



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, November 21, 2019

7:30 AM

Council Chambers

Call to Order and Approval of Agenda

President Ehrmann called the meeting to order at 7:36am.

Also present: Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Schmidt, Community Development Director Mitzi Baker, Cody Larson - Groundwire Coffee & Little Joy, Mark Ross - Launch5 Media and Michael Sparby - Agricultural Utilization Research Institute.

Present: 6 - Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White, Rhonda Pownell and Mike Strobel

Absent: 1 - Britt Ackerman

Approval of Minutes

1. [19-1208](#) Review 10-24-2019 & 11-04-2019 EDA Meeting Minutes.

Attachments: [1 - 10-24-2019 EDA Meeting Minutes](#)
[2 - 11-04-2019 EDA Meeting Minutes](#)

A motion was made by Strobel, seconded by Peterson White, to approve the 10-24-2019 and 11-04-2019 EDA meeting minutes. The motion carried by the following vote:

Yes: 6 - Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

Financials

2. [19-1209](#) October 2019 EDA Financials

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

Carlson noted there was a miscommunication on when Secure Base's first loan payment was due and the EDA will see the payment on next months financial report.

Presentations

3. [19-1210](#) Launch5 Media Presentation

Attachments: [1 - Launch5 Media MicroAgreement 10-25-18](#)

Mark Ross - Launch5 Media - stated with the micro-grant the company hired a sales intern and started the development of an app called Townie App.

4. [19-1211](#) Groundwire Coffee Roasters Presentation

Attachments: [1 - Groundwire Coffee LLC MicroAgreement 1-24-19 SIGNED](#)

Cody Larson - Groundwire and Little Joy Coffee - stated the micro-grant funds were set aside for a two week (8 hours per day) long staff training. Larson felt the training made all the difference for their business. He stated at Little Joy, they have approximately 200 guests per day. He figures with their local purchases for the business they have put back about \$55,000.00 into the local economy. Looking back, Larson noted he would not have tried to do all the work himself, but instead hire a contractor to complete the build out of the space and get the business started. Larson stated some kind of start up cash flow would have been helpful. He also stated how helpful Chris Whillock of the NEC was by helping them write a business plan. Larson stated Groundwire is roasting more coffee as well and Little Joy is a nice showpiece for Groundwire. He stated they are looking into compostable packaging and Leatham noted it is fun to see the range of clientel Little Joy serves.

5. [19-1212](#) Presentation from Agricultural Utilization Research Institute (AURI)

Attachments: [1 - AURI Presentation 11-17-19](#)

Michael Sparby - Agricultural Utilization Research Institute (AURI) - presented to the EDA on the AURI organization. Sparby stated this organization utilizes all sectors of agriculture and can connect ideas of clients to others to facilitate a product. Sparby gave examples of Swheat Scoop (naturally clumping cat litter), Compost-A-Mat (biodegradable mats for pigs), Northern Excellence (pelleted fuel from lawn seed waste from ryegrass straw), RedHead Creamery (dairy creamery), Java Cycle (Lonsdale - created an organic and sustainable fertilizer from coffee chaff), Vector Windows (LEED certified windows), Bio-Mulch/Bio-Tarp (mulch used to cover silage and grain piles), Suntava (purple corn) and Smude Sunflower Oil.

Sparby stated AURI is a 501(c)3 and operates on a sliding scale for it's clients. He noted AURI is seeing a lot more activity because of lower commodity prices and major industries are looking at alternative products because of operations in the future due to the warming trends and weather events. He said, overall, the industry is positive and people are looking to explore other options in the agriculture sector.

Old Business**7. [EDA Res. 2019-008](#) EDA Resolution Approving Preliminary Plans of Fifth Street Lofts**

Attachments: [1 - EDA Resolution 2019-008](#)
[2 - Preliminary Plans 5th Street Lofts](#)
[3 - Purchase Agreement](#)

Carlson started ths discussion of the 5th Street Lofts project by outlining the current timeline.

Peterson White asked clarifying questions on if the EDA is seeing the most current plan (Carlson answered that they are seeing the most current version) and that Martig and Baker will have final sign off (Carlson responded that they will). Peterson White noted her concerns on the relationship of the aesthetics to the neighborhood and runoff.

Blazis exited the meeting at 8:27am.

Baker and Carlson spoke on runoff to the neighboring properties and ensured the EDA that the Engineering division will assess the runoff.

Strobel asked if the storm sewer has capacity and Baker stated that will be for Engineering to determine, but she is aware of alternative options such as underground storage tanks for excess runoff.

A motion was made by Peterson White, seconded by Leatham, to approve EDA Resolution 2019-008 approving the preliminary plans of the Fifth Street Lofts. The motion carried by the following vote:

Yes: 5 - Ehrmann, Leatham, Peterson White, Pownell and Strobel

Not Present: 1 - Blazis

Reports and Discussion Items

8. [19-1214](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 11-21-19](#)

Carlson noted the EDA will be seeing a request through the Minnesota Investment Funds from DEED. He noted a business is looking to expand.

Leatham noted she heard the EDA & HRA presentations to Council and that they were both very positive.

Peterson White was wonder the status of and follow up for Strong and Starlike's work. Carlson noted the subcommittee will meet soon to review the results.

- 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 Strobel, to adjourn the meeting. The motion carried by the following vote:

Yes: 5 - Ehrmann, Leatham, Peterson White, Pownell and Strobel

Not Present: 1 - Blazis