



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, March 22, 2018

7:30 AM

Council Chambers

Rollcall

Present: 5 - Britt Ackerman, Andrew Ehrmann, Rachel Leatham, Jessica Peterson White and Rhonda Pownell

Absent: 2 - Todd Bornhauser and Mike Strobel

I. Call to Order and Approval of Agenda

President Ackerman called the meeting to order at 7:37am.

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

Yes: 4 - President Ackerman, Leatham, Peterson White and Pownell

Not Present: 1 - Vice President Ehrmann

II. Approval of Minutes

1. [18-167](#) Draft EDA Meeting Minutes

Attachments: [02-22-2018 EDA Minutes](#)

A motion was made by Peterson White, seconded by Pownell, to approve the 02-22-2018 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Ackerman, Leatham, Peterson White and Pownell

Not Present: 1 - Vice President Ehrmann

III. Finances

2. [18-168](#) February 2018 EDA Financials

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

Carlson stated the finances are in order and StrataPoint will begin their loan payments to the EDA starting April 1st, 2018.

IV. New Business Items

3. [EDA M2018-017](#) Micro-Grant Application (Hot Spot Music, LLC)

Attachments: [1 - Hot Spot Music, LLC EDA Micro-Grant Application](#)
[2 - Loan Sub-Committee Minutes 3-15-18](#)

Carlson reviewed the Micro-Grant loan request for Hot Spot Music, LLC.

A motion was made by Peterson White, seconded by Pownell, to approve the Hot Spot Music, LLC for a Micro-Grant loan in the amount of \$5000.00. The motion carried by the following vote:

Yes: 4 - President Ackerman, Leatham, Peterson White and Pownell

Not Present: 1 - Vice President Ehrmann

4. [EDA M2018-018](#) Review of 2018 Micro-Grant Budget

Ehrmann entered the meeting at 7:43am.

Carlson reviewed the Micro-Grant budget stating \$16,000.00 was allocated for this year. Staff is requesting more reserve funds for potential Micro-Grant requests.

A motion was made by Pownell, seconded by Peterson White, to approve the use of EDA fund balance from Fund 292 not to exceed \$9,000.00 for future Micro-Grant applications for fiscal year 2018. The motion carried by the following vote:

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

5. [EDA Res. 2018-001](#) Consideration of EDA Resolution 2018-01 Approving Conduit Debt Re-funding Bonds for Prairie Creek, Inc.

Attachments: [1 - Resolution](#)
[2 - Prairie Creek Location Map](#)
[3 - State Statute 469.152](#)
[4 - Jenny Boulton Letter](#)
[5 - BORROWER CERTIFICATE](#)
[6 - AMENDMENT TO NOTE](#)

Carlson reviewed the staff report on conduit debt re-funding bonds for Prairie Creek, Inc.

A motion was made by Peterson White, seconded by Leatham, to approve the EDA Resolution 2018-001 authorizing execution of amendment No. 1 to school lease revenue note, series 2008 (Prairie Creek Community School Project). The motion carried by the following vote:

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

6. [18-169](#) EDA Board Spring Retreat Discussion

Carlson discussed the review of the spring retreat dates and topic ideas.

Potential topics for the retreat included:

-Educational components
-Public relations

- Strategic planning
- Active roles in the Work Plan that the EDA board members could assist with or that staff needs more feedback on
- Autonomous vehicles
- Other ways our community might be changing
- Demographics locally and state wide
- DEED staffer to give a presentation
- HCI demographics
- Comp. Planning items
- NW Area Industrial Area / sources of growth and partnerships on where the potential is for the Northwest Area and where the EDA can be helpful
- Team building/insights and strengths of each individual
- Bylaw review

The EDA and staff decided to plan for a retreat sometime in May, June or July - Monday through Friday 8:00am - Noon.

7. [18-170](#) Northwest Area Process Advisory Committee discussion

Attachments: [Final NW Process Advisory Recommendation](#)

Carlson reviewed his staff report on the Northwest Area Process Advisory Committee (NWAPAC). He stated the Planning Commission (PC) has reviewed the document and staff is looking for input from the EDA as well.

Pownell spoke about the board members and summarized what phase in the timeline the PAC is at currently.

Discussion was held on:

- how much commercial / industrial tax base is needed
- sources of growth, partnerships on where the potential is and where the EDA can be helpful
- timeline is well organized
- adjust the document to reflect what is currently happening and add in recommendations on who would facilitate the process and who would pay for it
- additional data and numbers for how many new businesses are needed
- what percentage of that can come from infill, so there is a strong sense on what and how much is needed
- anticipated costs are still being determined
- analyzing out how much money there is to spend on this, before going out for consultants and making sure funds are spent well to get a good return on investment

V. Reports and Discussion Items

8. [18-171](#) EDA Future Meeting Schedule

Attachments: [Future Meeting Schedule 3-22-18](#)

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

VI. Adjournment

A motion was made by Pownell, seconded by Leatham, to adjourn the meeting at 8:34am. The motion carried by the following vote:

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