

**Kevin P. Watson**  
City Administrator

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## *Memorandum:*

TO: Mayor Krachmer and City Council Members

FROM: Kevin P. Watson, City Administrator

DATE: February 21, 2023

SUBJECT: St. Paul Area Chamber of Commerce

### **Recommendation**

Authorize City Administrator to sign a contract for services with the St. Paul Area Chamber of Commerce.

### **Background**

The St. Paul Area Chamber of Commerce is proposing to provide the following services to the Vadnais Heights residents, businesses and visitors. They propose that their staff will review and respond to electronic and mail inquiries regarding business opportunities and visitor attractions in Vadnais Heights and the greater trade area. They will assist the City in serving its business owners through the coordination of meetings and business promotion initiatives. They will maintain a roster of Vadnais Heights businesses, who are member of the Chamber. They will also coordinate and promote training opportunities for local businesses in a manner that will promote overall economic growth of the community and will provide assistance for minority-owned businesses.

The Chamber asked that the City consider the services the Chamber will provide and authorize the approval of the proposed agreement and payment to them of \$450.00.

### **Attachments**

- Proposed contract for services

January 26, 2023

Vadnais Heights City Council  
800 East County Road E  
Vadnais Heights MN 55127

Dear Vadnais Heights City Council:

The purpose of this letter is to confirm services to be provided to the City of Vadnais Heights residents, businesses and visitors by the St. Paul Area Chamber. Throughout 2023, the Chamber will:

- 1) Staff a business office 40-hours per week, which will, among other tasks, review and respond to electronic and mail inquiries regarding business opportunities and community development activities in Roseville and in the greater trade area;
- 2) Assist the City in serving its business owners through the coordination of meetings and business promotion initiatives;
- 3) Maintain a roster of Vadnais businesses who are members of the Chamber, by category; and
- 4) Coordinate and promote training opportunities for local businesses in a manner that will promote overall economic growth of the community.

In consideration of these services, the City of Vadnais Heights will make a payment of \$450.00 to the Chamber and also provide occasional meeting and storage space and technical assistance as needed and available.

FOR THE VADNAIS HEIGHTS CITY COUNCIL

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Kevin Watson, City Administrator

ACCEPTED BY THE CHAMBER

*Brenda Kyle*

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B Kyle, President and CEO

