



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, December 20, 2018

7:30 AM

Council Chambers

Rollcall

Also present: Cynthia Gilbertson (Owner of Northfield Yarn), JB Dudley (Owner of Northfield Physical Therapy), Teresa Jensen, Community Development Director Mitzi Baker, Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Schmidt, Michael Sparby, and Lee Runzheimer.

Present: 5 - Britt Ackerman, Andrew Ehrmann, Rachel Leatham, Rhonda Pownell and Mike Strobel

Absent: 2 - Todd Bornhauser and Jessica Peterson White

I. Call to Order and Approval of Agenda

President Ackerman invited Mitzi Baker to introduce herself.

II. Approval of Minutes

1. [18-614](#) EDA Meeting Minutes

Attachments: [1 - 10-25-2018 EDA Minutes](#)

A motion was made by Leatham, seconded by Strobel, to approve the 10-25-2018 EDA meeting minutes. The motion carried by the following vote:

Yes: 5 - President Ackerman, Vice President Ehrmann, Leatham, Pownell and Strobel

III. Finances

2. [18-615](#) November 2018 EDA Financials

Attachments: [1 - Nov. EDA Finances 2018](#)
[2 - Nov. EDA Loan Report 2018](#)

Carlson noted the EDA has made their first payment to Urban3.

Carlson stated all loans are current and Brick Oven Bakery will be paying off their loans by the end of the year.

IV. Presentations

3. [18-616](#) Northfield Yarn Presentation

Attachments: [1 - Northfield Yarn Micro Grant Agreement 2-22-18](#)

Cynthia Gilbertson - owner of Northfield Yarn - commented that her new and improved classroom space has allowed her to host larger classes. Her revenues from July to year end were 6.5% higher than last year.

4. [18-617](#) Northfield Physical Therapy Presentation

Attachments: [1 - Northfield Physical Therapy Micro Grant Agreement 2-22-18](#)

JB Dudley - owner of Northfield Physical Therapy - thanked the EDA for the micro-grant. He noted the funds helped the company convert to digital, update their policies and computer system, plus purchasing scanners, computers and other equipment. Dudley noted approximately \$10,000 in expenses and they have seen an 25% revenue increase.

V. Unfinished Business

5. [EDA M2018-031](#) Riverwalk Market Fair 2019-2020 Contract Amendment

Attachments: [1 - 2019 Request Letter RMF](#)

[2 - Riverwalk Market Fair Committee Minutes 10-31-18](#)

[3 - Final Amended and Restated RMF Services Contract 2019-2021 v.3](#)

Carlson reviewed the subcommittee's recommendation of a two year contract with matching funds of up to \$7,000.00. He noted scheduling a joint work session with the Riverwalk Market Fair (RWF) board before the RWF begins this year.

Discussion was held on:

- whether or not it is the goal of the EDA to help them become financially independent*
- any funds or revenue raised can be matched*
- the organization as a whole and that it's a worthy investment*
- deciding what is important to fund, there are so many other events to support*
- the RWF being a public market space for small vendors, helps launch small businesses*

A motion was made by Pownell, seconded by Strobel, to approve a two year contract of \$7,000.00 each year with the ability to match an addition \$3,000.00 each year from increased revenues (which can come from vendors, donation, and business sponsorships). The motion carried by the following vote:

Yes: 5 - President Ackerman, Vice President Ehrmann, Leatham, Pownell and Strobel

6. [18-618](#) Update from the Northwest Area Land Use Consultant and Process Advisory Committee

Attachments: [1 - Committee Memo](#)

[2 - Committee Process Recommendation](#)

[3 - Key Points from Interview Process](#)

[4 - Council Presentation on PAC Committee outcomes](#)

Carlson summarized the Northwest Area Process Advisory Committee (NWAPAC) formulated a recommendation to incrementally analyze the area and start with the nearest 50 acres to the Hospital owned by St. Olaf College. City Council will discuss further at a work session in January.

VI. New Business Items

7. [18-619](#) General Discussion on Urban3 Presentations

Carlson noted the Urban3 event was well attended with about 60 participants. He spoke on the radio with the Mayor and noted the presentation will be on the City's YouTube channel. Carlson stated the next steps will include a final report from Urban3 and the EDA will have the opportunity to review and provide feedback. The EDA will then formally accept the report.

The EDA members noted how informative the presentation was, the value in looking at under utilized areas, the importance of building vertically and continuing to work with the colleges.

VII. Reports and Discussion Items

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

Ackerman thanked everyone for her time as President.

8. [18-620](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 12-20-18](#)

VIII. Adjournment

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

Yes: 5 - President Ackerman, Vice President Ehrmann, Leatham, Pownell and Strobel