



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Friday, January 27, 2017

7:30 AM

I. Call to Order and Approval of Agenda

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

A motion was made by Pownell, seconded by Bornhauser, to approve the agenda. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

II. Approval of Minutes

1. [17-627](#) Draft 12-22-2016 EDA Meeting Minutes

Attachments: [12-22-2016 EDA Meeting Minutes](#)

A motion was made by Bornhauser, seconded by Ackerman, to approve the 12-22-2016 EDA Minutes. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

III. Financials

2. [17-628](#) December 2016 EDA Financials

Attachments: [1 - Revenue & Expense Report December 2016](#)
[2 - EDA Loan Statement December 2016](#)

Heineman reviewed the financials and answered questions posed by the EDA members.

3. [17-629](#) Review of 2017 EDA Budget

Attachments: [1 - EDA Res. 2016-004 Establishing the MIF State Flood Recovery Fund and Community Investment Fund](#)
[2 - General Operating Fund - 2017 Revenue Budget](#)
[3 - General Operating Fund - 2017 Expenditure Budget](#)
[4 - Community Investment Fund - 2017 Revenue Budget](#)
[5 - Community Investment Fund - 2017 Expenditure Budget](#)
[6 - MIF Fund 293 Balance](#)

Carlson reviewed the 2017 EDA Budget and the different funds.

IV. New Business Items

4. [EDA M2017-001](#) EDA 2017 Election of Officers

Attachments: [1 - Economic Development Authority Membership 2017](#)
[2 - Letter from EDA President Rogers](#)

President Rogers asked for nominations for the EDA President, Vice President, and Treasurer.

A motion was made by Ackerman, seconded by Pownell, to nominate Todd Bornhauser as President. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

A motion was made by Pownell, seconded by Peterson White, to nominate Britt Ackerman as Vice President. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

A motion was made by Bornhauser, seconded by Ackerman, to nominate Fred Rogers as Treasurer. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

5. [EDA M2017-002](#) Establish EDA Sub-Committees

Attachments: [EDA Enabling Resolution and Bylaws](#)

Heineman reviewed the sub-committee roles and answered questions posed by the EDA.

Nominations for were heard for Todd Bornhauser, Mike Strobel and Britt Ackerman to serve on the EDA Executive Committee. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

Nominations were heard for Anderw Ehrmann, Fred Rogers, and Jessica Peterson White to serve on the EDA Loan Subcommittee. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

6. [EDA M2017-003](#) 2017 Economic Development Authority Meeting Schedule

Attachments: [1 - 2017 EDA Meeting Schedule](#)
[2 - EDA Future Meeting Schedule](#)

Carlson reviewed the EDA meeting schedule for 2017. Martig answered questions posed by the EDA members on retreat possibilities and training opportunities.

A motion was made by Ackerman, seconded by Strobel, to approve the meeting schedule to amend the meeting of March 23rd to March 30th. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

A motion was made by Ackerman, seconded by Peterson White, to approve the meeting schedule to amend the meeting of June 22nd to June 29th. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel

7. [17-630](#) EDA 101

Attachments: [1 - MN Statute EDA Powers 469.101](#)
[2 - Outstanding EDA Work Plan Items](#)
[3 - 2015-2017 EDA Work Plan](#)

Heineman reviewed EDA principles, Carlson reviewed EDA partner organizations and Martig reviewed staff members and EDA Board of Director roles and responsibilities.

8. [17-631](#) NEC 2016 Year-End Report

Attachments: [NEC 2016 Year End Rept](#)

Whillock's year end presentation was included in the agenda packet. Peterson White asked about the NEC's involvement with Spanish speaking businesses and their need for translated materials.

V. Reports and Discussion Items

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

VI. Adjournment

A motion was made by Rogers, seconded by Peterson White, to adjourn the meeting. The motion carried by the following vote:

Yes: 7 - Rogers, Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Strobel