



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Final Economic Development Authority

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Thursday, October 26, 2017

7:30 AM

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### Rollcall

**Present:** 7 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Jessica Peterson White, Rhonda Pownell, Fred Rogers and Mike Strobel

### I. Call to Order and Approval of Agenda

*Chair Bornhauser called the meeting to order at 7:35am.*

*Also present: City Administrator Ben Martig, Finance Director Brenda Angelstad, Community Development Director Chris Heineman, Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Fischer, NEC Director Chris Willock, Sonja Ziemann, Derek Meyers and EDA Youth Representative Evan Clay.*

### II. Approval of Minutes

1. [17-1077](#) Draft 09-28-2017 EDA Meeting Minutes

**Attachments:** [09-28-2017 EDA Minutes](#)

*Rogers and Ackerman entered the meeting at 7:37am. Peterson White entered the meeting at 7:38am.*

**A motion was made by Pownell, seconded by Strobel, to approve the 09-28-2017 EDA minutes. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

### III. Finances

2. [17-1078](#) September 2017 EDA Financials

**Attachments:** [SEPT EDA Finances 2017](#)

[Sept EDA Loans](#)

*Carlson reviewed the new financial budget sheet he has been working on with Finance Director Angelstad.*

*All loans are up to date and will be speaking more on the StrataPoint loan.*

### IV. New Business Items

3. [17-1079](#) Imminent Brewing Presentation

*Derek Meyers, part owner of Imminent Brewing, gave overview of the business since they received the \$50,000 loan to assist with the purchase of the building and renovation work. Meyers stated business has been overwhelmingly successful. Imminent has hired 1 full-time employee, 7 part-time employees and help support many other businesses and local charities in Northfield.*

*Meyers discussed the need for additional parking and a couple 20 minute spots. He felt the short term parking would be beneficial for Imminent and Pete's Chiropractic. Meyers stated Premier Bank has given them permission to have Imminent customers utilize their parking lot.*

4. [EDA M2017-012](#) Micro-Grant Application (Ziemann Agency)

**Attachments:** [1 - Ziemann Agency Supplement](#)  
[2 - EDA Loan Sub Committee Minutes 10-18-17](#)

*Carlson reviewed the micro-grant application for Ziemann Insurance Agency.*

**A motion was made by Vice President Ackerman, seconded by Rogers, to approve the micro-grant loan of \$3000.00 for Ziemann Insurance Agency. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

5. [EDA M2017-013](#) Micro-Grant Application (KYMN Radio)

**Attachments:** [1 - KYMN Supplement](#)  
[2 - EDA Loan Sub Committee Minutes 10-18-17](#)

*Carlson reviewed the micro-grant loan application for KYMN.*

**A motion was made by Rogers, seconded by Vice President Ackerman, to approve the micro-grant loan of \$2000.00 for KYMN. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

6. [EDA Res. 2017-002](#) EDA Consideration of Resolution #2017-02 Third Loan Modification for StrataPoint

**Attachments:** [1 - EDA Resolution](#)  
[2 - Third Loan Modification Agreement StrataPoint](#)  
[3 - City Council Resolution #2015-075](#)

*Carlson reviewed the history of the StrataPoint loan and parameters of the third loan modification. Carlson explained StrataPoint is willing to keep paying the interest on the loan, but unwilling to commit further liability. The current modification doubles their current payment and offers the EDA a way to reach the end goal with principal sooner.*

*Youth Representative Evan Clay exited at 8:34am.*

**A motion was made by Rogers, seconded by Vice President Ackerman, to approve EDA Resolution 2017-02 for the Third Loan Modification for StrataPoint**

**Master Development Loan. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

**7. [EDA M2017-014](#) 2018 EDA Budget Approval**

**Attachments:** [EDA 2018 Budgets](#)

*Carlson reviewed his staff report and opened the discussion.*

*President Bornhauser recused himself due to a conflict of interest because the City Chamber dues will now be paid through the EDA budget.*

**A motion was made by Vice President Ackerman, seconded by Strobel, to approve the 2018 EDA budget. The motion carried by the following vote:**

**Yes:** 5 - Vice President Ackerman, Ehrmann, Peterson White, Rogers and Strobel

**No:** 1 - Pownell

**Recused:** 1 - President Bornhauser

**8. [EDA M2017-015](#) EDA Board action on 2018 NEC Contract**

**Attachments:** [1 - 2017 NEC Services Contract](#)

[2 - NEC Services Contract - 2018 Draft](#)

*Carlson opened the discussion of the 2018 NEC Contract.*

**A motion was made by Vice President Ackerman, seconded by Peterson White, to approve a two year contract NEC Contract for \$100,000 with \$50,000 allocated for FY 2018 and FY 2019. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

**9. [EDA M2017-016](#) EDA Business Subsidy Policy Action**

**Attachments:** [1 - Resolution for City Council Approval](#)

[2 - 07-11-2017 EDA WS Minutes](#)

[3 - Farmington Business Subsidy Policy](#)

[4 - Lakeville Business Subsidy Policy](#)

*Carlson reviewed the business subsidy policy and stated the draft was presented and approved at the last meeting.*

**A motion was made by Rogers, seconded by Strobel, to recommend approval of the draft EDA Business Subsidy Policy to City Council. The motion carried by the following vote:**

**Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

**V. Reports and Discussion Items**

10. [17-1080](#) NEC Quarterly Update

- Attachments:** [1 - NEC Third Qtr Report 2017](#)  
[2 - NEC Satisfaction Survey Results](#)

*Carlson introduced the item and referred any questions to NEC Director Chris Whillock.*

11. [17-1081](#) EDA Future Meeting Schedule

- Attachments:** [Future Meeting Schedule 10-23-17](#)

*Carlson stated at the November meeting Tanzenwald Brewing Company will give a presentation.*

*Peterson White will not be in attendance at the November meeting.*

- a) **Commissioner Comments and Reports**
- b) **Staff Updates and Reports**
- c) **Comments from the Chair**

*Chair Bornhauser asked the EDA members to be aware of the 7:30am meeting start time.*

## VI. Adjournment

**A motion was made by Strobel, seconded by Vice President Ackerman, to adjourn the meeting at 8:59am. The motion carried by the following vote:**

- Yes:** 7 - President Bornhauser, Vice President Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel