



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, May 23, 2019

7:30 AM

Council Chambers

Rollcall

Also present: Nate Carlson - Economic Development Coordinator and Mikayla Schmidt - Community Development Specialist.

Present: 7 - Britt Ackerman, Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White, Rhonda Pownell and Mike Strobel

I. Call to Order and Approval of Agenda

President Ehrmann called the meeting to order at 7:31AM.

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

Yes: 5 - Ackerman, Ehrmann, Blazis, Leatham and Pownell

Not Present: 2 - Peterson White and Strobel

II. Approval of Minutes

1. [19-888](#) EDA Meeting Minutes

Attachments: [1 - 04-25-2019 EDA Meeting Minutes](#)

A motion was made by Pownell, seconded by Leatham, to approve the 04-25-2019 EDA meeting minutes. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Leatham and Pownell

Not Present: 2 - Peterson White and Strobel

III. Financials

2. [19-889](#) April 2019 EDA Financials

Attachments: [1 - Apr EDA Finances 2019](#)
[2 - April EDA Loan report 2019](#)

Carlson noted there will be several projects coming forward in the next few months and the group will begin seeing monthly payments to Strong & Starlike.

Peterson White entered the meeting at 7:34AM.

Carlson noted all loans are up-to-date.

IV. New Business Items

3. [EDA M2019-024](#) Micro-Grant Application (Contented Cottage, LLC)

Attachments: [1 - Contented Cottage MicroGrant Application Redacted](#)
[2 - Contented Cottage LLC MicroAgreement 5-23-19](#)
[3 - Loan Committee minutes 5-7-19](#)
[4 - Current EDA Micro-Grant Program Criteria](#)

Carlson noted the loan committee reviewed the Contented Cottage's application and supported the \$5,000.00 micro-grant loan request to finish a room at their bed and breakfast with a private bathroom.

Strobel entered at 7:41AM.

A motion was made by Pownell, seconded by Leatham, to approve the micro-grant application for the Contented Cottage, LLC for the amount of \$5,000.00 to assist with business expansion related to an additional room expansion. The motion carried by the following vote:

Yes: 6 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White and Pownell

Not Present: 1 - Strobel

4. [EDA Res. 2019-002](#) Consider Resolution for Revolving Loan request for Secure Base Counseling

Attachments: [1 - Resolution](#)
[2 - City Loan Agreement](#)
[3 - Secure Base Counseling Loan Redacted Application](#)

Carlson summarized the revolving loan request from Secure Base Counseling, LLC. Carlson stated the loan committee supports the request to assist in gap financing.

President Ehrmann asked the applicant to tell the Economic Development Authority (EDA) more about her business and loan request.

Jennifer Simpson-Dahl, owner of Secure Base Counseling, described her business, locations and the need for more services in the area. She stated they are purchasing the building next door to their current location and will convert the space into their wellness center which will expand psychiatric services, as well as offer nutritional support and physical therapy.

A motion was made by Ackerman, seconded by Strobel, to approve EDA Resolution 2019-002 in the amount of \$50,000.00 to assist with the purchase of buildings needed for expansion. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

V. Reports and Discussion Items

5. [19-890](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 5-23-19](#)

Carlson noted at the June meeting, the EDA will hear presentations from:

-Beth Kallestad on the Climate Action Plan Advisory Board's energy subcommittee report,

-Mitzi Baker on the 2020 budget followed by discussion,

-and a presentation from the Riverwalk Market Fair.

Carlson stated at the July meeting there will be an update from the socio-economic subcommittee.

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

VI. Adjournment

A motion was made by Peterson White, seconded by Ackerman, to adjourn the meeting at 7:52AM. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel