

DRAFT

MEMORANDUM OF UNDERSTANDING

WHEREAS, Greater Bemidji, a non-profit 501(?)? economic development organization located in Bemidji, serves as a regional economic development agency for marketing and promoting business-related formation, relocation, planning, fundraising, and general public business development awareness in and for the Northwest Region of Minnesota (hereinafter “GB”); and

WHEREAS, the City of Bemidji (hereinafter the “City”), and GB (and its predecessor the Joint Economic Development Commission or “JEDC”) have a relationship spanning decades, and, currently, the City annually contributes \$30,000.00 towards Greater Bemidji’s organizational operations and activities; and

WHEREAS, In the recent past, the City also contributed to GB a non-payback grant of Program Income previously accruing to the City, for use by GB to purchase its current office building and operational center, also commonly referred to or known as the “Launch Pad”; and

WHEREAS, The City and GB desire a written memorialization (Work Plan) of how GB and the City together will in fiscal year 2020 continue to serve the economic development interests of the Bemidji Area Community. Furthermore, it is anticipated that the two entities will revisit this Work Plan annually and recommit their joint effort to the goals of economic development in the greater Bemidji Area Community.

NOW, THEREFORE, for consideration, budgeted and approved by the Bemidji City Council for 2020, the parties agree to the following Work Plan for 2020:

Upper Level Issues-Endeavors When necessary, when the combined resources of the City and Greater Bemidji are needed, upper level communication will take place between the City Manager and Greater Bemidji Executive Director. This could include items such as large business expansions, relocations, start-ups, city or region wide initiatives, or other similar issues of joint opportunity or concern.

The City and Greater Bemidji agree to bring items of mutual opportunities and concern back to our boards for discussion and work to discharge them in a manner that emboldens and brings confidence to our community.

Areas of Mutual Exploration: The City and Greater Bemidji agree to explore the expansion and inclusion of other partners into our process, support each other in grant writing, housing initiatives, and business development, and encourage diversity on boards, commissions and in outcomes.

Day to Day Affairs and Business: The City of Bemidji Community Development Director and the Greater Bemidji Director of Business Development will work on items of joint interest in promoting and supporting local businesses.

Specifically, Greater Bemidji will assist the City in the following business development services:

- 1) Assisting local businesses with business plan development or direction.
- 2) Offering financial assistance with loan packaging, including and not limited to coordination with local banks, credit unions, or others.
- 3) Assist businesses in applications for available finance packages, including, but not limited to: Angel Tax Credits, State Small Business Credit Initiative, Minnesota Investment Fund, Small Business Development Loan Program, Indian Business Loan Program, Minnesota Job Creation Funding, Minnesota Job Skills Partnerships as well as Workforce Training and Grant Programs.
- 4) Relay questions about Building, Planning, Zoning, TIF and Abatement to the City Community Development Department, and sit in on meetings with city staff to assist, as requested, by the Community Development Director.
- 5) Assist the City in coordinating and researching other opportunities for business growth or expansion in our community, including but not limited to grants, loans, and training opportunities.
- 6) The Community Development Director and Director of Business Development will talk weekly, and meet at least monthly, to coordinate issues of mutual consideration.

Quarterly Contact: At least quarterly, and at other times as requested, the Greater Bemidji Executive Director and the Bemidji Community Development Director will meet with the others respective boards to give an update on items of mutual interest and concern.

Annual Considerations: In January of each year Greater Bemidji will present to the Mayor and City Council members a synopsis of joint endeavors with the city over the

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last year, including clients served, projects completed, and important contacts made, and share with and agree to a work plan for the coming year.

Parties' Representatives: The on-going contact for the City under this MOU shall be the City Manager. The City Manager may, but is not required to, attend all Greater Bemidji Board meetings. The ongoing contact for GB shall be its Executive Director, who in turn may, but is not required to, attend all City Council meetings, with the exception of the quarterly updates or as requested by the City (per Paragraph 6. above).

This Memorandum of Understanding (MOU) establishes the broad based definition of the City and Greater Bemidji's respective roles in their ongoing relationship and in relation to economic development activities generally in the greater Bemidji Area Community. If desired by either party or for reasons of issues undisclosed or not contemplated by the parties, this MOU may be amended by written instrument, or a more detailed agreement developed, negotiated and executed to replace it.

Approved this day by:

City of Bemidji:

Date: _____

Greater Bemidji:

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Date: _____