



# 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, August 23, 2018

7:30 AM

Council Chambers

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### Rollcall

*Also present: Comm. Dev. Director Chris Heineman, Econ. Dev. Coordinator Nate Carlson, Comm. Dev. Specialist Mikayla Schmidt, EDA Youth Rep. Daniel Monaghan and Alex Baraniak, Lee Runzheimer, NEC Director Chris Whillock, and Clarice Grabau.*

**Present:** 6 - Britt Ackerman, Andrew Ehrmann, Todd Bornhauser, Rachel Leatham, Jessica Peterson White and Rhonda Pownell

**Absent:** 1 - Mike Strobel

### I. Call to Order and Approval of Agenda

*President Ackerman opened the meeting at 7:34am and introduced the new Youth Representatives Daniel Monaghan and Alex Baraniak.*

*Peterson White entered the meeting at 7:36am.*

### II. Approval of Minutes

1. [18-414](#) Draft EDA Meeting Minutes

**Attachments:** [1 - Draft 07-26-2018 EDA Minutes](#)

**A motion was made by Leatham, seconded by Pownell, to approve the 07-26-28 EDA meeting minutes as amended to correct the acreage of Ehrmann's farm. The motion carried by the following vote:**

**Yes:** 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

### III. Financials

2. [18-415](#) July 2018 EDA Financials

**Attachments:** [1 - July EDA Finances 2018](#)  
[2 - July EDA Loan Report 2018](#)

### IV. New Business Items

3. [18-416](#) EDA Board Review of Micro-Grant Criteria

**Attachments:** [1 - Loan Committee Minutes 7-18-18](#)  
[2 - Draft Micro-Grant Revisions](#)

Carlson introduced the review of the Micro-Grant criteria and asked the EDA members for feedback.

Pownell asked if the Micro-Grant funds could be used for startup businesses operating less than 12 months if they have a strong business plan. Carlson stated the review committee discussed the topic and they noted other resources through the State of Minnesota and Southern Minnesota Initiative Foundation (SMIF) are available. Pownell suggested including those options to applicants not eligible for a Micro-Grant.

Bornhauser stated he felt the program was good and felt a separate fund would be needed to assist startups.

Peterson White stated she felt the Micro-Grant is a loan opportunity helping a specific niche.

Carlson noted, since 1998, the EDA has distributed \$250,000 in Micro-Grant funds and 75-80% are successful.

There was a strong consensus by all present EDA members to move ahead with the recommended Micro-Grant revisions.

4. [18-417](#) Urban Land Institute Navigating Your Competitive Future Workshop Review

**Attachments:** [1 - ULI Navigating Workshop Review](#)  
[2 - ULI Northfield Presentation](#)  
[3 - City of Northfield YouTube Hyperlink](#)

Carlson reviewed the ULI meeting stating staff felt it was a success. The ULI followed up with a memorandum attached to this staff report. Carlson asked for general feedback and comments on the meeting.

Vice President Ehrmann noted the comments on bike paths, what younger people are looking in their city and how beneficial it was to have that group of city leaders together.

President Ackerman stated it was very interesting, looking in with a fresh perspective and appreciated the memo as well.

Pownell agreed it was refreshing, appreciated digging into the demographics deeper and asked about next steps to analyze the data further.

Carlson noted he can look at the data more in depth and work with DEED to analyze workforce information in the Fall.

Leatham stated she was really struck by the discussion at the ULI meeting as well. She noted the importance of really thinking about housing and how to continue collaboration with the colleges. Leatham felt it was a great event and congratulated staff on bringing the ULI group to Northfield.

5. [18-418](#) 2018 Work Plan Review

**Attachments:** [1 - 2018 EDA Staff Action Plan](#)  
[2 - 2018 Work Plan Update-Q2](#)  
[3 - Socio-Economic Committee Minutes](#)

*Carlson reviewed the 2018 EDA Work Plan and noted the Socio-Economic committee had a very good first meeting.*

*Pownell asked to see the spreadsheet of business expansion and contraction and a memo on sustainable development with applicable case studies. Carlson noted he would share a highlighted version of the information at each quarterly report and then provide an in-depth memo for the Fall EDA retreat.*

*Discussion was held on the outstanding items in the Q1 and Q2 action steps. Pownell asked to look into how the lack of daycare is affecting our workforce.*

*Peterson White noted the Socio-Economic meeting was very fruitful and is excited to learn more about the Prosperity Initiative through SMIF and connect with Human Rights Commission members. Next steps include connecting with business leaders to host focus groups on what the EDA can do and what the needs are for some of these groups.*

6. [18-419](#) Closed meeting pursuant to Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the purchase of real property located at Linden Street South and Third Street West.

**Attachments:** [1 - Q Block Master Plan](#)

*Present for the closed session: Comm. Dev. Director Chris Heineman, City Administrator Ben Martig, Comm. Dev. Specialist Mikayla Schmidt, Econ. Dev. Coordinator Nate Carlson, and Youth Representatives Daniel Monaghan and Alex Baraniak.*

**A motion was made by Leatham, seconded by Vice President Ehrmann, to begin the closed session item at 8:30am. The motion carried by the following vote:**

**Yes:** 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

*President Ackerman opened the closed session at 9:16am.*

**A motion was made by Peterson White, seconded by Vice President Ehrmann, to direct staff to negotiate an option or purchase agreement for the property located at 308 Third Street West and bring the same back to the EDA at a future date for consideration. The motion carried by the following vote:**

**Yes:** 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

## V. Reports and Discussion Items

7. [18-420](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule 8-23-18](#)

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

*Heineman stated he accepted the City Administrator position with the City of Little Canada. He noted on September 4th at 5:00pm there will be a reception for him with the City Council meeting to follow.*

## **VI. Adjournment**

**A motion was made by Peterson White, seconded by Vice President Ehrmann, to adjourn the meeting at 9:20am. The motion carried by the following vote:**

**Yes:** 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell