

City of Northfield

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



Meeting Agenda

Monday, June 29, 2026

6:00 PM

Council Chambers

Economic Development Authority

6:00PM REGULAR AGENDA

APPROVAL OF AGENDA

1. [26-329](#) EDA Board Introductions & Motivations

APPROVAL OF MINUTES

2. [26-330](#) March 27, 2026 EDA Meeting Minutes

Attachments: [1 - April 27, 2026 EDA Meeting Minutes](#)

PRESENTATIONS

OPEN PUBLIC COMMENT

Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.

BOARD MEMBER AND COMMISSIONER REPORTS

REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Commission's time. Members of the public wishing to speak must adhere to the following guidelines:

- *Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Commission;*
- *Identify your relationship to the topic;*
- *Have a spokesperson or two for your group to present your comments;*
- *Persons wanting a response to a question must submit the question in writing to the recording secretary, including name and how you would like to be contacted.*

3. [EDA M2026-003](#) EDA 2026 Election of Officers

Attachments: [1 - CC Resolution 2011-131](#)
[2 - EDA Members June 2026](#)

4. [BC 26-005](#) Consider Appointment of EDA Loan Committee members.
5. [EDA M2026-004](#) Establish (Re)Development Committee to provide analysis, review, and recommendations on development and redevelopment projects

6. [26-331](#) May EDA Loan Report
- Attachments:** [1 - EDA Loan report](#)
7. [EDA Res.](#)
 [2026-004](#) Consider Resolution Approving Revolving Loan in the Amount of
 \$150,000 to Lux Med Spa L.L.C. for Renovation, Equipment, and
 Establishment of 528 Division St.
- Attachments:** [1 - EDA Resolution](#)
 [2 - Loan Report Summary and Program Guide](#)
8. [26-332](#) EDA Workplan
- Attachments:** [1 - Presentation EDA Workplan](#)
 [2 - EDA Workplan for Adoption](#)
 [3 - 2019 Northfield EDA Work Plan](#)

STAFF UPDATES

9. [26-333](#) Annual Board and Commission Onboarding and Refresher.
- Attachments:** [1 - Board and Commission Rules of Business](#)
 [2 - City Council & Board/Commission Member Guide](#)
 [3 - Board and Commission Member Orientation Video](#)
 [4 - Youth on Boards Handout](#)
 [5 - Northfield City Code/Charter](#)
 [6 - 2025-2028 Strategic Plan](#)
 [7 - 2045 Comprehensive Plan](#)
10. [26-334](#) Staff Updates
- Attachments:** [1 - Archer House COA](#)

ADJOURNMENT



Legislation Text

File #: 26-329, **Version:** 1

EDA Date: June 29, 2026

To: Members of the Economic Development Authority

From: Emery John, Program Associate

EDA Board Introductions & Motivations

Action Requested:

The Economic Development Authority will give brief introductions of themselves, in addition to answering the question, ‘why did you apply to serve on this body?’

Summary Report:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



Legislation Text

File #: 26-330, Version: 1

EDA Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Matt Bailey, Meeting Associate

March 27, 2026 EDA Meeting Minutes

Action Requested:

Please review the March 27, 2026 EDA Meeting Minutes and approve or approve with amendments.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



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Meeting Minutes - Draft Economic Development Authority

Monday, April 27, 2026

6:00 PM

Council Chambers

6:00PM REGULAR AGENDA

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

- Present** 6 - Enoch Blazis, Board Member Randy Yoder, Jessica Peterson White, Donald Stager, Chad Beumer, and Michael Thompson
- Absent** 1 - Sean Allen

Also present: Emery John, Community Development Program Associate; Matt Bailey, Meeting Associate; Owen Jacobi, Youth Representative

APPROVAL OF AGENDA

A motion was made by Board Member Blazis, seconded by Board Member Beumer, to approve the agenda. The motion carried by the following vote:

Yes: 6 - Blazis, Board Member Yoder, Peterson White, Stager, Beumer, and Thompson

APPROVAL OF MINUTES

1. [26-216](#) March 23, 2026 EDA Meeting Minutes

A motion was made by Board Member Peterson White, seconded by Board Member Beumer, to approve the March 23, 2026 EDA Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Blazis, Board Member Yoder, Peterson White, Stager, Beumer, and Thompson

PRESENTATIONS

2. [26-217](#) Riverwalk Market Fair Spring Presentation

Community Development Program Associate introduced Chair of the Board of Directors of the Riverwalk Market Fair Martha Kasper, Market Manager Kari McMartin, and Assistant Manager April Kopack, who delivered the Spring presentation on their activities. McMartin and Kopack responded to questions and comments from the EDA.

3. [26-218](#) Latino Economic Development Center (LEDC) Presentation

Community Development Program Associate Emery John introduced Alma Flores, Executive Director of the Latino Economic Development Center (LEDC), who delivered a presentation on their activities of the past six months in Northfield. Flores responded to questions and comments from the EDA.

OPEN PUBLIC COMMENT

No public comment was received.

BOARD MEMBER AND COMMISSIONER REPORTS

No Board and Commissioner Reports were submitted.

REGULAR AGENDA

4. [26-219](#)

March EDA Financials and Loan Report

Community Development Program Associate Emery John presented the March 2026 EDA Financials and Loan Report.

5. [26-220](#)

Draft EDA Workplan

Community Development Program Associate Emery John presented the 2026-2027 Draft EDA Workplan. John responded to questions and comments from the EDA.

A motion was made by Board Member Peterson White, seconded by Board Member Stager, to extend the meeting until the end of business. The motion carried by the following vote:

Yes: 6 - Blazis, Board Member Yoder, Peterson White, Stager, Beumer, and Thompson

6. [26-221](#)

Recognition of Service to the Northfield Economic Development Authority - Enoch Blazis

President Yoder and the other members of the EDA thanked Treasurer Blazis for his years of service on the Board.

STAFF UPDATES

7. [26-222](#)

Staff Updates

Community Development Program Associate Emery John provided updates from City staff.

ADJOURNMENT

President Yoder adjourned the meeting at 7:39 p.m.



Legislation Text

File #: EDA M2026-003, **Version:** 1

EDA Meeting Date: June 29, 2026

To: Members of the Northfield Economic Development Authority

From: Emery John, Program Associate

EDA 2026 Election of Officers

Action Requested:

The EDA is asked to nominate and elect officers for 2026.

Summary Report:

Officer roles are set by the Bylaws of the Economic Development Authority (EDA) and include a President, Vice-President, Secretary, Treasurer, and Assistant Treasurer. As per the EDA Bylaws, the office of Secretary need not be held by a member of the Board and may be held by a member of City staff. The Bylaws also state the City Finance Director shall serve as the Assistant Treasurer. The following EDA Commissioners and staff members served as officers in 2025:

- President: Randy Yoder
- Vice-President: Andy Beaham (resigned - vacated)
- Treasurer: Enoch Blazis
- Assistant Treasurer: Brenda Angelstad
- Secretary: Kari Bonde

The Economic Development Authority has typically elected its officers using the following protocol:

1. EDA President announces that nominations for an office is now open
2. EDA President shall ask for nominations from EDA Board members
3. Upon hearing no further nominations from the floor, the EDA President shall announce that the nomination for the office is closed
4. EDA President shall request a vote
5. The member receiving the majority of the votes shall be declared duly elected

Included below is Article II, Sections 1 - 6 of the EDA Bylaws, which outline the process for election of officers. A list of current EDA members, youth representatives, and staff members is included in the packet.

The following slate of officers to be nominated for 2026 (note recommended staff officer positions):

- President: _____
- Vice-President: _____
- Treasurer: _____
- Assistant Treasurer: Brenda Angelstad
- Secretary: Kari Bonde

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The annual election of EDA officers shall be open to nominations from any member of the Board. Candidates to fill vacant officer positions shall be selected by a simple majority of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Treasurer (the Vice-President, in the Treasurer's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and Assistant Treasurer. At each meeting, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority. The President shall serve a one-year term. The EDA President shall be the spokesperson for the Board in meetings with the Council and the general public; and responsible for ensuring EDA compliance with the EDA Enabling Resolution and adopted EDA procedures. Council members appointed to the EDA shall not serve as the President or Vice-President of the EDA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are assigned to the President until such time as the Board shall select a new President. The Vice President shall serve a one-year term.

Section 4. Secretary. The Secretary shall ensure that minutes are kept of all meetings of the Board and all records retained of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The office of Secretary need not be held by a member of the Board, and may be held by a member of the City staff or an employee of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for the acts of the Assistant Treasurer. The Treasurer shall serve a one year term.

Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer, shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select, shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

Election of officers shall occur at the annual first meeting after new members have been appointed, and all newly elected officers shall assume their positions following the election.

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

All newly elected officers will start their terms immediately.

CITY OF NORTHFIELD
RESOLUTION # 2011-131
AMENDING ENABLING RESOLUTION ESTABLISHING THE NORTHFIELD
ECONOMIC DEVELOPMENT AUTHORITY UNDER MINNESOTA STATUTES
SECTIONS 469.090 THROUGH 469.108

BE IT RESOLVED by the City Council (the "Council") of the City of Northfield, Minnesota (the "City"), as follows:

1. Recitals. The City is authorized pursuant to Minnesota Statutes, Sections 469.090 through 469.108 (the "Economic Development Authority Act"), to establish an economic development authority for the City, and the Council desires to do so in order to promote the economic, commercial, housing, and industrial development and redevelopment of the City and in order to consolidate the activities heretofore undertaken by the City in those areas. The City has caused notice of a public hearing on the establishment by the City of an economic development authority to be published in a newspaper of general circulation in the City once each week for two consecutive weeks, and pursuant to such notice, a public hearing on said question has been held by the Council on the date hereof, at which hearing all persons desiring to present their oral or written comments on this proposal were given an opportunity to do so.

2. Establishment of Economic Development Authority. Pursuant to the Economic Development Authority Act, the Council hereby establishes an economic development authority for the City, to be known as the Northfield Economic Development Authority (the "EDA"). The EDA shall be governed by a board of commissioners, appointed by the Mayor with approval by the City Council. The EDA Board shall consist of the seven members, two of which shall be members of the Council, and the term of each such commissioner of the EDA who is a member of the City Council shall coincide with that commissioner's membership on the City Council.

3. Powers. The EDA shall have all powers given to an economic development authority pursuant to the Economic Development Authority Act, as the same may be amended or supplemented provided that the EDA shall have the following limitations:

- a. All official actions of the EDA must be consistent with the adopted Comprehensive Plan of the City and any official controls implementing such plan.
- b. The EDA shall submit its administrative structure and management practices to the Council for approval, and conduct its affairs in a manner consistent with the EDA Enabling Resolution.
- c. The EDA shall meet jointly with the City Council at least twice each year in meetings devoted to the discussion of economic development.
- d. The EDA shall annually submit to the City Council before August 30 of each year, a detailed work plan and budget, with a written estimate of the amount of money that the authority expects to need from the city to do authority business during the next fiscal year. The needed amount is what is needed in excess of any expected receipts from other sources. (§469.100 Subd 2)

- e. Annually, at a time and in a form fixed by the City Council, the authority shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City. (§469.100 Subd 4)
- f. The authority shall submit all planned activities for influencing the action of any other governmental agency to the City Council for approval. (§469.092 Subd. 1 (6))
- g. The sale of all bonds issued by the EDA must be approved by the Council before issuance.
- h. The ability of the EDA to participate as a limited partner in a development project must have prior approval of the Council.
- i. At the request of the Council, the EDA may manage the City's tax increment districts in an advisory capacity to the City Council in accordance with the following conditions:
 - City Council approval will be required for all tax increment agreements.
 - City Council approval will be required when amending or establishing a tax increment district.All contracts and financial agreements relating to tax increment districts shall be reported to the City Council at least 15 days before final signing.
The EDA will submit to the City Council an annual report on or before the first meeting in July listing all financial transactions relating to tax increment districts.
- j. Except when previously pledged by the authority, the City Council may by resolution require the authority to transfer any portion of the reserves generated by activities of the authority that the City Council determines is not necessary for successful operation of the authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the city. (§469.092 Subd. 1 (2))
- k. Without limiting the right of the authority to petition the city council at any time, each year, within 60 days of the anniversary date [September 17, 1990] of the first adoption of the enabling resolution the authority shall submit to the city council a report stating whether and how the enabling resolution should be modified. Within 30 days of receipt of the recommendation, the city council shall review the enabling resolution consider the recommendations of the authority, and make any modification it considers appropriate. Modifications must be made in accordance with the procedural requirements of section 469.093. (§469.092 Subd 3)
- l. The Council may refer issues, projects and topics of consideration to the authority for its immediate attention with the request that it be reviewed and a recommendation and supportive documentation returned to the Council within 45 days.

4. MISSION, GOAL AND OBJECTIVES OF THE EDA

- A. MISSION STATEMENT: Operating under the authority of the City Council, the EDA shall be the chief economic development agency for the City.

B. GOAL: The EDA shall work to improve the economy of Northfield through initiatives that increase employment, broaden the tax base, attract new enterprises and resources to the community and strengthen our appeal as a place to do business in accordance with the goals and principles set forth in the city's Comprehensive Plan and Comprehensive Economic Development Plan.

C. GENERAL OBJECTIVES

LEADERSHIP: Under the direction of the City Council, the EDA shall work collaboratively with business stakeholders, partner organizations and community leaders to develop a clear economic development plan for the Council's approval and to achieve the goals outlined in that Plan.

REGIONAL STRATEGY: The EDA shall develop and implement a strategy for strengthening Northfield's economic position in the region that is based on the community's strengths and resources, and makes use of regional (cities, townships and counties), state and national networks and resources relating to economic development.

RETENTION: The EDA shall develop programs that help existing businesses to remain in Northfield and to thrive here, and shall partner with them to achieve goals that are consistent with the City's Comprehensive Plan.

OUTREACH: The EDA shall develop programs and incentives to attract new business initiatives, resources and employment opportunities that are consistent with the City's Economic Development Plan and shall pursue projects that enhance our competitiveness and appeal as a place to live and do business.

REDEVELOPMENT: The EDA shall encourage and support commercial infill and redevelopment city-wide, with emphasis on the downtown.

FINANCING: The EDA shall work to become self-supporting.

IMPACT: The EDA shall take into account the environmental effect and the housing, schooling and infrastructure needs of commercial and industrial development.

5. BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Northfield Economic Development Authority" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Membership. The Board shall consist of seven commissioners; five appointed by the Mayor with the approval of the Council, with six-year terms of office, and two commissioners who are members of the Northfield City Council appointed by the Mayor with the approval of the Council. At least six of the seven of the EDA's members shall be residents of the City of Northfield or non-residents of the City who own property or are employed within the City limits, and one member may be a resident of the Northfield

School District (659) who neither owns a residence nor is employed in the City of Northfield.

Section 3. Term Limits For Non-Council Members on the EDA. Term lengths for the EDA are established in State Statutes, Chapter 469.095, Subd. 2(c). An EDA member is allowed to serve one full six-year term, plus a partial term if they were appointed to fill a vacated term. A member must then be off of the EDA one year before that person can be reappointed to the EDA.

Section 4. Term Limits for Council Membership on the EDA. A Council member's term on the EDA shall conclude with the end of their term on the Council regardless of whether they were appointed or elected to a partial or full term on the Council. A Council member who is re-elected to the Council may be re-appointed to the EDA by the Mayor with the approval of the Council.

Section 5. Filling Vacant Terms. EDA members are appointed by the Mayor and approved by the City Council.

Section 6. Office of Authority. The offices of the Authority shall be at the Northfield City Hall, or at such other location approved by Resolution of the Northfield City Council.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The annual election of EDA officers shall be open to nominations from any member of the Board. Candidates to fill vacant officer positions shall be selected by a simple majority of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Treasurer (the Vice-President, in the Treasurer's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and Assistant Treasurer. At each meeting, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority. The President shall serve a one-year term. The EDA President shall be the spokesperson for the Board in meetings with the Council and the general public; and responsible for ensuring EDA compliance with the EDA Enabling Resolution and adopted EDA procedures. Council members appointed to the EDA shall not serve as the President or Vice-President of the EDA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are assigned to the President until such time as the Board shall select a new President. The Vice President shall serve a one-year term.

Section 4. Secretary. The Secretary shall ensure that minutes are kept of all meetings of the Board and all records retained of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The office of Secretary need not be held by a member of the Board, and may be held by a member of the City staff or an employee of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for the acts of the Assistant Treasurer. The Treasurer shall serve a one year term.

Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer, shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select, shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

Section 7. Council Membership on the EDA

- a. Council members who are appointed to the EDA from the City Council are responsible for communicating and explaining Council decisions to the EDA.
- b. Council members on the EDA shall also be responsible for communicating EDA activities to the Council in a timely manner.
- c. Though not required to vote in step with the majority vote of the City Council on any particular issue, Council members appointed to the EDA are to vote according to their best judgment on how to support and implement the goals, strategies and plans approved by the City Council.

Section 8. EDA Liaisons. The EDA may appoint liaisons to partner organizations, city advisory boards and commissions and other local groups to facilitate a two-way flow of information between those groups and the EDA. Liaisons shall have a communication function only and are neither decision makers nor voting members of the organizations to which they are assigned.

Section 9. Subcommittees and Working Groups: The EDA may, by vote of a majority of the Board, appoint subcommittees consisting of up to three EDA members, and working groups of community members, to work on projects relating to EDA goals. Working groups shall meet for the duration of their assigned project and be disbanded by a majority vote of the Board. Subcommittees and working groups may meet without participation of staff and vote to decide questions for the group, but the votes of subcommittees and working groups shall not be binding on the EDA.

The activities and finding of any subcommittee and working group shall be reported to the full Authority on an ongoing basis and be reflected in the Minutes of the Authority.

Section 10. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 11. Vacancies. Should the office of President, Vice-President, Secretary, Treasurer, or Assistant Treasurer become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 12. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Board shall hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two (2) members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed or emailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote at least four of the Commissioners present.

Section 4. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted only if approved by at least four of the Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon.

Section 5. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order which shall be reviewed annually by all members of the Board.

ARTICLE IV – REVISING THE ENABLING RESOLUTION

Section 1. Modification of Resolution. See §469.092 Subd. 2 and §469.093 Subd. 3.

Section 2. Revision of EDA Procedures. The procedures of the Authority, with exception of procedures dictated by the City Council or by State law, may be revised by resolution approved by at least four members of the Board. The proposed procedural revisions must be delivered to the Board at least seven (7) days in advance of the meeting at which the amendment(s) will be considered.

ARTICLE V - MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Northfield.

PASSED by the City Council of the City of Northfield on this 13th day of December 2011.

ATTEST

Deb A Little

City Clerk

Mary Rossy

Mayor

VOTE: Y ROSSING Y BUCKHEIT Y GANEY Y NAKASIAN
 Y POWNELL Y VOHS Y ZWEIFEL

EDA Members and Staff

June 2026

Randy Yoder

Donald Stager

Sean Allen

Michael Thompson

Bob Pfefferle

Jessica Peterson White

Chad Beumer

Henry Thorkelson

Parker Malecha

Staff

Scott Wopata, Community Development Director

Emery John, Community Development Program Associate

Kari Bonde, Administrative Associate

Matt Bailey, Meeting Associate

Brenda Angelstad, Finance Director

Ben Martig, City Administrator



Legislation Text

File #: BC 26-005, **Version:** 1

EDA Meeting Date: June 29, 2026

To: Members of the Northfield Economic Development Authority

From: Emery John, Program Associate

Consider Appointment of EDA Loan Committee members.

Action Requested:

Staff recommends a motion to approve “[name three members]” to serve on the loan committee.

Summary Report:

The EDA has typically appointed a Loan Committee to review EDA Revolving Loan and micro-grant requests. The Loan Review Committee meets on an as-needed basis to review revolving loan and micro-grant applications and forwards a recommendation to the full EDA board for consideration.

Staff is requesting the EDA identify members for the Loan Committee for 2026. Committees could be two or three members and meet on an as-needed basis. In the past, this has consisted of fewer than 10 meetings per year, though may fluctuate given the quantity of applications. Typically, the EDA President shall serve as a first substitute for any sub-committee member.

The Loan Committee in 2026 will have the additional duty of providing an advisory role for the EDA Workplan Initiative #1: Financial Assistance Overhaul. This may include reviewing program drafts, providing feedback on the pilot program, and other such advice.

2025 Loan Committee members:

- Enoch Blazis
- Don Stager
- Sean Allen

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

June 2026 - Committee re-established

May/June 2027 - Committee evaluated



Legislation Text

File #: EDA M2026-004, **Version:** 1

EDA Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Scott Wopata, Community Development Director
Emery John, Program Associate

Establish (Re)Development Committee to provide analysis, review, and recommendations on development and redevelopment projects

Action Requested:

Staff recommends a motion to approve “[name three EDA members]” and the chair to be “[name one EDA member of the three]” to serve on the (Re)Development Committee to provide analysis, review, and recommendations on development and redevelopment projects.

Summary Report:

The EDA is establishing a new workplan in 2026 that identifies progress related to significant development projects as a shared priority. The City owns multiple sites that are prime for development near and around downtown. There have been various efforts over recent years to explore development of some of these sites, particularly 5th & Washington Street as a lead project candidate due to site readiness and alignment with developer interest.

We’ve also had tremendous success as well with Loon Liquors retention and expansion to the downtown where the City proactively acquired then sold the former Northfield News site and successfully met numerous community goals (retention and expansion of local business, filling a large underutilized building in the downtown, growing tourist/destination business to the downtown, returning full city cost investment, etc.).

The 5th and Washington site, and to a much lesser degree others in early conceptual phase haven’t materialized for a host of reasons related to economic market conditions, rising costs of construction materials and labor, developer/owner equity contribution, private debt financing conditions, staff capacity, staff expertise, and/or, investor cash capital among others. Fortunately, the “out of pocket” investments have been relatively minor while exploring these options. Currently, discussions regarding potential development at 5th and Washington will need a significant amount of analysis and review to recommend moving forward (or not) with various project proposals.

A committee structure allows for consistent conversations to evaluate projects and to identify priorities for the EDA to consider and establish future policy to guide future decisions of (re)development projects. Additionally, the introduction of a new Community Development Director, new EDA members, and a changing staff structure within Community Development aligns with the need for a committee structure to evaluate current and future (re)development projects.

Staff anticipate that participation in the committee will require an additional time commitment of approximately 1-3 hours per month. The structure of the committee will begin immediately and will be re-evaluated annually by the EDA. Nominations to the committee will be on an annual basis in May or June of each year. The committee will include 3 EDA members, including one member appointed as chair of the committee. Staff will lead the work of the committee. Individuals outside of the EDA may be included to advise staff, but not as committee members. The committee will not have decision-making authority and cannot speak on behalf of the full EDA. The committee will provide updates and recommendations to the full EDA on a regular basis.

City Plans & Policies Relevance:

The City and the EDA is committed to developing its commercial tax base, economic impact to the community and downtown and leveraging assets including City-owned real estate. Establishing a (re)development committee is a strategy to advance multiple goals from the Comprehensive and Strategic Plans as well as the newly adopted EDA workplan.

Alternative Options:

The EDA may choose not to appoint a committee. In this case, the EDA can discuss alternative ways to leverage community resources to evaluate and make recommendations on current and future (re)development projects.

Financial Impacts:

N/A

Tentative Timelines:

June 29, 2026 - Establish a committee

July 2026 - Committee begins review of (re)development projects

May/June 2027 - Committee success is evaluated and members re-appointed



Legislation Text

File #: 26-331, **Version:** 1

EDA Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Emery John, Program Associate

May EDA Loan Report

Action Requested:

None at this time - information only.

Summary Report:

See attached for the monthly loan report for the seven outstanding loans that the EDA holds.

Note: Rebound Phoenix moved to close out their loan by paying in full.

First half of year financials will be prepped and discussed after the end of Q2, for the July meeting.

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

This is an ongoing item, updated monthly to stay current.

CITY OF NORTHFIELD - E.D.A
 EDA DEVELOPMENT LOANS
 MAY 2026 as of 6/8/26



DEBTOR	LOAN #	SCHEDULED PAYMENT	MONTH	TOTAL PAID	PRINCIPAL	INTEREST	REMAINING BALANCE	DELINQUENT Y/N	NOTES
292 REVOLVING LOANS									
REBOUND PHOENIX, LLC (Txf #290-1935) \$46,582.71 11/15-11/25	292-1978	17,402.54	MAY	0.00	0.00	0.00	17,373.21	N	paid in full pending bank confirmation
TANZENWALD BREWING \$25,000 2017-2022	292-1951	247.21	MAY	247.21	235.17	12.04	4,097.50	N	
IMMINENT BREWING \$50,000 2017-2047	292-1952	289.98	MAY	289.98	194.58	95.40	32,968.51	N	
NORTHFIELD HOTEL PROPERTIES \$250,000 2017-2027	292-1953	1,616.17	MAY	1,616.17	760.17	856.00	218,496.63	N	
R.R. Larson (KYMN) INT. ONLY (24 MO) \$50,000 2024-2034	292-1960	187.50	MAY	186.70	0.00	186.70	49,787.13	N	
LOON LIQUORS INT. ONLY (24 MO) \$200,000 2025-2050	292-1961	500.00	MAY	500.00	0.00	500.00	200,000.00	N	
TOTALS				2,840.06	1,189.92	1,650.14	522,722.98		

EDA EMERGENCY FLOOD LOANS:									
Total Outstanding Balance							522,722.98		

293 MIF FLOOD LOANS:									
293 MIF FLOOD LOANS:									
LOON LIQUORS INT. ONLY (24 MO) \$200,000 2025-2040	293-1968	500.00	MAY	500.00	0.00	500.00	200,000.00		
FORGIVABLE LOANS:									
				TOTALS	3,340.06	1,189.92	2,150.14	722,722.98	

SAVINGS ACCOUNT - 290-1048		
05/01/26	BALANCE	1,529,666.09
MAY 2026 as of 6/8/26	DEPOSITS	3,340.06
MAY 2026 as of 6/8/26	INTEREST	4,097.65
MAY 2026 as of 6/8/26	TRANSFER OUT	0.00
05/31/26	BALANCE	1,537,103.80

LOAN BALANCES		
05/01/26	BALANCE	723,912.90
MAY 2026 as of 6/8/26	ADD LOAN BALANCE	0.00
MAY 2026 as of 6/8/26	LOANS WRITTEN OFF	0.00
MAY 2026 as of 6/8/26	PRINCIPAL PAYMENTS	1,189.92
05/31/26	BALANCE	722,722.98



Legislation Text

File #: EDA Res. 2026-004, **Version:** 1

Economic Development Authority Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Emery John, Program Associate

Consider Resolution Approving Revolving Loan in the Amount of \$150,000 to Lux Med Spa L.L.C. for Renovation, Equipment, and Establishment of 528 Division St.

Action Requested:

Staff and the EDA Loan Committee recommend a motion to approve the Resolution Approving Revolving Loan in the Amount of \$150,000 to Lux Med Spa L.L.C. for Renovation, Equipment, and Establishment of 528 Division St.EDA Resolution.

Summary Report:

Andrea Berube on behalf of Lux Med Spa is requesting a \$150,000 Loan from the EDA City-Wide Revolving Loan Program. Staff received the application in late May and met with the loan committee on June 15. Staff and the loan committee both recommend this loan for approval.

Business Background

The Lux Medspa P.L.L.C. started as a spinoff from the gym owned by Andrea and her husband. Andrea obtained her certification to inject neurotoxins and fillers for the sole purpose of injecting herself and her mom. When gym members discovered she injected, they asked her to start injecting them. This business had been mobile-based, but quickly Andrea realized that a brick and mortar location would be a benefit. She opened a spot in the same building as the gym, taking a small part of the location for her business. It has grown to be a medspa providing advanced aesthetic and wellness services including injectables, medical weight loss, hormone therapy, laser treatments, restorative procedures, and thoughtfully curated skincare and some retail of product.

In 2023, The Lux Medspa moved to 502 Division St S, Northfield MN. In 2024, they opened a second location at 731 Main St., Owatonna.

Building Background

They have currently outgrown the 502 Division St S location and are moving down the street to 528 Division St S. They purchased this building and are renovating it to their needs, as well as making it much more energy efficient.

528 Division (former Dufours) is a two story (not including a full walkout basement) building built in 1900. The gross building area (GBA) is approximately 3,432 square feet. The basement is not included in the GBA; however, it will be factored into the overall valuation. As of the appraisal, the property was in a shell state and rated to be in fair condition.

The applicant has invested a great deal of money into the expansion, including many unexpected costs. While not inconsistent with 100+ year old building renovations, these costs were not considered in initial mortgage conversations as they have far exceeded initial contingencies. Additionally, the initial appraisal for the building came back unexpectedly low, bringing the original bank loan amount lower than anticipated.

The building is owned by Lux owner Andrea's husband, Greg Berube through Jupiter Properties LLC. G. Berube is a signatory of a personal guarantee in the collateral arrangement for this loan.

Recommended Loan Terms

Berube has sought an additional loan from SMIF along with this from the EDA. Staff has met with SMIF and CRB (primary financier) staff to complete necessary due diligence. Both SMIF and CRB are supportive of this additional loan.

The EDA Loan Committee met on Monday, June 15 to review the application and discuss a recommendation to the EDA Board. The Committee provided a recommendation to the EDA Board approving the loan according to the following terms:

- Loan Amount Requested: \$150,000
- Loan Terms Requested: 20 years
- Loan Amortization Requested: 20 years
- Loan Interest Rate proposed: 5%
- Collateral Offered: 3rd Lien Position on Mortgage; Signed personal guarantee from applicant
- Monthly Payments of \$989.93

City Plans & Policies Relevance:

This Loan program was designed prior to the adoption of our current Strategic and Comprehensive Plans. However, this project is highly consistent with their current goals. See: Northfield 2045 Comprehensive Plan: Sustainable Economic Future: Small Business Development, for example.

Alternative Options:

Deny the request and state the reasons for denial.

Financial Impacts:

The EDA does not limit funds for revolving loan applications. The balance of Fund 292 is approx. \$1,700,000; EDA Operating has approx. \$325,000 in fund balance. Cash balance at 12/31/25 for combined EDA is approx. \$1,300,000.

Tentative Timelines:

Received Application - May 22, 2026
Loan Committee Met - June 15, 2026
EDA Action on Loan request - June 29, 2026
Documents finalized and executed - July 13, 2026
EDA provided final items on consent agenda - July EDA Meeting

CITY OF NORTHFIELD, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY RESOLUTION 2026-_____

APPROVAL OF A REVOLVING LOAN IN THE AMOUNT OF \$150,000.00 TO LUX MED SPA L.L.C. FOR RENOVATION, EQUIPMENT, AND ESTABLISHMENT OF 528 DIVISION ST. LOCATION

WHEREAS, the Northfield Revolving Loan Fund Program was established by the Northfield Economic Development Authority (“EDA”) to assist businesses with land and building purchases, new building construction, building renovation or expansion, the purchase of machinery and equipment, inventory, and working capital; and

WHEREAS, Lux Med Spa L.L.C. has purchased and renovated 528 Division St. S in the City of Northfield (the “Project”); and

WHEREAS, Lux Med Spa L.L.C. has requested \$150,000 from the Northfield Revolving Loan Fund Program to assist with the Project; and

WHEREAS, the EDA Loan Committee has reviewed the revolving loan application and supporting documentation on June 15, 2026, and has determined that the Revolving Loan request is consistent with the criteria of the Northfield Revolving Loan Fund Program, and recommended this loan application for approval by the EDA; and

WHEREAS, the EDA has reviewed the revolving loan application and supporting documentation on June 29, 2026, and has determined that the Revolving Loan request is consistent with the criteria of the Northfield Revolving Loan Fund Program.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: that the City of Northfield Economic Development Authority approves a Northfield Revolving Loan in the amount of One Hundred and Fifty Thousand and 00/100 Dollars (\$150,000.00) to Lux Med Spa L.L.C., and authorizes its designated representatives to execute and seek execution of the requisite documentation for such Loan upon completion of said Loan Documentation, following the terms outlined in this Resolution.

BE IT FURTHER RESOLVED THAT: by the Economic Development Authority of the City of Northfield that the terms of the Loan approval shall be interest only loan payments for the first twenty-four (24) months and, thereafter, monthly payments shall include principal and interest, amortized over a period of twenty (20) years. Interest shall accrue for two-hundred forty (240) months at an annual interest rate of five percent (5%).

PASSED by the Northfield Economic Development Authority on this 29th day of June, 2026.

ATTEST

Chair

Vice Chair

VOTE: ___ YODER ___ STAGER ___ ALLEN ___ THOMPSON
 ___ BEUMER ___ PETERSON WHITE ___ PFEFFERLE

Revolving Loan Request

Borrower: The Lux MedSpa P.L.L.C.

Address/County: Open at 528 Division St S, Northfield MN from 502 Division



Previous view



After renovation

Business Owner: Andrea Berube, 100% Owner/Medical Director, 798 credit score

Contact Information: andrea@theluxmedspa.com; cell 612-616-7731; 507-246-2328

Requested Amount and Purpose: \$150,000 for remodel expenses, equipment for furniture/fixtures for the new space, utility work.

Repayment terms: 2 years interest only; \$989.93/month for 20 years amort; for a note length of 22 years. No prepayment penalty.

Proposed repayment Terms: 5% interest, 20 years plus 2 years interest only

Note: Program policy cites WSJ prime rates. As of June 2026: avg. 6.75%; *SBA 504 loan interest as of April 16, 2026 for a 20 year loan is 5.98%. EDA typically undercuts interest rates by more than 1.5%-3% since COVID.

Underwriting and financial review was completed by City of Northfield Staff and partners at SMIF and CRB.

Proposed Sources and Amounts:

Funding Source	Amount	Rate	Collateral/Comments	Position	Payment	Amort	
City of Northfield*	150,000	5%	528 Division St S, Northfield MN	3rd	\$989.93	20 -30 year Amort	Proposed
SMIF	81,000	4.25%	528 Division St S, Northfield MN & ABA	2 nd and 1 st	\$829.74	10 year amort, 5 year balloon	Pending Approval
Community Resource Bank	732,000	6.75%	528 Division St S, Northfield MN & ABA	1 st & 2 nd	\$5,057.47	25 year amort, 5 year balloon	Loan Closed
SMIF/DEED Grant	150,000						Disbursed
City of Northfield: 30% matching grant for improving facade	10,000						Disbursed
The Lux	95,000						
Owner's Equity**	510,000						
Total	\$1,728,000				6,877.14		

**Owner's Equity is Andrea and her husband's personal input: \$260,000 from a HELOC and \$250,000 cash.

Other Funding Agencies: SMIF, Marcia Haley, 507-455-3215
Community Resource Bank, Peter Scheffert, 507-645-3129

Fees:

As per Northfield Revolving Loan Policy, fee is 1% of loan amount, minimum \$250.

Fee: \$1,500

Conditions for loan acceptance:

- Proof of other funding of \$732,000 from Community Resource Bank will be provided
- Proof of other funding of \$81,000 from SMIF (if approved) will be provided
- Borrower sign collateral agreement with EDA in third position
- Andrea Berube sign Personal Financial Statement
- Andrea Berube sign personal guarantee for EDA loan
- Borrower will provide annual copies of business and personal tax returns
- Borrower agrees to make payments via automatic debits to borrower's deposit account

- Borrower shall, at the request of EDA, provide a computation as to the number of employees working for the borrower at any time during the period of said loan
- Borrower shall give EDA permission to use the business name in its public relations materials as well as reproduce, copyright, publish, circulate or otherwise use photographic reproductions or likenesses of the business or principals
- If borrower moves the business, leases, sells, assigns, mortgages, or otherwise encumbers his ownership of business, the loan will be due and payable

Business Background: The Lux Medspa P.L.L.C. started as a spinoff from the gym owned by Andrea and her husband. Andrea obtained her certification to inject neurotoxins and fillers for the sole purpose of injecting herself and her mom. When gym members discovered she injected, they asked her to start injecting them. This business had been mobile-based, but quickly Andrea realized that a brick and mortar location would be a benefit. She opened a spot in the same building as the gym, taking a small part of the location for her business. It has grown to be a medspa providing advanced aesthetic and wellness services including injectables, medical weight loss, hormone therapy, laser treatments, restorative procedures, and thoughtfully curated skincare and some retail of product.

In 2023, The Lux Medspa moved to 502 Division St S, Northfield MN. In 2024 a location was added at 731 Main St, Owatonna.

They have currently outgrown the 502 Division St S location, and are moving down the street to 528 Division St S. They purchased this building and are renovating it to their needs, as well as making it much more energy efficient.

This building is located on Division St., is 2 stories not including a full-walkout basement. The gross building area (GBA) is approximately 3,432 square feet. The basement is not included in the GBA; however, it will be factored into the overall valuation. The property was originally built in 1900 and has operated as a dry cleaning establishment for an extended period of time. As of the appraisal, the property was in a shell state and rated to be in fair condition.

Jobs Created/Retained:

Number of existing employees:

- 3 Full-time (\$53 with commissions; \$33.75 before commissions)
- 6 part-time (\$29 with commissions; \$24 before commissions)

Number of new jobs created:

- 2 Full-time (\$30 before commissions)
- 4 part-time (\$20 before commissions)

Employee Benefits: None

Market: Her target market is Northfield and the Cannon Valley area. Her current clientele ranges from teens to 88 years old. It includes clients that want to improve their overall aesthetics, including scarring, acne, or people just on their wellness journey.

Marketing: To date, Andrea has used online ads – run by a gentleman from Germany. He now helps with the lead flow. She is heavily involved in chamber events and community events. To get the word out in Owatonna, she has been using KOWZ radio.

Competition:

- Revive MedSpa LLC – Owatonna
- Maeven Aesthetics – Owatonna
- Empower Wellness – Northfield
- Tareen Dermatology - Faribault

The Lux MedSpa has developed their own proprietary skincare line, allowing them to fully support and extend results beyond in-office treatments.

They are becoming known in the area not only for providing aesthetic services, but for truly transforming skin, healing scars, and delivering life-changing results. Their approach is rooted in outcomes, patient trust, and a commitment to long-term skin health rather than temporary improvements.

Management: Andrea Berube, the sole owner of The Lux MedSpa, is dual certified as both a CRNA and Nurse Practitioner. She has been performing injectables since 2017 and transitioned from primarily working in the operating room to running a highly successful medical spa in 2024. She prioritizes continued education and regularly attends advanced trainings throughout the year to stay at the forefront of aesthetic and wellness medicine. In addition, She brings nationally recognized trainers to Northfield to further support and evaluate The Lux MedSpa's team. With the new location, her vision is to establish The Lux MedSpa as a regional training hub, providing high-level education and hands-on training opportunities for injectors across the state.

See attached PFS – this was submitted without signature, will have signed at loan closing if approved.

Projections: See attached cashflow projection

Historical Financials: See attached P & L Statement and Balance Sheet for 2024 and 2025

Source of Repayment:

- Primary: Operating cash flow
- Secondary: Sale of collateral (building)
- Tertiary: Enforcement of guaranty

Strengths:

- Excellent credit score
- Outside Income

- Expanded due to growing too large for current location
- Will have 2 businesses on Division Street in Northfield with a strong commitment to the downtown area
- Known to be trustworthy

Weaknesses/Challenges:

- Andrea is currently the only provider and is stretched thin
 - She is in talks with a physician to come on board
- The Lux offers a lot of services, all kept in-house
 - This can also be a strength

Opportunities:

- The Lux hires nurses, which will supplement their income
 - The hospital will cut their hours without notice, The Lux will not, providing stability for employees

Pictures:



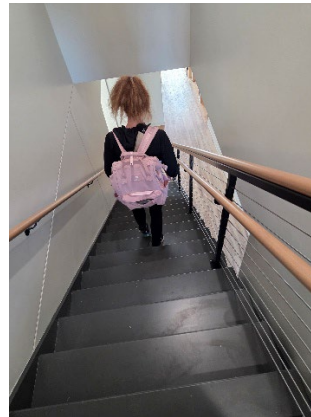
Lobby and Extra Room, Main Floor



Receptionist Desk and Lobby, Main Floor



1 of 3 Procedure Rooms on Main Floor



Stairwell from Main Floor to Second Floor



Staff Kitchen on Second Floor



Andrea's Office, Second Floor



Conference Room Second Floor with windows on 3 sides

Northfield Revolving Loan Fund Program

A financing opportunity from the Northfield Economic Development Authority

Overview

The Northfield Revolving Loan Fund provides assistance for businesses either located in, or relocating to, the city of Northfield. The purpose of this fund is to provide gap financing to supplement conventional bank loans for new and existing business expansion, to retain and/or create jobs, expand the local tax base and encourage new business investment in the community.

Loan Criteria

Use of Funds

The Northfield Revolving Loan Fund Program (RLF) may be used for assistance with financing:

- Land and building purchases
- Building construction
- Building renovation/expansion
- Machinery and Equipment
- Inventory
- Working capital (no more than 25% of loan)

Loan Application Considerations

To qualify for this program, the Business **must** be located in, or relocating to, the City of Northfield, as defined by corporate city limits.

The business must have a completed business plan with financial projections that show reasonable revenue, expenses, and growth potential. Interest rates are determined on an annual basis by the EDA Board based off of current lending rates and the local economy. The EDA reserves the right to change this rate. The rate for 2013 is Prime, as reported in the Wall Street Journal on date of loan closing.

Loan Amounts

Loan amounts range from a minimum of \$5,000 to a maximum of \$50,000. The EDA may approve loan amounts more or less than the amount requested at their discretion.

Fees:

- 1% of loan amount, with a minimum of \$250

Equity and Collateral Requirements:

- The borrower must provide a minimum of 20% of total project costs as equity;
- Personal guarantees for the RLF are required of all persons with ownership in the business;
- The EDA Loan Subcommittee and EDA Board will review and take into consideration loan collateral coverage;
- The EDA prefers to be in first collateral position, but may take a subordinate collateral position to other lenders;
- The RLF can be no more than 25% of total project cost. The percent of EDA funding compared to the entire project may affect the loan amount.

Financial Status/Repayment Ability:

- Applicants must demonstrate adequate historical or feasible projected cash flow that shows repayment capabilities

Other Policies:

- The EDA may include late penalties for loan payments made after their due date;
- The EDA may place restrictions on the disbursement of loan funds.

Procedures

EDA Staff or its agent will accept the completed loan application form and all supporting documents. The EDA will verify all information on the project and on the business. Once all required information has been provided and/or obtained, the EDA staff or its agent will make a report to the EDA Loan Subcommittee. The applicant is strongly encouraged to attend this meeting to provide additional information on the project and to answer any questions the Loan Subcommittee may have. The Subcommittee then will review all information and make a recommendation to the EDA Board to either approve or reject the loan application. The EDA board will meet at its regular scheduled monthly meeting to review all information provided by the Loan Subcommittee, along with the terms of the loan. No loan shall be made prior to authorization of the EDA Board.

Loan Approval and Collateral Recording

Upon final approval by the EDA, a promissory note, personal guarantees, and/or mortgage will be prepared for loan closing. Fees will be due at the loan closing. All mortgages, UCC filings, and personal guarantees will be recorded at loan closing.

Ongoing Monitoring

EDA staff or its agent shall monitor each loan to ensure compliance with loans terms and conditions and to monitor the financial health of the business to ensure continued repayment of the loan. The monitoring shall also ensure that all recordkeeping requirements are met particularly with regard to job creation and the expenditure of matching funds. If requested, documentation shall be provided to EDA Staff or its agent on the use of funds, including but not limited to: invoices, receipts, letters from lenders, final bills of sale, and or canceled checks.

Default

In the event the business is in default on any of the terms and conditions of the loan agreement (including but not limited to moving outside of the City of Northfield), except for failure to make payment, the promissory note, or any other loan document, all sums due and owing to the EDA, including the full unpaid principle balance and all unpaid accrued interest, shall, at the option of the EDA, become immediately due and payable. To exercise this option, the EDA Attorney shall provide a written notice to the business that specifies the following: the loan is in default, the action required to cure the default, and the date, not less than 30 days

from the date of the notice, by which the default shall be cured to avoid foreclosure or other collection action.

Failure to Make Payment: If the borrower fails to make any payment or principle or interest when due, the default continues for 10 days, all sums due and owing to the EDA, including the full unpaid principle balance and all unpaid accrued interest, shall, at the option of the EDA, become due and payable immediately, without notice or demand.

A complete application will include:

- EDA Application;
- Current/Updated Business Plan;
- Current Financial Statements- Income Statement, Balance Sheet, Cash Flow;
- Three (3) Year Projected Financials- (Monthly and Annual basis);
- Personal Financial Statement;
- Commitment Letters from other funding sources;
- Previous two years of business and personal income tax filing;
- Independent Appraisal for real estate;
- Existing or proposed lease(s).

Applicant Agrees to the Following:

- Immediate repayment of the entire outstanding balance (principle plus interest) will be made if the business relocates outside of the corporate limits of the City of Northfield
- Annual Income and Balance Sheet will be submitted for review by the EDA or its agent.

Authorized Signature/Title

Date



Legislation Text

File #: 26-332, Version: 1

EDA Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Emery John, Program Associate
Scott Wopata, Community Development Director

EDA Workplan

Action Requested:

The EDA motions to approve this workplan.

Summary Report:

History

The EDA has not been working off an adopted, board specific plan or vision since that of 2018-2020. Then, the work of the EDA and staff turned to retaining and supporting businesses through the COVID-19 pandemic, along with administering State and Federal aid locally.

The Community Development Department has experienced staffing turnover since then, including the position elimination of the EDA Coordinator, resulting in the layoff of Nate Carlson. The Director position has been filled by three different people (and two interims) in the last five years.

With the direction of the EDA during the February retreat and April EDA meeting, staff has drafted a workplan that reflects our shared goals of strengthening our downtown, encouraging small business development, developing the Carleton and St Olaf relationships with the city and business community, and tax base diversification.

Workplan Summary

We have turned these four priorities into three key initiatives:

- Rebuilding our financial assistance programs and partnerships
- College-community economic linkages assessment
- (Re)development projects

Staff has built out the first year of deliverables into a timeline that can be found on the final page of the workplan PDF and/or slide presentation. The timeline will be updated and evaluated in May/June 2027 to ensure relevancy and transparency.

City Plans & Policies Relevance:

Comprehensive Plan Ch. 4: Sustainable economic future
Strategic Plan: Tax Base Diversification and Growth

Alternative Options:

The EDA can not approve this workplan or can add conditions to this workplan.

Financial Impacts:

N/A

Tentative Timelines:

June EDA Meeting - Final Draft and Motion to Adopt
June 2027 - Workplan evaluation and updated timeline



EDA Workplan

June 2026



Timeline	Workplan Development
2025	Comprehensive Plan Draft and Adoption (City Council)
February EDA	Retreat
March EDA	Retreat Recap; Financial Assistance Discussion
April EDA	Initial Workplan Discussion
May EDA – No Meeting	-
June EDA	Workplan Request for Adoption



#1 Financial Assistance Rebuild

#2 College Ecosystems

#3 (Re)Development Projects

#1 Financial Assistance Rebuild

#2 College Ecosystems

#3 (Re)Development Projects

But What About...

- Committee work, Board involvement
- Tools in the Toolbox
- Communication



Committee Work; Board Involvement



- Committee work: EDA does well with focused tasks
 - Loan Committee
 - Redevelopment Committee
- Spokespeople: providing onramps for members of the public to programs (See: Communication)

Tools in the Toolbox



- Selected Ehlers and EDAM resources on
 - Project successes from around MN
 - TIF, Financial Assistance explainers
 - Program best practices
- Exploring Ehlers and EDAM conference for the board

Communication: Culture Shifts

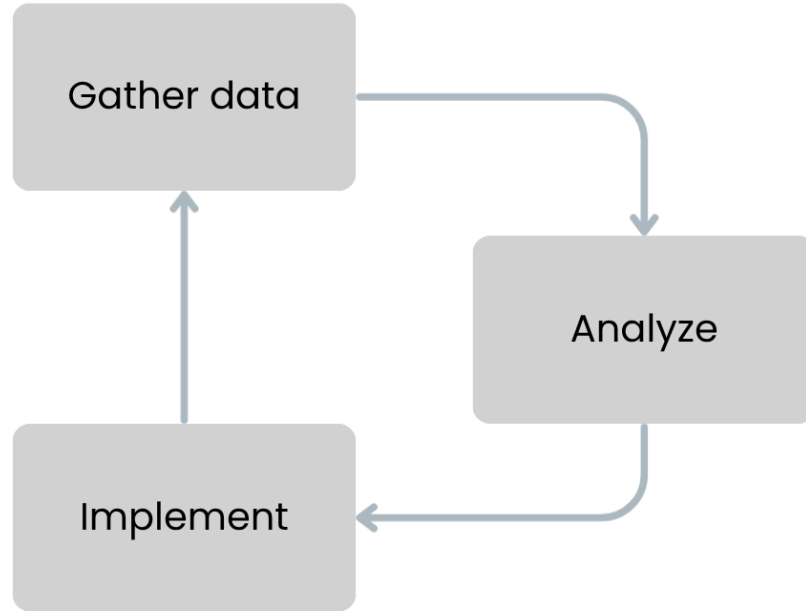


- "Communication" is not one itemized task
- Some internal work to ensure infrastructure is in place (email organization, etc.)
- Relies on the EDA being good spokespeople for our ongoing work
- Relies on Community Development Director to communicate more broadly and regularly

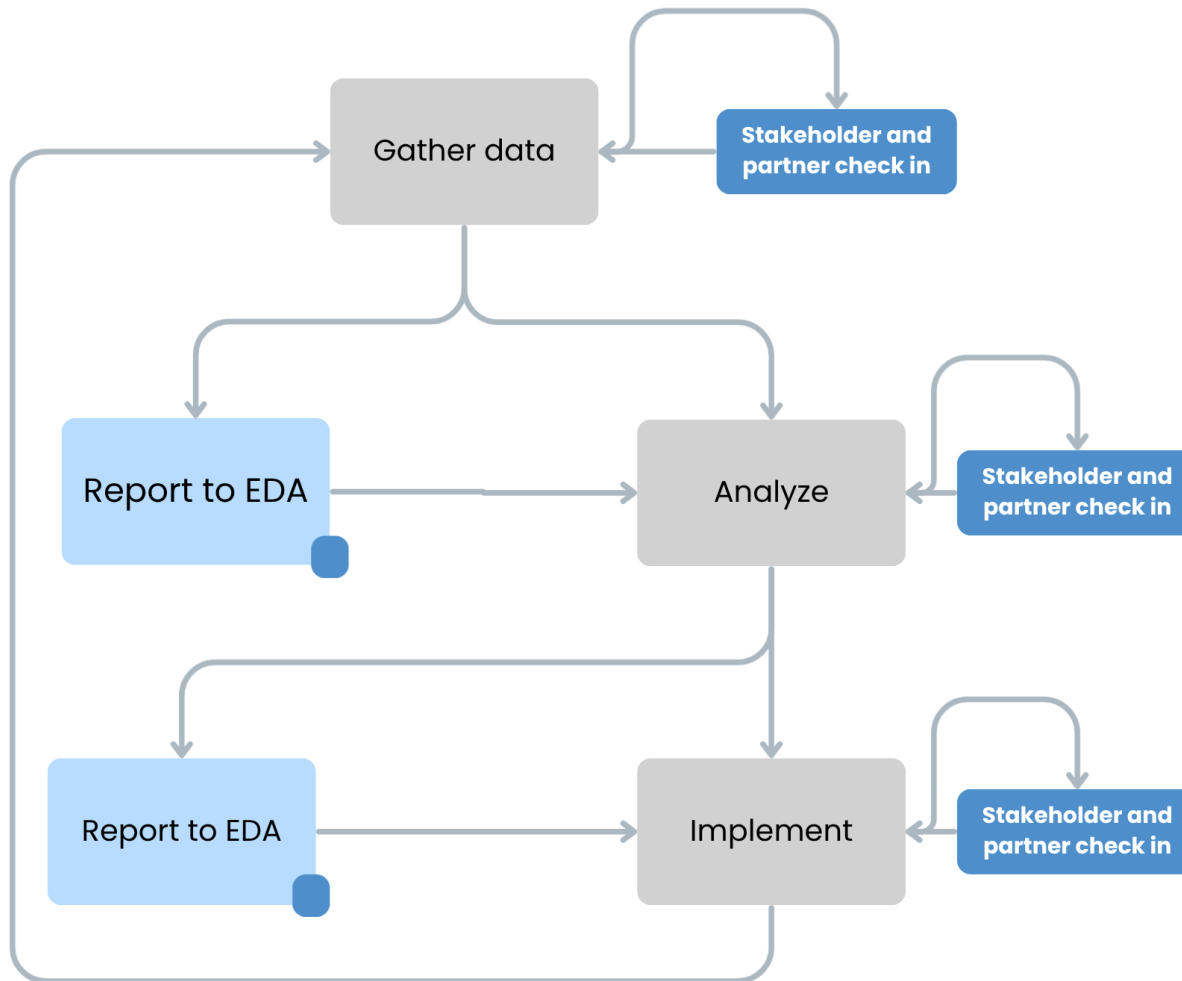
Communication: Staff Commitment



- **Regular check-ins with:**
 - Local business owners and other stakeholders
 - Program partners
 - Other impacted City departments
- **Provide EDA with clear and accessible talking points and on-ramps for interested parties**









#1 Financial Assistance Rebuild

#2 College Ecosystems

#3 (Re)Development Projects



- #1 Financial Assistance Rebuild

- #2 College Ecosystems

- #3 (Re)Development Projects

#1 Financial Assistance Rebuild: Short Term Goals

- Comprehensive program evaluation
- Pilot program launch
- Working towards complete programs and applications update
- Define, share, and measure what "success" means for financial assistance programs

#1 Financial Assistance Rebuild

July 2026 EDA Meeting	Discuss Program Evaluation
August 2026 Loan Committee	Discuss pilot program
September 2026 EDA Meeting	Approve pilot program
January 2027 Loan Committee	Evaluate pilot program
February 2027 Loan Committee	Discuss new 'low barrier application'
March 2027 EDA Meeting	Approve new program(s)

#1 Financial Assistance Rebuild: Long Term Goals

- Ongoing program evaluation
- Annual program updates to align with annual EDA priorities
- Application overhaul with city-wide resource integration
- Consistent partner program alignment
- Increase utilization, accessibility, and impact of EDA and partner resources
- Reach a broader range of businesses and sectors

#2 College Ecosystems: Short Term Goals

- Engage broad range of colleges', business, and housing ecosystems, including:
 - College administrations
 - Alumni
 - Students
 - Faculty and Staff
 - Business owners
 - "5th year" opportunities
 - Landlords & B&I Staff
- Inventory existing entrepreneur programs at colleges
- Present comprehensive report with suggested initiatives to the EDA

#2 College Ecosystems

November 2026 EDA Meeting	Discussion 1: Ecosystem & Linkages
January 2027 EDA Meeting	Discussion 2: Ecosystem & Linkages
April 2027 EDA Meeting	Report on Ecosystem & Linkages; Possible initiatives
June 2027 EDA Meeting	Initiative launch

#2 College Ecosystems: Long Term Goals

- Align college, community, and business resources to better support student-founded ventures, or other ongoing coordination/initiatives
- Identify opportunities for EDA-supported pilots (e.g., housing, startup support, mentorship connections)
- Foster stronger relationships between local business and college communities

#3 (Re)Development Projects: Short Term Goals

- Redevelopment Committee
 - Comprehensive fiscal impact understanding of high priority (re)development sites
 - Committee leads **EDA** in prioritization exercise of projects
 - **EDA** adopts workplan and/or Committee ensures buy-in of EDA
 - Engages key stakeholders on projects throughout process
 - Committee makes recommendation to EDA and/or Council on (re)development projects

#3 (Re)Development Projects

June 2026 EDA Meeting	Form Redevelopment Committee
Summer 2026 Redevelopment Committee	Shared understanding of financial impacts of various development projects
September 2026 EDA Meeting	Discuss Redevelopment Committee Report; prioritization exercise
Fall 2026 Redevelopment Committee	Establish work plan around EDA set project prioritization and other conditions
October 2026 EDA Meeting	Adopt Redevelopment Committee work plan

#3 (Re)Development Projects: Long Term Goals

- Meaningful progress on one (re)development site, including including acquisition, sale, secured grant funding, or an explicit decision to hold (not develop yet) property based on financial conditions.
- Align strategic goals related to development into a cohesive approach across housing (HRA) and economic development.
- Align housing and commercial development needs of the City and major institutional stakeholders (ie: Post, NPS, St. Olaf, Carleton, NH&C, etc)

1 Year Work Plan EDA Meetings	Items
June 2026 EDA Meeting	Form Redevelopment Committee
July 2026 EDA	Discuss Program Evaluation
Summer 2026 Redevelopment Committee	Shared understanding of financial impacts of various (re)development projects
August 2026 Loan Committee	Discuss pilot program
September 2026 EDA Meeting	Approve pilot program
September 2026 EDA	Discuss Redevelopment Committee Report; prioritization exercise
Fall 2026 Redevelopment Committee	Establish work plan around EDA Project prioritization (and other Related conditions)
October 2026 EDA	Adopt Redevelopment Committee workplan
November 2026 EDA	Discussion 1: Ecosystem & Linkages
January 2027 Loan Committee	Evaluate pilot program
January 2027 EDA	Discussion 2: Ecosystem & Linkages
February 2027 Loan Committee	Discuss new 'low barrier application'
March 2027 EDA	Approve new program(s)
April 2027 EDA	Report on Ecosystem & Linkages; Possible initiatives
June 2027 EDA	Initiative launch

Introductory Information

Background

This plan was drafted as a result of the EDA Retreat in February 2026 and EDA meeting in April, 2026. This was designed in direct conversation with the adopted Northfield 2045 Comprehensive Plan and current Strategic Plan, both adopted by the Northfield City Council in 2025.

Specifically, the EDA Retreat identified the following as key priorities from the Comprehensive Plan, Chapter 4: Sustainable Economic Future -- namely, "Strengthen Northfield's Downtown Core," "Small Business Development," and "Develop Carleton and St Olaf Relationships." The first two priorities have been formulated as Initiative #1: Rebuild our Financial Assistance Programs and Partnerships, while the latter has been articulated as Initiative #2: College-Community Economic Linkages Assessment. Additionally, staff, Council, and the EDA agreed on an overarching goal, Tax Base Diversification, as outlined in the Strategic Plan.

Time Horizon

This plan is meant to outline three substantive focuses of the EDA in the coming year (short-term goals) and two years (long-term goals.) It is not meant to encapsulate the total work of the body, but rather to provide a scaffold for accountability and scope for staff and the board in the coming three years.

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#1 Rebuild Our Financial Assistance Programs and Partnerships

The EDA’s business retention mission relies on accessible, effective financial assistance. However, its core tools—the micro-grant, facade improvement grant, and revolving loan fund – operate in silos, lack consistent marketing, and have not been holistically evaluated in years. They are also disconnected from partner resources and broader funding opportunities. This fragmentation creates confusion, limits impact, and leaves EDA reserves underleveraged.

This initiative will establish a clear baseline of existing programs, identify gaps, and develop a more integrated framework aligned with EDA priorities and business needs—shifting from legacy programs to a cohesive, well-communicated system that can be regularly evaluated and refined.

#1: EDA 12-month horizon

July 2026 EDA Meeting	Discuss Program Evaluation
August 2026 Loan Committee	Discuss pilot program
September 2026 EDA Meeting	Approve pilot program
January 2027 Loan Committee	Evaluate pilot program
February 2027 Loan Committee	Discuss new 'low barrier application'
March 2027 EDA Meeting	Approve new program(s)

- Develop and present a comprehensive evaluation of all current EDA programs (structure, usage, outcomes, and gaps)
- Engage stakeholders (business owners, lenders, and partners) to validate needs and identify barriers to access

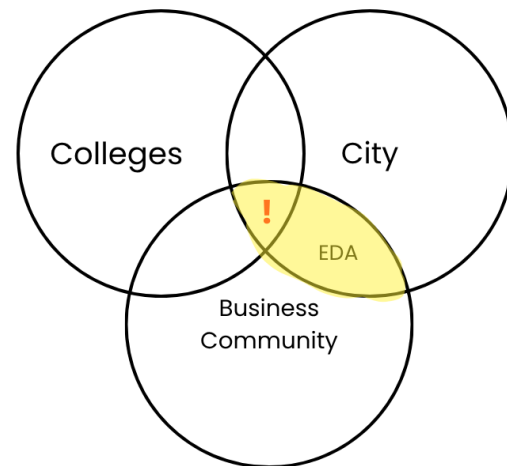
- Inventory and align partner resources (LEDC, SMIF, DEED, etc.) with EDA offerings
- Improve baseline communication and marketing across existing programs
- Pilot at least one updated or redesigned program element (i.e. revised facade grant)
- Incorporate city-wide resources into a low barrier application (ie: sustainability, business needs, and general services navigation)

Long-Term Goals (1–3 years)

- Establish clear, consistent program guidelines with streamlined application processes and reduced administrative burden
 - Align EDA and partner programs to optimize our mutual leverage with respect to outreach, program function, and barriers to entry
 - Incorporate regular program evaluation and reintroduce annual updates as standard practice
 - Increase utilization, accessibility, and impact of EDA resources across a broader range of businesses and sectors
-

#2: College–Community Economic Linkages Assessment

Local colleges represent a significant but not understood driver of economic activity, talent retention, and business development. While there is clear potential to retain graduates and support student entrepreneurship, the EDA currently lacks a comprehensive understanding of how students, institutions, and the local business ecosystem interact (see: the orange exclamation point.) This initiative focuses first on establishing a clear baseline of existing relationships, resources, and gaps, with the goal of identifying realistic, EDA-appropriate opportunities to strengthen connections and support local business formation and retention.



#2: EDA 12-Month Time Horizon

November 2026 EDA Meeting	Discussion 1: Ecosystem & Linkages
January 2027 EDA Meeting	Discussion 2: Ecosystem & Linkages
April 2027 EDA Meeting	Report on Ecoystem & Linkages; Possible initiatives
June 2027 EDA Meeting	Initiative launch

- Document current points of interaction between students, colleges, and the local business community (internships, employment, entrepreneurship, housing, etc.)
- Inventory existing entrepreneurship resources, programs, and student organizations at both colleges
- Engage recent graduates and alumni who have stayed to understand retention drivers and barriers
- Clarify the EDA’s role relative to colleges, partners, and existing efforts
- Present report with suggested solutions to EDA

Long-Term Goals

- Align college, community, and business resources to better support student-founded ventures, or other ongoing coordination/initiatives
- Identify opportunities for EDA-supported pilots (e.g., housing, startup support, mentorship connections)
- Foster stronger relationships between local business and college communities

#3 (Re)Development Projects

The City owns multiple sites that are prime for development near and around downtown. There have been various efforts over recent years to push for the development of some of these sites. However, many of these efforts have failed to come to fruition for a host of reasons related to staff capacity, staff expertise, economic market conditions, among others. For example, current discussions at 5th and Washington will need a significant amount of time investment to move it forward. This initiative acknowledges that (re)development will need to be an explicit priority, made possible by a reduction in other potential priorities.

#3: EDA 12-Month Time Horizon

June 2026 EDA Meeting	Form Redevelopment Committee
Summer 2026 Redevelopment Committee	Shared understanding of financial impacts of various development projects
September 2026 EDA Meeting	Discuss Redevelopment Committee Report; prioritization exercise
Fall 2026 Redevelopment Committee	Establish work plan around EDA set project prioritization and other conditions
October 2026 EDA Meeting	Adopt Redevelopment Committee work plan

- Document and prioritize current opportunities for development including a financial feasibility analysis of each property
- Create shared understanding of the financial impact of various development projects (ie: tax revenue projections and other economic impacts)
- Realign strategic communication across stakeholder groups (including residents)
- Clarify the EDA’s role and tools to support and encourage development

#3: Long-Term Goals

- Meaningful progress on one (re)development site, including groundbreaking, completion, or other major progress.
- Align strategic goals related to development into a cohesive approach across housing (HRA) and economic development.
- Align housing and commercial development needs of the City and major institutional stakeholders (ie: Post, NPS, St. Olaf, Carleton, NH&C, etc)

1 Year Work Plan EDA Meetings	Items
June 2026 EDA Meeting	Review Redevelopment Committee
July 2026 EDA	Discuss Program Evaluation
September 2026 Redevelopment	Review and Approve List of Potential Projects
August 2026 Loan Committee	Discuss Pilot Program
September 2026 EDA Meeting	Approve Pilot Program
September 2026 EDA	Report/Prioritization Exercise
October 2026 Redevelopment	Review and Approve List of Potential Projects
October 2026 EDA	Review Redevelopment Committee
November 2026 EDA	Discussion in 2026, Goals & Linkages
January 2027 Loan Committee	Evaluate Pilot Program
January 2027 EDA	Linkages in 2026, Goals & Linkages
February 2027 Loan Committee	Discuss New Low Barrier Application
March 2027 EDA	Approve New Program(s)
April 2027 EDA	Discussion in 2027, Goals & Linkages
June 2027 EDA	Initiative Review



Legislation Text

File #: 26-333, Version: 1

EDA Meeting Date: June 29, 2026

To: Economic Development Authority

From: Ben Martig, City Administrator
Scott Wopata, Community Development Director

Annual Board and Commission Onboarding and Refresher.

Action Requested:

City of Northfield board and commission members are required to review the attached information as part of their annual onboarding and refresher as they begin a new year of service on their respective board or commission.

Summary Report:

Annually, the Administration Department prepares an agenda item for all board and commission members addressing routine administrative requirements, including completion of required forms, review of guiding documents, and awareness of any procedural or policy updates. This item serves as onboarding for newly appointed members and as a refresher for returning members.

Beginning in 2026, the appointment timeline for most City boards and commissions has been adjusted, with terms ending April 30 and beginning May 1. As a result, this agenda item and related training have been moved to May or June (for boards and commissions that meet in even months).

Board and commission members are required to review the information outlined below. Staff will provide additional explanations and answer questions at the meeting, as needed.

Contact Information Verification

- Board and commission members are asked to notify staff of any changes to their contact information, including email address, phone number, or mailing address. Members who wish to verify the information currently on file may contact Administration staff or their staff liaison.

Required Forms

- *Oath of Office*
 - Required for all newly appointed members.
 - Staff will provide and notarize the oath at the meeting.
 - Members unable to attend should contact their staff liaison to arrange for completion of the oath prior to the next board or commission meeting.
- *Public Disclosure Form*
 - *Boards/Commission with Annual Requirement*

Members of the bodies below are required to complete the Public Disclosure Form annually. Some members may have already completed the form earlier in the year; if so, no additional submission is required. Staff will provide copies to newly appointed and reappointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

- Economic Development Authority
- Heritage Preservation Commission
- Hospital Board
- Planning Commission/Zoning Board of Appeals
- *Boards/Commissions with One-Time Requirement*

Members of the boards and commission below are required to complete the Public Disclosure Form once, unless changes are needed to previously submitted information. Staff will provide copies to newly appointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

- Environmental Quality Commission
- Human Rights Commission
- Library Board

Reference/Training Material

New members are asked to review the following materials in advance of the meeting to assist with onboarding and to become familiar with available resources. Continuing members are encouraged to review the materials as needed, particularly since several documents have been updated within the past year

- *Board and Commission Rules of Business* - Members should review the current Rules of Business, which are reviewed annually and updated as needed. The most recent version is dated January 2026.
- *Board and Commission Member Guide* - This guide is intended to assist new members in acclimating to City boards and commissions and to serve as a refresher and reference for returning members throughout their service. The most recent version is dated February 2026.
- *Board and Commission Member Video* - Members, particularly those newly appointed, are asked to watch this video prior to the meeting. It provides an overview of roles, responsibilities, and expectations.
- *Northfield Youth on Board Handout* - Healthy Community Initiatives (HCI) who oversees our Youth on Boards program created this handout to provide background on the program and to clearly communicate key takeaways with working with youth members.

Guiding Documents

- *Northfield City Charter and City Code* - Members are encouraged to review the City Code provisions related to boards and commissions. The provided link also includes access to the full City Code and City Charter. Relevant City Code sections were updated in 2025.
- *Strategic Plan* - See the link to the City's 2025-2028 Strategic Plan. Members should review the City's 2025-2028 Strategic Plan. The City is focusing on aligning board and commission work plans and initiatives with the priority areas identified by the City Council.
- *Comprehensive Plan* - Members should be aware of the City's 2045 Comprehensive Plan. This document is of particular relevance to members of the Planning Commission, Economic Development Authority, and Heritage Preservation Commission.

Staff liaisons will provide additional information regarding board- or commission-specific processes, as needed.

Any board or commission member selected to serve as chair or vice-chair for the May 2026-April 2027 term will meet with their staff liaison(s) for additional training, including viewing a chair-specific training video.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A

Northfield Youth on Boards is a Healthy Community Initiative program that offers a unique opportunity for youth to get involved in local government, make change, and have a voice.

Opportunities include the Mayor’s Youth Council, the District Youth Council, the City of Northfield Boards and Commissions, and Nonprofit Boards.

What are the goals of the Youth on Boards program?

Primary outcome:

- Expose young people to the civic process through participation on a City Board or Commission

Secondary outcomes for youth:

- Gain an understanding of City issues
- Provide insights on issues
- See adult Board members as resources
- Have the opportunity to serve on a committee or task force

Outcomes for adults:

- See youth as community experts
- Gain broader perspectives on City issues



What is the role of the adult advisor?

The adult advisor is an HCI employee who serves as a liaison between the youth and the adult board and commission members. The adult advisor is available to:

- Help youth members understand board-related terms and processes
- Support youth and adults with communication and building strong partnerships
- Ensure youth are able to share important information from commission meetings with their peers and connect with others in the community who are engaged in related efforts
- Partner with the City, organizations and community members to ensure youth voice remains embedded in local decision-making processes

The adult advisor, Emily Culver, can be reached at emily@healthycommunityinitiative.org

Important reminders

- A lack of vocal participation is not necessarily a sign of a lack of interest. Youth take back what they hear. Information transparency is an important sign of power-sharing for young people.
- Youth commit to attending monthly commission meetings. While they are encouraged to join a committee, schedules may not allow for an additional commitment.
- If a youth member misses a meeting and does not email or text the staff liaison ahead of time, please let the adult advisor know right away. If a youth member misses two meetings in a row (regardless of contact), please let the adult advisor know. Email Emily Culver at emily@healthycommunityinitiative.org

Key takeaways on working with teens*

- **Teens are still learning.** Adults often misinterpret teen behavior as rude or careless, when really they're still developing life skills. They may not know how to advocate for themselves yet, so they need guidance without judgment.
- Remembering what their own teen experience was like, adults can better approach youth when they employ plenty of empathy and patience. Expecting teens to act a certain way can lead to self-fulfilling outcomes. **The key is listening with an open mind and respecting where teens are in their development.**
- Teens are often expected to be both mature and immature, which is confusing! Rather than expecting certain types of behavior, **be ready to provide support when needed and take advantage of teachable moments** so teens don't have to struggle alone.
- Teens thrive when they feel they have autonomy—making choices, managing responsibilities and seeing purpose in their actions. **Feeling respected encourages openness, whereas treating teens like children can shut them down.**
- **Create opportunities for exploration so teens can figure out their goals and grow without pressure.** Life doesn't need to be figured out all at once—reassure teens that they have time.
- Teenagers can sometimes lash out to protect themselves from judgment. Someone (usually the adult) has to break the ice. **Fortunately, teens value authenticity in adults. Those who can be a little vulnerable (maybe not with the big things, but at least the small personal connections) are likely to earn more respect and build trust and openness.**



*From the University of Minnesota Extension Service <https://extension.umn.edu/youth-development-insight/how-work-better-teens-according-18-year-olds>



Legislation Text

File #: 26-334, **Version:** 1

EDA Meeting Date: June 29, 2026

To: Members of the Economic Development Authority

From: Emery John, Program Associate

Staff Updates

Action Requested:

N/A

Summary Report:

- Staff are reviewing the first draft of the new Land Development Code.
- The State Legislature did not approve any Local Sales Tax options statewide, including Northfield's.
- Project Updates:
 1. Harvest Hills, a private development project located adjacent to the middle school, is proposing 71 units of housing. City Council approved the preliminary plat and the establishment of a TIF district, ensuring some affordability and sustainability. Council still needs to approve the Final Plat and the TIF agreement, likely in July with potential construction beginning in late 2026.
 2. The Archer Site on Division Street has received a Certificate of Appropriateness (COA) with a few conditions from the HPC during the June 3rd meeting. See attachment for link. The project also received Planning Commission approval for a conditional use permit (CUP) related to parking and a Zoning Board of Appeals approval for a building height variance during the June 18th meeting(s). City Council will be reviewing the final development and TIF agreements in either July or August. The developer hopes to break ground by the end of 2026.
- Staff is attending the National Alliance of Preservation Commissions conference (NAPC) - hosted this year in the Twin Cities -- in July. This is an exciting opportunity to attend a national conference with local significance. If you are interested in learning more, please reach out to Emery or Mathias Hughey, Interim City Planner.
- The Community Development Department has welcomed two summer interns from St Olaf - Kiara Fonseka and Eli Schaufenbuel. They began June 1 and are doing great work!

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A