



Economic Development Authority Member

Position Description

The Maple Plain Economic Development Authority (EDA), reorganized in 2006, seeks to promote economic growth by creating partnerships, fostering employment opportunities, supporting diverse housing programs and expanding the tax base through development and redevelopment. The EDA serves as an advisory board to the City Council and recommends items to the Council for consideration.

Commission Logistics

Membership:

The Authority consists of seven members, which includes five City Council members and 2 “at large” members appointed by the Council. Each “at-large” commissioner is appointed to a six-year term with no maximum term limit. Members do not receive monetary compensation.

Meetings:

Meetings are held the second Monday of the month at 5:30 p.m. at City Hall. Special meetings are held as needed and determined by the Commission and/or City Council.

Position Summary

A Maple Plain EDA Member discusses and addresses issues and public policy concerning community and economic development; receive and consider advice and professional recommendation concerning City actions related to community and economic development; advise the City Council regarding the same, and exercises all authority and power delegated to the EDA by the Council and the State of Minnesota in an open, respectful, and lawful manner.

Duties:

- Consider and vote on various EDA actions
- Consider the interests and needs of City residents, private businesses, and public organizations regarding community and economic development
- Attend and prepare for all EDA events, meetings, and work sessions
- Establish goals and objectives for community and economic development, and provide direction to City Staff
- Explore opportunities for community development under the general guidance of the Council
- Recommend budget actions and decisions to the Council
- Review and recommend various EDA programs and services
- Conduct EDA business in compliance with City policies and State statutes
- Exercise all other duties and responsibilities delegated to the EDA by the Council or State statute.

Qualifications:

Required:

An EDA member must either be a resident of Maple Plain, own a business located in Maple Plain or work in a managerial position for a Maple Plain business. Members must have familiarity or interest in local government operations concerning community and economic development.

Desired:

Previous experience with community and/or economic development; previous business or non-profit development experience.