

## Meeting Minutes - Draft Economic Development Authority

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Thursday, January 24, 2019

7:30 AM

Council Chambers

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### Rollcall

*Also present: Nate Carlson - Econ. Dev. Coord., Mikayla Schmidt - Comm. Dev. Specialist, Cynthia Gilbertson, Alex Miller, Alan Anderson, Cody Larson, Tim Hollinger, Carrissa Glarner, Brett Reese, Joshua Drivdahl, and Chad Jenkinson.*

**Present:** 5 - Britt Ackerman, Andrew Ehrmann, Rachel Leatham, Rhonda Pownell and Mike Strobel

**Absent:** 1 - Jessica Peterson White

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

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

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

### II. Approval of Minutes

1. [19-662](#) EDA Meeting Minutes

**Attachments:** [1 - 12-20-2018 EDA Meeting](#)

A motion was made by Strobel, seconded by Ehrmann, to approve the 12-20-2018 EDA meeting minutes. The motion carried by the following vote:

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

### III. Finances

2. [19-663](#) December 2018 EDA Financials

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

*Carlson noted Brick Oven Bakery paid off their loans and the first payment from The Family Residence will be seen on the January statement. He stated all loans are up-to-date. Financial statement for December notes the final payment to Urban3 for their consultation services.*

### IV. Presentations

3. [19-664](#) Presentation from the Northfield Arts & Culture Commission

**Attachments:** [1 - Nfld Cultural Plan](#)

*Cynthia Gilbertson, Secretary of the Arts and Culture Commission (ACC), presented the Northfield Cultural Plan to the EDA board. Several EDA board members noted their support for the plan.*

**A motion was made by Leatham, seconded by Strobel, to approve and support the Northfield Cultural Plan 2019-2024. The motion carried by the following vote:**

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

4. [19-665](#) Presentation from the Climate Action Plan Advisory Board

**Attachments:** [1 - 19-01-03 CAPAB Update](#)

*Alex Miller and Alan Anderson, Co-chairs of the Climate Action Plan Advisory Board (CAPAB), presented their quarterly report on the Climate Action Plan.*

*Miller discussed:*

- the "Quick Hits" list (a list of things people can do right now to mitigate climate change),*
- how the CAPAB surveyed the Northfield community,*
- how the Great Plains Institute is gathering data to create a baseline for Northfield's carbon impact,*
- and the 6 sub-committees work on energy, transportation, waste and materials, land, food, and water, wastewater and stormwater.*

## V. New Business Items

5. [EDA M2019-001](#) Micro-Grant Application (Groundwire Coffee, LLC)

**Attachments:** [1 - Groundwire Coffee Microgrant App](#)

[2 - Loan Committee Minutes 1-11-19](#)

[3 - Groundwire Coffee LLC MicroAgreement 1-24-19](#)

[4 - Current EDA Micro-Grant Program Criteria](#)

*Carlson invited Cody Larson (Owner of Groundwire Coffee), Tim Hollinger and Carrissa Glamer (Team Managers) to the podium to speak about their Micro-grant loan request. Larson stated they are expanding their roasting business to include a coffee bar on Division St.*

*Discussion was held on:*

- how they plan to collaborate with the bakeries in town and other organizations,*
- the 5-6 fulltime employees they plan to hire,*
- and why Larson choose Northfield to start the business.*

**A motion was made by Ehrmann, seconded by Strobel, to approve Groundwire Coffee, LLC for a \$5,000.00 Micro-Grant Loan for business expansion. The motion carried by the following vote:**

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

6. [EDA Res. 2019-001](#) Consider Resolution for Revolving Loan request for Reunion Project

- Attachments:** [1 - EDA resolution 2019-001](#)  
[2 - City Loan Agreement Reunion](#)  
[3 - Reunion Loan app](#)  
[4 - Loan Committee minutes 1-11-19](#)

*Carlson invited Brett Reese, Joshua Drivdahl, and Chad Jenkinson to the podium and stated the EDA Loan Sub-committee recommends approval of the requested \$100,000 revolving loan. Reese presented the background on the project to the EDA.*

*Discussion was held on:*

- the amount of money being requested,*
- wages,*
- the collaboration of local resources,*
- the investment back into the building,*
- Ehrmann offering to help connect them to local farmers in the area,*
- and the interest rate on the loan.*

**A motion was made by Pownell, seconded by Leatham, to approve EDA Resolution 2019-001, which approves 5th & Division Street Partners, LLC for a 20 year revolving loan in the amount of \$100,000.00. The motion carried by the following vote:**

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

7. [EDA M2019-002](#) Consider motion to approve Socio-Economic Committee proposal for consulting services

- Attachments:** [1 - Socio-Economic Committee Minutes 1-17-19](#)  
[2 - Northfield Poitra Proposal](#)  
[3 - Socio-Economic Committee Minutes 10-5-18](#)  
[4 - Socio-Economic Committee Minutes 8-6-18](#)

*Carlson reviewed the charge of the Socio-Economic Sub-committee and explained the outcomes of the last few meetings. Carlson stated the Socio-Economic Sub-committee would like to solicit a Request-for-Proposal (RFP) to focus on the needs of minority businesses.*

*Pownell requested the sub-committee bring the draft RFP back to the board for review and the board be provided with a narrative explaining who the consultant is and why they were chosen by the sub-committee.*

**A motion was made by Leatham, seconded by Vice President Ehrmann, to approve the Socio-Economic Sub-committee to draft an RFP, seek proposals, select and hire a consultant to gather information from local minority, immigrant and foreign-born business owners/entrepreneurs, identify barriers, and propose services/programs the EDA couldn offer. The motion carried by the following vote:**

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

8. [EDA M2019-003](#) EDA 2019 Election of Officers

- Attachments:** [1 - Economic Development Authority Membership 2019](#)  
[2 - EDA Bylaws](#)

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

**Yes:** 5 - Ackerman, Ehrmann, Leatham, Pownell and Strobel

9. [EDA M2019-004](#) Establish EDA Sub-Committees

A motion was made by Strobel, seconded by Pownell, to postpone the approval and designation of the sub-committees until the March meeting and keep the committee assignments the same until then. The motion carried by the following vote:

**Yes:** 4 - Ehrmann, Leatham, Pownell and Strobel

**Not Present:** 1 - Ackerman

A motion was made by Strobel, seconded by Leatham, to appoint Ackerman as an interim member of the Loan Sub-Committee until the March meeting. The motion carried by the following vote:

**Yes:** 4 - Ehrmann, Leatham, Pownell and Strobel

**Not Present:** 1 - Ackerman

10. [EDA M2019-005](#) 2019 Economic Development Authority Meeting Schedule

**Attachments:** [1 - EDA Meeting Schedule-2019](#)

*Carlson noted there is no meeting in February and the March meeting date has moved up a week. The board and staff discussed a Fall retreat as well.*

A motion was made by Vice President Ehrmann, seconded by Leatham, to acknowledge March 21st as the next EDA meeting date and to postpone the approval of the full meeting schedule until the March meeting. The motion carried by the following vote:

**Yes:** 4 - Ehrmann, Leatham, Pownell and Strobel

**Not Present:** 1 - Ackerman

## VI. Reports and Discussion Items

11. [19-666](#) EDA 101 - Orientation Materials

**Attachments:** [1 - MN Statute EDA Powers 469.101](#)  
[2 - 2019 Board Commission Orientation Materials with attachments](#)  
[3 - 2019 EDA 101 - 1.24.19](#)

12. [19-667](#) EDA Future Meeting Schedule

**Attachments:** [1 - Future Meeting Schedule 1-24-19](#)

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

*Carlson noted progress is being made on the "Q-block" discussions and he is hoping to bring an update to the board in March.*

## **VII. Adjournment**

**A motion was made by Pownell, seconded by Strobel, to adjourn the meeting at 8:53 AM. The motion carried by the following vote:**

**Yes:** 4 - Ehrmann, Leatham, Pownell and Strobel

**Not Present:** 1 - Ackerman