



# 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, March 30, 2017

7:30 AM

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### Rollcall

*Also present: Community Planning & Development Director Chris Heineman, EDA Coordinator Nate Carlson, Administrative Assistant Mikayla Fischer, NEC Director Chris Whillock, Youth Representative Cooper Nelson, Youth Representative Olaf Sorenson, and one other citizen.*

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

**Absent:** 1 - Mike Strobel

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

*President Bornhauser called the meeting to order at 7:01am.*

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

**Yes:** 6 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Rogers

### II. Approval of Minutes

1. [17-732](#) Draft 02-23-2017 EDA Meeting Minutes

**Attachments:** [02-23-2017 EDA Minutes](#)

**A motion was made by Rogers, seconded by Peterson White, to approve the 02-23-2017 EDA minutes. The motion carried by the following vote:**

**Yes:** 6 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Rogers

### III. Finances

2. [17-733](#) February 2017 EDA Financials

**Attachments:** [1 - February EDA Loan Report](#)  
[2 - EDA FEB Budget Report](#)

*Carlson reviewed the EDA financials and answered questions regarding format and the revolving loans.*

### IV. New Business Items

3. [EDA M2017-006](#) Northfield Economic Development Authority Bylaws Review

**Attachments:** [1 - EDA Bylaws](#)  
[2 - EDA Bylaws Amended 2009-2010](#)  
[3 - MN Statute EDA Organization 469.096](#)  
[4 - MN Statute EDA Powers 469.101](#)

*Carlson reviewed the EDA bylaws and process.*

**A motion was made by Ackerman, seconded by Pownell, to approve reviewing the EDA bylaws by Executive Committee, following Committee review the EDA Board will review the changes and then provide a request for EDA Bylaw changes to City Council by July 19, 2017.**

**Yes:** 6 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Rogers

4. [17-734](#) Strategic Planning Process Update

**Attachments:** [Strategic Plan Proposal - Northfield EDA](#)

*Heineman reviewed the Strategic Planning process for the EDA and asked for their thoughts on priorities and work plan items for the upcoming Strategic Planning meeting with the EDA, Planning Commission and City Council. The EDA requested the consultant's questions prior to the Strategic Planning session and a summary of Northfield data and statistics.*

## V. Reports and Discussion Items

5. [17-735](#) Northfield Business Subsidy Policy Review Update

*Carlson stated the Executive Committee met on March 10th and discussed the Business Subsidy Policy. The EDA Board discussed job creation requirements and wage calculations.*

*The EDA Board requested a redlined version of the current Business Subsidy Policy for the next EDA Board meeting for review.*

6. [17-736](#) Northfield Micropolitan Summit Update

**Attachments:** [Red Wing Micropolitan Event](#)

*Heineman reviewed the Northfield Micropolitan Summit scheduled for Wed. June 7th - 10am to 2pm.*

7. [17-737](#) PACE Program Update

*Carlson reviewed the PACE Program status, working with Dakota and Rice County staff, and marketing.*

8. [17-738](#) NEC Update

*Carlson stated he is working on a client satisfaction survey with NEC Director Chris Whillock and continuing to expand on cultural competency by meeting with Southern Minnesota Initiative Foundation and other organizations.*

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

*President Bornhauser stated he handed out new Northfield Visitor Guides, which were created in collaboration with the Northfield News. He also stated the Northfield Home and Garden Show is April 9th.*

*Rogers stated he will be absent for the May meeting.*

## VI. Future Meeting Schedule

9. [17-739](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule](#)

## VII. Adjournment

**A motion was made by Ackerman, seconded by Pownell, to adjourn the meeting at 9:02am. The motion carried by the following vote:**

**Yes:** 6 - Bornhauser, Ackerman, Ehrmann, Peterson White, Pownell and Rogers