



# City of Northfield

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

## Meeting Minutes - Draft Economic Development Authority

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Thursday, July 18, 2019

7:30 AM

Council Chambers

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### Rollcall

*Also present: Econ. Dev. Coordinator Nate Carlson, Comm. Dev. Specialist Mikayla Schmidt, Brad Ness, Chris Whillock, Youth Rep. Alex Baraniak, and Sam Wilmes.*

**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 7:30AM.*

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

**Yes:** 5 - Ackerman, Ehrmann, Blazis, Peterson White and Strobel

**Not Present:** 2 - Leatham and Pownell

### II. Approval of Minutes

**1. [19-980](#)** EDA Meeting Minutes

**Attachments:** [1 - 06-27-2019 EDA Meeting Minutes](#)

**A motion was made by Peterson White, seconded by Blazis, to approve the 06-27-2019 EDA meeting minutes. The motion carried by the following vote:**

**Yes:** 5 - Ackerman, Ehrmann, Blazis, Peterson White and Strobel

**Not Present:** 2 - Leatham and Pownell

### III. Finances

**2. [19-981](#)** June 2019 EDA Financials

**Attachments:** [1 - June EDA Finances 2019](#)

[2 - June EDA Loan Report 2019](#)

*Pownell entered the meeting at 7:32AM.*

*Carlson noted the Secure Base, LLC loan has not closed yet, but funds have been moved from the cash balance in preparation of execution. Carlson stated all other loans are up-to-date.*

### IV. New Business Items

3. [EDA Res. 2019-003](#) Consider Resolution 2019-003 to approve the purchase of 510 Washington Street for \$212,000

**Attachments:** [1 - EDA Res. 2019-003 for purchase of 510 Washington](#)  
[2 - 510 Washington Purchase Agreement](#)  
[3 - 510 Washington, Northfield - Rice County, MN](#)

*President Ehrmann opened the discussion, and Carlson briefly reviewed the resolution and purchase agreement.*

*Discussion was held on:*

*-the disposition of the property after the purchase,  
-the tenants in the building (no commercial tenant on the main floor and one residential tenant in the upper unit),  
-and maintenance of the property.*

*Leatham entered the meeting at 7:37AM.*

**A motion was made by Ackerman, seconded by Strobel, to approve EDA Resolution 2019-003 approving the acquisition of certain real property located at 510 Washington Street South for \$212,000.00. The motion carried by the following vote:**

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

4. [EDA Res. 2019-004](#) Consider approval of EDA Resolution 2019-004 Assignment and Assumption Agreement between The Family Residence, LLC and Prairie View Holdings, LLC

**Attachments:** [1 - Resolution](#)  
[2 - Exhibit A Assignment and Assumption Agreement](#)

*Carlson noted staff is revising the mortgage to reflect Prairie View Holdings, LLC instead of The Family Residence, LLC.*

**A motion was made by Strobel, seconded by Ackerman, to approve EDA Resolution 2019-004 pertaining to the assignment and assumption between The Family Residence, LLC and Prairie View Holdings, LLC. The motion carried by the following vote:**

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

5. [EDA M2019-026](#) Consider call for Special Meeting on August 8, 2019

*Carlson noted the request for a special meeting on August 8, 2019 to help facilitate a timeline for a business subsidy request. He outlined the process moving forward and stated Ehlers, Inc. would review financials provided by the developer.*

*Discussion was held on:*

*-gathering public comment and the neighborhood meeting,  
-the public parking component,  
-and the timeliness/proactive approach to assist the project.*

**A motion was made by Ackerman, seconded by Peterson White, to approve a**

special meeting on August 8, 2019 at 7:30AM in the Council Chambers to review a business subsidy request. The motion carried by the following vote:

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

## V. Old Business

6. [19-982](#) Consider approval of 2020 EDA Budget

Attachments: [1 - Draft Revenues 290 & 292](#)

[2 - Draft Expenditures 290 & 292](#)

*Carlson asked the boardmembers to review the final budget for EDA Funds 290 and 292. He noted the addition of \$10,000 for a new grant opportunities and \$15,000 for projects coming forward from Strong & Starlike.*

**A motion was made by Ackerman, seconded by Leatham, to approve the 2020 EDA budget. The motion carried by the following vote:**

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

## VI. Reports and Discussion Items

7. [19-983](#) NEC 2019 Quarterly Update

Attachments: [1 - NEC-2Q Report 2019](#)

*Whillock noted a slow start for businesses this year, but he has made many new contacts; including a local maker's group. He noted his assistance with a father and son's business planning, and how beneficial / positive the downtown location has been.*

*Whillock stated at the August meeting he will present the Northfield Enterprise Center's (NEC) year end report. He noted the NEC contract is due for renewal. Leatham stated she would like to hear about outcomes, financial value and the added value to business in monetary terms to help showcase the return on investment the City is receiving from his work.*

8. [19-984](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 7-18-19](#)

*Carlson stated he plans to incorporate an EDA retreat and have workplan discussion at the August 20th meeting.*

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

## VII. Adjournment

**A motion was made by Peterson White, seconded by Strobel, to adjourn the meeting at 8:12AM. The motion carried by the following vote:**

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