

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

**By and Among  
THE COUNTY OF ANOKA, CONNEXUS ENERGY, METRONORTH CHAMBER OF COMMERCE,  
AND PARTICIPATING MUNICIPALITIES OF ANOKA COUNTY**

This Memorandum of Understanding ("MOU") is by, between, and among the County of Anoka, a political subdivision of the state of Minnesota, through its Housing and Redevelopment Authority (HRA), (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 other local cities and 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. It will terminate upon the earlier of five (5) years from the date of this MOU; or, at any time with three (3) months' written notice of any entity who is a part of this agreement; or, automatically upon completion and implementation of a Final Action Plan, as determined by the Executive Committee. If it is the desire of the Hosting Agencies to continue this collaboration in excess of 5 years, a new MOU will be created at that time.
- C. Executive Committee. For purposes of this MOU, the Hosting Agencies will also serve as the Executive Committee for the Anoka County economic development initiative. 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 current Executive Committee members are listed in the attached **Exhibit A** to this Agreement.

1. Executive Committee Members' Terms: The Executive Committee shall serve for an initial term of eighteen (18) months, at which time members' terms may be renewed as needed to fulfill the objectives set forth in this MOU. Any vacancies on the Executive Committee may be filled at any time by appointment of a new member by the Executive Committee Chairperson. These appointments will consider such factors as the size of each municipality, and geographic location, to ensure that the Executive Committee constitutes a broad and thorough representation of Anoka County.
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. The Anoka County Board of Commissioners recently approved a position for an Economic Development Specialist ("ED Specialist") to assist the Executive Committee and other entities in this collaboration. The ED Specialist will report directly to Jerry Soma, 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 cost sharing among participating municipalities will be drafted, with the first agreement effective for year 2019. Negotiation, execution, and administration of any such 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.

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:**

\_\_\_\_\_  
Scott Schulte, Commissioner

Date:

\_\_\_\_\_

\_\_\_\_\_  
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: \_\_\_\_\_