



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, May 25, 2017

7:30 AM

Rollcall

Present: 7 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Jessica Peterson White, Rhonda Pownell, Fred Rogers and Mike Strobel

I. Call to Order and Approval of Agenda

Also in attendance: City Administrator Ben Martig, Community Planning & Development Director Chris Heineman, Economic Coordinator Nate Carlson, & Community Development Specialist Mikayla Fischer.

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

Yes: 7 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

II. Approval of Minutes

Strobel entered the meeting at 7:39am.

1. [17-833](#) Draft 04-27-2017 EDA Meeting Minutes

Attachments: [04-27-2017 EDA Minutes](#)

A motion was made by Pownell, seconded by Ehrmann, to approve the 04-27-2017 EDA minutes as amended to remove Vice President Ackerman from the adjournment vote since she exited the meeting prior to the vote. The motion carried by the following vote:

Yes: 7 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

III. Finances

2. [17-834](#) April 2017 EDA Financials

Attachments: [1 - EDA Loan Report](#)
[2 - APR EDA Finances](#)
[3 - EDA Fund 293 Balance](#)

Carlson reviewed the EDA financial report for April 2017.

IV. New Business

3. [17-835](#) Northfield Film Incentive

Attachments: [1 - State MN Film Incentive](#)
[2 - Austin Film Incentive](#)
[3 - IRRB Film Incentive](#)
[4 - Maple Lake Film Incentive](#)

Carlson reviewed his staff report on film incentive programs.

The EDA board members were interested in creating an incentive program for film production in Northfield. Before moving forward with a policy, the board decided to wait on creating said policy until funding for the State of Minnesota's Snowbate program is definitive.

V. Reports and Discussion Items

4. [EDA M2017-010](#) Northfield Business Subsidy Policy Action

Attachments: [1 - EDA Executive Committee minutes](#)
[2 - Policy Revisions](#)
[3 - Council Resolution to Adopt Amended Policy](#)

Carlson reviewed the Northfield Business Subsidy Policy.

The EDA board members and staff discussed several points of the policy in regards to adding clarification, reporting, living wage, flexibility, and additional benefits.

A motion was made by Ackerman, seconded by Rogers, to have thoughts, comments and questions regarding the policy submitted in writing on or before June 8 to staff, staff will then compile all comments and concerns for a work session to ensure all areas are addressed. The motion carried by the following vote:

Yes: 7 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel

5. [17-836](#) Northfield Micropolitan Summit Update

Attachments: [Northfield Micro Summit Agenda](#)

Heineman stated the Northfield Micropolitan Summit is approaching and they are excited to have it move forward.

6. [17-837](#) Strategic Planning Update

Attachments: [Strategic Plan Proposal - Northfield EDA](#)

Heineman updated the EDA board members on the Strategic Planning timeline.

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

VI. Future Meeting Schedule

7. [17-838](#) EDA Future Meeting Schedule

Attachments: [Future Meeting Schedule 5-25-17](#)

VII. Adjournment

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

Yes: 7 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell, Rogers and Strobel