:** Members of the Economic Development Authority

**From:** Nate Carlson, Economic Development Coordinator  
Chris Heineman, Community Planning & Development Director  
Ben Martig, City Administrator

Northfield Economic Development Authority Bylaws Review

**Summary and Action Requested:**

Preliminary review of the current Northfield Economic Development Authority Bylaws and direct staff to begin the review process.

**Background:**

The EDA Bylaws provide the internal operating rules and procedures for the Northfield Economic Development Authority. In accordance with Minnesota state statute 469.096 sub. 1, an Economic Development Authority “may adopt bylaws and rules of procedure.”

The current version of the bylaws were revised and approved by the City Council in December of 2011 and attached to the EDA Enabling Resolution. Prior to 2011, the EDA Bylaws were reviewed every other year. Based on best practices and prior protocol, staff is recommending a complete review of the EDA Bylaws in 2017.

According to City Council Resolution #2011-131, the EDA shall submit a report to the City Council stating whether and how the enabling resolution should be modified within 60 days of the anniversary date [September 17, 1990] of adopting the resolution. Under these procedures, the EDA must submit a report by July 19, 2017.

In order for the EDA Executive Committee and EDA Board members to have sufficient time to review the bylaws prior to the July 19, 2017 deadline, staff is recommending that this process begin in April.

Current EDA Enabling Resolution and Bylaws, 2010 EDA Bylaws, and Minnesota Statutes 469.096 and 469.101 are attached for reference.

**Recommendation:**

Direct Staff to begin the review process. Staff recommends taking the following steps to update the EDA Bylaws:

- Executive Committee meets to review and discuss current bylaws

- The Executive Committee provides recommended updates to the full EDA Board
- The EDA provides a report to the City Council stating whether and how the enabling resolution and/or bylaws should be modified by July 19, 2017.