



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, May 24, 2018

7:30 AM

Council Chambers

Rollcall

Present: 5 - Britt Ackerman, Todd Bornhauser, Rachel Leatham, Rhonda Pownell and Mike Strobel

Absent: 2 - Andrew Ehrmann and Jessica Peterson White

I. Call to Order and Approval of Agenda

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

Yes: 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel

II. Approval of Minutes

1. [18-286](#) Draft EDA Meeting Minutes

Attachments: [04-26-2018 EDA Minutes](#)

A motion was made by Bornhauser, seconded by Strobel, to approve the 04-26-2018 EDA meeting minutes. The motion carried by the following vote:

Yes: 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel

III. Financials

2. [18-287](#) April 2018 EDA Financials

Attachments: [1 - Apr EDA Finances 2018](#)
[2 - April EDA Loan Report 2018](#)

Carlson updated the board on the April financials. Discussion was held on the Riverwalk Market Fair contract. Carlson stated StrataPoint is back on the loan statement.

IV. New Business

3. [18-288](#) Loan Committee Review of Micro-Grant Criteria

Attachments: [1 - Loan Committee Minutes 5-14-18](#)
[2 - Current EDA Micro-Grant Program Info - NEC](#)

Carlson briefed the EDA members on updating the Micro-Grant criteria. The guidelines were last reviewed in 2014, so the Loan Committee has a meeting schedule in place to come up with potential ideas to present to the board. A Micro-Grant request was reviewed

last week and the applicant will not be applying due to the board recommending denial.

4. [18-289](#) Northwest Area Update

President Ackerman updated the boardmembers there isn't anything to report because there is no request for financing. There were two responses to the RFP for the project.

V. Reports and Discussion Items

5. [18-290](#) EDA Future Meeting Schedule

Attachments: [Future Meeting Schedule 5-24-18](#)

Carlson stated the EDA Retreat has been postponed and proposed for the Fall.

Leatham asked if the EDA is required to have a joint meeting with Council. Heineman stated we provide an annual report during the budget process. Joint meetings typically occur with the City Council over specific projects.

Strobel stated he will not be available for the August meeting. He also stated there are significant delays in building permit issuance and would like a comment from staff on how it is being addressed. Heineman stated we have a consultant on board assisting with permit review as well as the Building Official processing permits. The building permit job force is on a shortage and the City is paying completely.

Bornhauser emphasized the importance of boardmembers arriving on time to the meetings.

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

VI. Adjournment

A motion was made by Bornhauser, seconded by Strobel, to adjourn the meeting. The motion carried by the following vote:

Yes: 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel