



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, September 26, 2019

7:30 AM

Council Chambers

Rollcall

Also present: Econ. Dev. Coordinator Nate Carlson, Comm. Dev. Specialist Mikayla Schmidt, Michael Sparby, NEC Director Chris Whillock, Teresa Jensen, Sam Wilmes, and Youth Representatives Clara Falcon-Geist and Alex Baraniak.

Present: 5 - Britt Ackerman, Enoch Blazis, Rachel Leatham, Jessica Peterson White and Rhonda Pownell

Absent: 2 - Andrew Ehrmann and Mike Strobel

Call to Order and Approval of Agenda

Treasurer Ackerman called the meeting to order at 7:35am. She noted the new youth member and asked her to introduce herself. Clara Falcon-Geist introduced herself as a sophomore at Northfield High School who is interested in finance and marketing.

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

Yes: 5 - Ackerman, Blazis, Leatham, Peterson White and Pownell

Approval of Minutes

1. [19-1101](#) EDA Meeting Minutes

Attachments: [1 - 08-22-2019 EDA Meeting Minutes](#)

A motion was made by Peterson White, seconded by Leatham, to approve the 08-22-2019 EDA meeting minutes. The motion carried by the following vote:

Yes: 5 - Ackerman, Blazis, Leatham, Peterson White and Pownell

Finances

2. [19-1102](#) August 2019 EDA Financials

Attachments: [1 - August EDA Finances 2019](#)
[2 - August EDA Loan Report 2019](#)

Carlson noted the EDA closed on the purchase of 510 Washington St. and Secure Base Counseling closed on their loan.

Presentations

3. [19-1103](#) Presentation from Riverwalk Market Fair

Attachments: [1 - Riverwalk Market Fair Presentation](#)
[2 - Riverwalk Market Fair 2019-2020 Contract](#)

Michael Sparby, Chair of the Riverwalk Market Fair (RMF), reviewed his PowerPoint presentation on highlights of the 2019 season and current finances. He noted they have raised \$3000 in matching revenue, they participate in the county WIC / SNAP programs for low income community members and the RWF is at capacity in the current space at Bridge Square, so they would like to extend past the post office. He noted this fall the board plans to revisit their strategic plan, evaluate by-laws and develop a marketing plan.

The EDA expressed their compliments to Sparby and the RMF for their good work.

New Business Items

4. [EDA M2019-030](#) Northfield Enterprise Center 2020 - 2022 Contract Review & Approval

Attachments: [1 - NEC Services Contract 2020-2022](#)
[2 - NEC Proposal Presentation](#)

Carlson introduced the item and noted three changes to the Northfield Enterprise Center (NEC) contract: removal of the satisfaction survey, additional language to the scope of services to assist in the priorities that stem from Strong & Starlike's work and support the EDA's socio-economic initiatives, and the recommendation of a three year contract.

A motion was made by Leatham, seconded by Blazis, to approve the negotiated contract with the Northfield Enterprise Center. The motion carried by the following vote:

Yes: 5 - Ackerman, Blazis, Leatham, Peterson White and Pownell

5. [19-1104](#) Fall Business Visit Report

Attachments: [1 - Fall Business Visit Report 2019](#)

Carlson reviewed his business visit report to the EDA, stating his goal is to make 12 visits a year and year-to-date he has made 13 connections. Carlson said, overall, businesses are maintaining a good course with typical discussion held around expansion and work force. He summarized how he is working with the Chamber and NEC to develop a more robust and collaborative program to ensure all entities are showcasing the opportunities available to businesses.

Discussion was held on:

*-whether this is an increase or decrease in visits and Carlson responded that years 2016 and 2017 there were 12 visits and last year there was 14 visits
-the goals of the visits, which Carlson stated is to gain a better understanding of the business environment, what the immediate needs are and to build relationships
-work force and how to attract and retain people for businesses*

Carlson noted his next visits will be with the minority businesses as part of the Strong & Starlike consulting effort.

Reports and Discussion Items

6. [19-1105](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 9-26-19](#)

Carlson noted there will be a heavy agenda for the October meeting.

Falcon-Geist exited the meeting at 8:22am.

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

Adjournment

A motion was made by Peterson White, seconded by Leatham, to adjourn the meeting at 8:22am. The motion carried by the following vote:

Yes: 5 - Ackerman, Blazis, Leatham, Peterson White and Pownell