

Meeting Minutes - Draft Economic Development Authority

Thursday, September 22, 2016

7:30 AM

Council Chambers

Rollcall

Present: 7 - Richard Jackson, Todd Bornhauser, Dale Gehring, Dana Graham, David Ludescher, Fred Rogers and Britt Ackerman

Note

Also present: Community Planning & Development Director Chris Heineman, City Administrator Ben Martig, NEC Director Chris Whillock, EDA Youth Representative Cooper Nelson, EDA Youth Representative Olaf Sorenson, and Administrative Assistant Mikayla Fischer.

I. Call to Order and Approval of Agenda

President Rogers and Graham welcomed and introduced Youth Representative Cooper Nelson to the Economic Development Authority.

II. Approval of Minutes

1. [16-423](#) Draft August 25, 2016 EDA Meeting Minutes

Attachments: [08-25-2016 EDA Meeting Minutes](#)

President Rogers asked to make a minor text change.

A motion was made by Vice President Bornhauser, seconded by Board Member Graham, to approve the minutes as amended. The motion carried by the following vote:

Yes: 7 - Board Member Jackson, Vice President Bornhauser, Board Member Gehring, Board Member Graham, Board Member Ludescher, President Rogers and Board Member Ackerman

2. [16-424](#) August 2016 EDA Financials

Attachments: [EDA Loan Statement - August 2016.pdf](#)

[August 2016 EDA REVENUE & EXPENSE REPORT](#)

Heineman discussed the August financials and explained a full report will be presented at the next EDA meeting. Martig stated they are analyzing a new method to have financial reports presented. The new format will require a resolution to denote the proposed loan statement presentations.

Heineman reviewed the year-to-date budget and expenditures report. He explained numbers are lower since the EDA Coordinator position has not yet been filled and consulting fees have not been utilized.

III. New Business Items

3. [16-425](#) XCEL Energy Certified Site Program Application

Attachments: [XCEL ENERGY CERTIFIED SITE PROGRAM APPLICATION](#)

Heineman reviewed his staff report on Xcel Energy's Certified Site Program and explained how the program markets the site to businesses and site search selectors for development. Heineman explained that Xcel Energy would market the property around the 9 state region and nation wide. Staff is working on a preliminary application for 50 acres near the Northfield Hospital to become a certified site.

4. [16-426](#) Northfield Micropolitan Summit

Attachments: [Micropolitan Letter](#)
[Alexandria Micropolitan Summit](#)
[Real Estate Journal 2016 Schedule](#)
[Micropolitan Rate Sheet](#)

Heineman reviewed his staff report on hosting a Micropolitian Summit in Northfield. Heineman stated the Metropolitan Real Estate Journal is a widely recognized publication providing networking and awareness to the real estate community. The EDA members felt this was an idea worth pursuing and were interested in hosting a summit early next year.

Ackerman exited the meeting at 8:04am.

Ludescher exited the meeting at 8:08am.

IV. Reports and Discussion Items

Heineman stated a "meet and greet" for the EDA Coordinator candidates is tomorrow from Noon to 1:00pm. The leadership team and a dozen community members will have an opportunity to meet and interact with the two candidates.

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

V. Adjournment

A motion was made by Vice President Bornhauser, seconded by Board Member Gehring, to adjourn the meeting. The motion carried by the following vote:

Yes: 7 - Board Member Jackson, Vice President Bornhauser, Board Member Gehring, Board Member Graham, Board Member Ludescher, President Rogers and Board Member Ackerman