



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, August 25, 2016

7:30 AM

Council Chambers

Rollcall

Also present: Community Planning & Development Director Chris Heineman, City Administrator Ben Martig, NEC Director Chris Whillock, and Administrative Assistant Mikayla Fischer.

Present: 5 - Todd Bornhauser, Dana Graham, David Ludescher, Fred Rogers and Britt Ackerman

Absent: 2 - Richard Jackson and Dale Gehring

I. Call to Order and Approval of Agenda

II. Approval of Minutes

1. [16-382](#) 07-14-2016 EDA Minutes

Attachments: [07-14-2016 EDA Meeting Minutes](#)

A motion was made by Board Member Graham, seconded by Vice President Bornhauser, to approve the EDA minutes for 07-14-2016. The motion carried by the following vote:

Yes: 5 - Vice President Bornhauser, Board Member Graham, Board Member Ludescher, President Rogers and Board Member Ackerman

2. [16-383](#) July 2016 EDA Financials

Attachments: [1 - EDA Loan Statement - July 2016](#)

[2 - July 2016 REVENUE & EXPENSE REPORT](#)

Heineman stated all loans are current with their payments and the EDA Coordinator position had a great response with 36 applicants.

III. New Business Items

3. [16-384](#) 2017 Draft EDA Budget

Heineman reviewed his staff report on the EDA draft budget for 2017.

The EDA and staff then discussed:

- utilizing funds to potentially work with Buxton who presented on how they help cities market their community*
- having a full discussion on the Northfield Enterprise Center (NEC) partnership*
- the best strategy for the EDA overall*
- micro-grant loans*

- potentially asking City Council for the difference of the amount needed to balance the budget
- if they should ask for the statutory maximum or a continuation of the same levy and how the community would perceive and/or want these dollars spent
- fleshing out what the EDA Coordinator position will provide and then decide how the remaining budget should be allocated
- Heineman elaborated on the key one-on-one coaching the NEC provides and how it is not part of the EDA Coordinator position
- Ludescher asked to have the \$36,500 acquired from City Council's General Fund (to cover the top tier salary of the EDA Coordinator position) be returned or transferred back to the City Council since it is no longer needed for this year
- Ackerman asked for further explanation on the tax revenues and transfers from the loan summary and expenditures report
- City Administrator Martig stated at next months meeting staff will address these questions and give a more complete financial forecast
- President Rogers and Ackerman volunteered to attend the NEC's next meeting on September 19th

President Rogers expounded on the NEC's purpose, stating the origins of the organization were based on an idea from the EDA. He stated the NEC's purpose is to provide resources and help businesses within the community as a private third party. Rogers also felt the budget should be self-sustaining and balance year to year.

A motion was made by Board Member Ackerman, seconded by Vice President Bornhauser, to request the statutory maximum levy, as allowed by state law, from City Council for the Economic Development Authority. The motion carried by the following vote:

- Yes:** 4 - Vice President Bornhauser, Board Member Graham, President Rogers and Board Member Ackerman
- No:** 1 - Board Member Ludescher

IV. Reports and Discussion Items

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

V. Adjournment

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

- Yes:** 5 - Vice President Bornhauser, Board Member Graham, Board Member Ludescher, President Rogers and Board Member Ackerman