



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, February 22, 2018

7:30 AM

Council Chambers

Present: 6 - Britt Ackerman, Andrew Ehrmann, Todd Bornhauser, Rachel Leatham, Jessica Peterson White and Rhonda Pownell
Absent: 1 - Mike Strobel

I. Call to Order and Approval of Agenda

Also present: Comm. Dev. Director Chris Heineman, Econ. Dev. Coordinator Nate Carlson, Comm. Dev. Specialist Mikayla Fischer, Council Member Brad Ness, Lisa Peterson, Tracy Heisler, Chris Whillock, Alex Miller and two other citizens.

President Ackerman called the meeting to order at 7:31am.

A motion was made by Pownell, seconded by Bornhauser, to amend and approve the agenda to switch items 3 and 4. The motion carried by the following vote:

Yes: 4 - President Ackerman, Bornhauser, Leatham and Pownell

Not Present: 2 - Vice President Ehrmann and Peterson White

II. Approval of Minutes

1. [18-115](#) Draft EDA Meeting Minutes

Attachments: [1 - 01-25-2018 EDA Minutes](#)

A motion was made by Pownell, seconded by President Bornhauser, to approve the 01-25-2018 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Ackerman, Bornhauser, Leatham and Pownell

Not Present: 2 - Vice President Ehrmann and Peterson White

III. Financials

2. [18-116](#) January 2018 EDA Financials

Attachments: [1 - Jan. EDA Finances 2018](#)
[2 - Jan. EDA Loan Report 2018](#)

Ehrmann entered the meeting at 7:34am.

Carlson noted the financials are normal and the StrataPoint is moving forward with a new

contract for approval at City Council.

IV. Presentations

4. [18-118](#) Presentation from Riverwalk Market Fair

Attachments: [1 - RMF Services Contract 2016 Signed](#)

Michael Sparby, Chair of the Riverwalk Market Fair (RMF), gave a general overview and history of the organization. Richard Hirsch, RMF Board Member, discussed the status of their finances. He brought the EDA up to date and stated the primary source of revenue is from the vendors. Hirsch stated a small amount of reserves from the initial EDA grant remains. Sparby then discussed several options for funding resources and collaboration efforts to expand and sustain the RMF.

Peterson White entered the meeting at 7:39am.

3. [18-117](#) Presentation from Environmental Quality Commission on the Climate Action Plan

Alex Miller, Vice-Chair of the EQC, gave overview of the Climate Action Change process.

V. New Business Items

5. [EDA M2018-005](#) Micro-Grant Application (Northfield Yarn)

Attachments: [1 - Northfield Yarn Micro-Grant Application](#)
[2 - Loan Committee Minutes 2-13-18](#)

A motion was made by Pownell, seconded by Bornhauser, to approve the EDA Micro-Grant loan in the amount of \$4,995 to Cynthia Gilbertson for the expansion of Northfield Yarn. The motion carried by the following vote:

Yes: 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

6. [EDA M2018-006](#) Micro-Grant Application (Northfield Physical Therapy)

Attachments: [1 - Northfield Physical Therapy Application](#)
[2 - Loan Committee Minutes 2-13-18](#)

A motion was made by Bornhauser, seconded by Pownell, to approve the EDA Micro-Grant loan in the amount of \$5,000 to JB Dudley for the expansion of Northfield Physical Therapy. The motion carried by the following vote:

Yes: 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

7. [EDA M2018-007](#) EDA Support for Northfield Downtown Development Corporation Application to Main Street Program

Attachments: [1 - Northfield EDA Support of NDDC Main Street Application](#)

A motion was made by Peterson White, seconded by Bornhauser, to approve a

letter of support for the Northfield Downtown Development Corporation's application to participate in the Main Street Program. The motion carried by the following vote:

Yes: 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

8. [EDA M2018-008](#) EDA 2018-2020 Work Plan Approval

Attachments: [1 - Final 2018 - 2020 EDA Work Plan](#)
[2 - Draft 2018 Staff Action Plan](#)

Carlson opened and reviewed the staff report on the EDA 2018-2020 Work Plan. Ehrmann discussed additional changes he would like to see. The EDA held discussion on creating a working group or sub-committee to discuss and cultivate minority businesses in Northfield.

A motion was made by Peterson White, seconded by Bornhauser, to approve the 2018-2020 EDA Work Plan. The motion carried by the following vote:

Yes: 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

9. [EDA M2018-009](#) Establish EDA Sub-Committees

The EDA discussed and gave direction to staff (at the next available meeting) to report on substantive changes made (during the last update) to the EDA bylaws and a menu of changes/issues staff would like to address in 2018.

Bornhauser exited the meeting at 8:35am.

A motion was made by Peterson White, seconded by Pownell, to nominate Ehrmann, Bornhauser and Leatham to the Loan Sub-Committee. The motion carried by the following vote:

Yes: 6 - President Ackerman, Vice President Ehrmann, Bornhauser, Leatham, Peterson White and Pownell

A motion was made by Pownell, seconded by Ackerman to nominate Ehrmann, Leatham and Peterson White to the Socio-Economic Sub-Committee. The motion carried by the following vote:

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

Not Present: 1 - Bornhauser

VI. Future Meeting Schedule

10. [18-119](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 2-22-18](#)

VII. Reports and Discussion Items

President Ackerman noted there will be a ribbon cutting for the new Economic Development Partners co-location at 25 Bridge Square on Tuesday, February 27th.

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

VIII. Adjournment

The meeting adjourned at 8:48am.

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

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

Not Present: 1 - Bornhauser