



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft Economic Development Authority

Monday, April 24, 2023

6:00 PM

Council Chambers

CALL TO ORDER & ROLL CALL

Also present: Economic Development Coordinator Nate Carlson, Economic Development Associate Anna Watson, Youth Member Quinn Edwards, and Meeting Associate Kaitlin Moe

Jessica Peterson-White arrived to the meeting at 6:05pm

Present 5 - Mike Strobel, Enoch Blazis, Rhonda Pownell, Kristin Lucas, and Jessica Peterson-White

Absent 2 - Randy Yoder, and Andrea Berube

APPROVAL OF AGENDA

A motion was made by Vice President Blazis, seconded by Lucas, to approve the agenda. The motion carried by the following vote:

Yes: 4 - Strobel, Blazis, Pownell, and Lucas

Not Present: 1 - Peterson-White

APPROVAL OF MINUTES

A motion was made by Vice President Blazis, seconded by Lucas, to approve the minutes. The motion carried by the following vote:

Yes: 4 - Strobel, Blazis, Pownell, and Lucas

Not Present: 1 - Peterson-White

1. [23-1100](#) February 27, 2023 EDA Meeting Minutes

Attachments: [02-27-23 EDA Meeting Minutes Draft](#)

PRESENTATIONS

2. [23-1101](#) Riverwalk Market Fair 2023 Start of Season Presentation

Attachments: [1 - RMF Presentation to EDA Spring 2023](#)
[2 - RMF services contract 2023 -2025](#)

The Riverwalk Market Fair is a great opportunity for local vendors to sell goods and participate in community engagement. The fair will host an opening block party on May 18th.

OPEN PUBLIC COMMENT**FINANCIALS**

3. [23-1102](#) March 2023 EDA Financials

Attachments: [1 - March EDA Finances 2023](#)
[2 - March EDA Loan Report 2023](#)

NEW BUSINESS

4. [EDA M2023-003](#) Consideration of Micro-Grant Application for Minnesota Soulstice, LLC

Attachments: [1 - MN Soulstice Microgrant](#)
[2 - Soulstice_MicroAgreement_4-24-2023](#)

Minnesota Soulstice, LLC is looking for funding to enhance the interior and exterior of the business' building.

A motion was made by Peterson White, seconded by Blazis, to approve the grant application. The motion carried by the following vote:

Yes: 5 - Strobel, Blazis, Pownell, Lucas, and Peterson-White

5. [23-1103](#) Program Update - University of Minnesota Extension: Business Retention & Expansion

Attachments: [1 - CBC Timeline estimates for the task and 3 BRE big steps of the Program](#)
[2 - CBC Volunteer roles Leadership Team Task Force & others.docx](#)

This program can help local businesses grow and develop. The city is looking for leadership from the EDA to join the task force and guide members in the development of this program. This task force is anticipated to be formed during this upcoming summer. EDA will motion to approve this development within the next few months.

6. [23-1104](#) Review of the Façade Improvement Grant Program

Attachments: [1 - Northfield FacadeImprovementGrantProg_Final Draft Criteria](#)

The EDA discusses future plans for the Facade Improvement Grant Program. This discussion formed feedback for potential program adjustments and will continue to be discussed within the next few months.

7. [23-1105](#) MCCD Open to Business Report

Attachments: [1 - MCCD 1QR 2023](#)
[2 - MCCD Services Contract 2022-2024_Northfield EDA_First Amendment Combined](#)

MCCD continues to hold conversations with local businesses and the EDA discusses how further community outreach can be achieved by this program.

8. [23-1106](#) Economic Development Project Updates

Attachments: [1 - Com Plan Stantec Response](#)
[2 - CompPlanScope_04132023](#)

9. [23-1107](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 4-24-2023](#)

REPORTS FROM BOARD MEMBERS AND PRESIDENT

ADJOURNMENT

A motion was made by Peterson-White, seconded by Lucas, to adjourn the meeting at 7:27pm. The motion carried by the following vote:

Yes: 5 - Strobel, Blazis, Pownell, Lucas, and Peterson-White