



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, January 25, 2018

7:30 AM

2nd Floor Training Room

Present: 5 - Todd Bornhauser, Andrew Ehrmann, Rachel Leatham, Jessica Peterson White and Rhonda Pownell

Absent: 2 - Britt Ackerman and Mike Strobel

I. Call to Order and Approval of Agenda

The meeting began at 7:40am.

Also present: NEC Director Chris Whillock, Lee Runzhiemer, Tracy Heisler, Econ. Dev. Coordinator Nate Carlson, Comm. Dev. Director Chris Heineman, and Comm. Dev. Specialist Mikayla Fischer.

A motion was made by Peterson White, seconded by Ehrmann, to approve the agenda. The motion carried by the following vote:

Yes: 4 - President Bornhauser, Ehrmann, Leatham and Peterson White

Not Present: 1 - Pownell

II. Approval of Minutes

1. [18-058](#) Draft EDA Meeting Minutes

Attachments: [12-14-2017 EDA Minutes](#)

A motion was made by Ehrmann, seconded by Peterson White, to approve the 12-14-2017 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Bornhauser, Ehrmann, Leatham and Peterson White

Not Present: 1 - Pownell

III. Financials

2. [18-059](#) December 2017 EDA Financials

Attachments: [Dec EDA Finances](#)
[Dec EDA Loan report 2017](#)
[EDA 2018 Budgets](#)

Carlson reviewed the financials and informed the EDA that Post will no longer be utilizing funds from the EDA in the amount of \$100,000 for their future expansion project. He

stated all other loans are current and he and Heineman are continuing to work with StrataPoint.

IV. New Business Items

3. [EDA M2018-001](#) EDA 2018 Election of Officers

Attachments: [Economic Development Authority Membership 2018](#)
[EDA Bylaws](#)

Pownell entered the meeting at 7:48am.

Peterson White nominated Ackerman for the role of EDA President. No other nominations were made. Bornhauser closed the nominations for EDA President at 7:50am.

Peterson White nominated Ehrmann for the role of EDA Vice President. Ehrmann nominated Peterson White for the role of EDA Vice President, but Peterson White declined the nomination. No other nominations were made. Bornhauser closed the nominations for Vice President.

Peterson White nominated Bornhauser for the role of EDA Treasurer. No other nominations were made. Bornhauser closed the nominations for Treasurer.

A motion was made by Leatham, seconded by Pownell, to approve Ackerman as the President, Ehrman as the Vice President and Bornhauser as the Treasurer of the EDA. The motion carried by the following vote:

Yes: 5 - President Bornhauser, Ehrmann, Leatham, Peterson White and Pownell

4. [EDA M2018-002](#) Establish EDA Sub-Committees

Carlson reviewed the roles of the sub committees. The EDA and staff discussed who is currently on the committees and waiting to adopt new committees until next month.

A motion was made by Peterson White, seconded by Pownell, to table establishing the EDA sub-committees until the February meeting. The motion carried by the following vote:

Yes: 5 - President Bornhauser, Ehrmann, Leatham, Peterson White and Pownell

5. [EDA M2018-003](#) 2018 Economic Development Authority Meeting Schedule

Attachments: [EDA Meeting Schedule-2018](#)

Pownell asked to have a retreat added to the meeting schedule and to have 2 joint meetings with the City Council.

A motion was made by Pownell, seconded by Leatham, to approve the meeting schedule and add a retreat in April or May. The motion carried by the following vote:

Yes: 5 - President Bornhauser, Ehrmann, Leatham, Peterson White and Pownell

V. Reports and Discussion Items

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

6. [18-060](#) Presentation from Mayor Pownell

Mayor Pownell addressed the EDA members on the upcoming year, for all to work together and to represent the community.

7. [18-061](#) Board Orientation Video

8. [18-062](#) EDA 101

Attachments: [MN Statute EDA Powers 469.101](#)
[2018 Board Commission Orientation Materials with attachments](#)

Heineman and Carlson reviewed the EDA 101 presentation.

9. [EDA M2018-004](#) EDA 2018-2020 Work Plan Approval

Attachments: [Final 2018 - 2020 EDA Work Plan](#)
[Draft 2018 Staff Action Plan](#)

Carlson reviewed the 2018-2020 Work Plan for the coming years and stated the staff action plan is also included in as a working document.

Pownell asked to present the Work Plan to City Council for their input and perhaps other boards as well.

Ehrmann had a couple other edits to the document. Peterson White suggested any other minimal changes be made administratively and brought back at the February meeting for final approval.

A motion was made by Peterson White, seconded by Leatham, to postpone approval of the EDA 2018-2020 Work Plan until the February meeting to review Ehrmann's final edits and include any other changes from the EDA members. The motion carried by the following vote:

Yes: 5 - President Bornhauser, Ehrmann, Leatham, Peterson White and Pownell

VI. Unfinished Business

10. [18-063](#) EDA Future Meeting Schedule

Attachments: [Future Meeting Schedule 1-25-18](#)

VII. Adjournment

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

Yes: 5 - President Bornhauser, Ehrmann, Leatham, Peterson White and Pownell