



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, April 25, 2019

7:30 AM

Council Chambers

Rollcall

Present: 6 - Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White, Rhonda Pownell and Mike Strobel

Absent: 1 - Britt Ackerman

I. Call to Order and Approval of Agenda

President Ehrmann called the meeting to order at 7:34AM.

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

Yes: 4 - Ehrmann, Blazis, Peterson White and Pownell

Not Present: 2 - Leatham and Strobel

II. Approval of Minutes

1. [19-844](#) EDA Meeting Minutes

Attachments: [1 - 03-21-2019 EDA Meeting Minutes](#)

Strobel and Leatham entered the meeting at 7:35AM.

A motion was made by Pownell, seconded by Blazis, to approve the 03-21-2019 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - Ehrmann, Blazis, Peterson White and Pownell

Not Present: 2 - Leatham and Strobel

III. Finances

2. [19-845](#) March 2019 EDA Financials

Attachments: [1 - March EDA Finances 2019](#)
[2 - March EDA Loan Report 2019](#)

No comments or discussion.

IV. Unfinished Business Items

3. [EDA M2019-022](#) Consider motion to approve consulting services from the preferred

proposal and enter into Consultant Services Contract

Attachments: [1 - Socio-Economic Committee Minutes 4-17-19](#)
[2 - Final Committee Scoring](#)
[3 - Strong & Starlike Proposal](#)
[4 - InnoNative Proposal](#)
[5 - DeYoung Consulting Proposal](#)

Carlson stated the socio-economic subcommittee would like to pursue a consultant to identify barriers for minority businesses and aspiring entrepreneurs in Northfield. He reported that staff and the socio-economic subcommittee agreed on Strong & Starlike as the best candidate and recommend the EDA board approve them as the consultant .

Pownell asked if the consultants were interviewed personally and the caliber of their end product. Carlson noted the conversations he had with the consultants and that he called Strong & Starlike's references after subcommittee recommendation. The St. Paul school district's reference gave an excellent recommendation and shared their impressive finished product with Carlson.

Strobel noted Strong & Starlike stood out to the subcommittee and the references matched their thoughts on the consultant.

Leatham noted all the candidates seem qualified and wanted to know more about their fit to Northfield. Ehrmann stated Strong & Starlike seem flexible and willing to work with the community. Peterson White noted Strong & Starlike was very thorough in their request-for-proposal (RFP) response and the analysis they provided for the school district provided actionable steps for the end result. She noted the other proposals may be more familiar to rural Minnesota, but their proposals weren't as strong.

Discussion was held on "add-on" items from Strong & Starlike's proposal. The socio-economic subcommittee recommended phase one to begin the process and felt "add-on" items could be discussed with the entire board at a later date.

A motion was made by Peterson White, seconded by Leatham, to approve consulting services from Strong & Starlike and authorize staff to execute a consultant services contract. The motion carried by the following vote:

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

V. Reports and Discussion Items

4. [19-846](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 4-25-19](#)

Carlson noted the May meeting is looking significant with a micro-grant application and reporting from the Riverwalk Market Fair. He also noted the 517 Washington St. property is no longer available for consideration, but staff is having discussions with the property owners in terms of future redevelopment.

Baker noted by June the preliminary budget numbers need to be entered. She asked the board to have conversations around the line items and programming. She stated line items can be entered to frame up initial budget thoughts and final numbers would be firmed up in September.

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

VI. Adjournment

A motion was made by Strobel, seconded by Peterson White, to adjourn the meeting at 7:59AM. The motion carried by the following vote:

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