



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft Economic Development Authority

Monday, January 22, 2024

6:00 PM

Council Chambers

6:00PM REGULAR AGENDA

Vice-President Randy Yoder called the meeting to order at 6:00 p.m.

- Present** 5 - Enoch Blazis, Randy Yoder, Jessica Peterson-White, Andy Beaham, and Kathleen Holmes
- Absent** 2 - Mike Strobel, and Andrea Berube

Also present: Nate Carlson, Economic Development Director; Anna Watson, Economic Development Associate; Matt Bailey, Meeting Associate; Quinn Edwards, Youth Representative (non-voting); Xochitl Valdez, Youth Representative (non-voting)

APPROVAL OF AGENDA

A motion was made by Board Member Peterson-White, seconded by Treasurer Blazis, to approve the Agenda. The motion carried by the following vote:

Yes: 5 - Blazis, Yoder, Peterson-White, Beaham, and Holmes

APPROVAL OF MINUTES

1. [24-050](#) November 27, 2023 EDA Meeting Minutes

Attachments: [11-27-2023 EDA Meeting Minutes](#)

A motion was made by Board Member Holmes, seconded by Board Member Peterson-White, to approve the November 22, 2023 EDA Meeting Minutes. The motion carried by the following vote:

Yes: 5 - Blazis, Yoder, Peterson-White, Beaham, and Holmes

PRESENTATIONS

2. [24-051](#) Presentation from Micro-Grant Recipient - Soulstice Boutique

Attachments: [1 - Soulstice MicroAgreement 4-24-2023](#)

Elizabeth Spaulding of Soulstice Boutique, recipient of an EDA Micro-grant award in 2023, reported on how the grant has helped her business succeed. Spaulding responded to questions and comments from the EDA members.

3. [24-052](#) Presentation on City Branding Efforts

Jeff Johnson of Replace Design and Michelle Mahowald, Communications & Human Resources Director for the City of Northfield, delivered a presentation on their work with the Northfield Branding Commission to update the branding of the City of Northfield. Johnson and Mahowald responded to questions and comments from the EDA.

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

4. [24-053](#) 2023 EDA Financials - Year End

Attachments: [1 - December EDA Finances 2023](#)
[2 - December EDA Loan report 2023](#)

Economic Development Director Nate Carlson updated the EDA on the 2023 EDA Financials.

5. [EDA M2024-001](#) EDA 2024 Election of Officers

Attachments: [1 - Economic Development Authority Membership 2024](#)

The EDA conducted the 2024 Election of Officers. Economic Development Director Nate Carlson proposed a slate of officers: Vice-President Randy Yoder as President, Board Member Andrea Berube as Vice-President, and President Mike Strobel as Treasurer. Due to the absence of Berube at this meeting, the office of Vice President will be voted on at the next meeting of the EDA.

A motion was made by Board Member Peterson-White, seconded by Treasurer Blazis, to approve to approve Vice-President Yoder as President for 2024 and President Strobel as Treasurer for 2024. The motion carried by the following vote:

Yes: 5 - Blazis, Yoder, Peterson-White, Beaham, and Holmes

6. [24-054](#) EDA Board Introductions & Motivations

The members of the EDA introduced themselves and discussed what motivates them to be on the EDA Board. The representatives of City Staff also introduced themselves.

7. [EDA M2024-002](#) Establish EDA Sub-Committee members

A motion was made by Board Member Peterson-White, seconded by Treasurer Blazis, to approve the selection of Board Members Beaham, Holmes, and Strobel to sit on the EDA Loan Sub-Committee. The motion carried by the following vote:

Yes: 5 - Blazis, Yoder, Peterson-White, Beaham, and Holmes

- 8. [EDA Res. 2024-001](#) 2023 Economic Development Authority Meeting Schedule

Attachments: [1 - Resolution 2024-001](#)

The EDA approved the proposed meeting schedule for 2024.

- 9. [24-055](#) 2024 Board and Commission Onboarding and Refresher.

Attachments: [1 - Board and Commission Onboarding/Refresher Video](#)
[2 - City Council & Board and Commission Member Guide](#)
[3 - Northfield City Code/Charter](#)
[4 - Board and Commission Rules of Business](#)
[5 - Resolution 2011-131](#)
[6 - 2021-2024 City of Northfield Strategic Plan](#)

The new members of the EDA for 2024 completed their onboarding prior to the meeting.

- 10. [24-056](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 1-22-24](#)

STAFF UPDATES

Economic Development Director Nate Carlson and Economic Development Associate Anna Watson delivered updates from City Staff.

BOARD MEMBER AND COMMISSIONER REPORTS

- Vice-President Yoder reported on his offer of pro bono business coaching to vendors participating in the Mercado Local. Yoder also reported on the imminent opening of the Ace Hardware location in Northfield under new ownership.
- Youth Representative Valdez thanked the EDA for their support of the Mercado Local.

ADJOURNMENT

A motion was made by Board Member Peterson-White, seconded by Treasurer Blazis, to adjourn the meeting at 7:10 p.m. The motion carried by the following vote:

Yes: 5 - Blazis, Yoder, Peterson-White, Beaham, and Holmes