



# 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, May 25, 2017

7:30 AM

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### Rollcall

**Present:** 7 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Jessica Peterson White, Rhonda Pownell, Fred Rogers and Mike Strobel

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

*Also in attendance: City Administrator Ben Martig, Community Planning & Development Director Chris Heineman, Economic Coordinator Nate Carlson, & Community Development Specialist Mikayla Fischer.*

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

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

### II. Approval of Minutes

*Strobel entered the meeting at 7:39am.*

1. [17-833](#) Draft 04-27-2017 EDA Meeting Minutes

**Attachments:** [04-27-2017 EDA Minutes](#)

**A motion was made by Pownell, seconded by Ehrmann, to approve the 04-27-2017 EDA minutes as amended to remove Vice President Ackerman from the adjournment vote since she exited the meeting prior to the vote. The motion carried by the following vote:**

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

### III. Finances

2. [17-834](#) April 2017 EDA Financials

**Attachments:** [1 - EDA Loan Report](#)  
[2 - APR EDA Finances](#)  
[3 - EDA Fund 293 Balance](#)

*Carlson reviewed the EDA financial report for April 2017.*

### IV. New Business

3. [17-835](#) Northfield Film Incentive

**Attachments:** [1 - State MN Film Incentive](#)  
[2 - Austin Film Incentive](#)  
[3 - IRRB Film Incentive](#)  
[4 - Maple Lake Film Incentive](#)

*Carlson reviewed his staff report on film incentive programs.*

*The EDA board members were interested in creating an incentive program for film production in Northfield. Before moving forward with a policy, the board decided to wait on creating said policy until funding for the State of Minnesota's Snowbate program is definitive.*

## V. Reports and Discussion Items

### 4. [EDA M2017-010](#) Northfield Business Subsidy Policy Action

**Attachments:** [1 - EDA Executive Committee minutes](#)  
[2 - Policy Revisions](#)  
[3 - Council Resolution to Adopt Amended Policy](#)

*Carlson reviewed the Northfield Business Subsidy Policy.*

*The EDA board members and staff discussed several points of the policy in regards to adding clarification, reporting, living wage, flexibility, and additional benefits.*

**A motion was made by Ackerman, seconded by Rogers, to have thoughts, comments and questions regarding the policy submitted in writing on or before June 8 to staff, staff will then compile all comments and concerns for a work session to ensure all areas are addressed. The motion carried by the following vote:**

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

### 5. [17-836](#) Northfield Micropolitan Summit Update

**Attachments:** [Northfield Micro Summit Agenda](#)

*Heineman stated the Northfield Micropolitan Summit is approaching and they are excited to have it move forward.*

### 6. [17-837](#) Strategic Planning Update

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

*Heineman updated the EDA board members on the Strategic Planning timeline.*

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

## VI. Future Meeting Schedule

7. [17-838](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule 5-25-17](#)

## VII. Adjournment

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

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