



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, December 19, 2019

7:30 AM

Council Chambers

Call to Order and Approval of Agenda

Also present: Economic Development Coordinator Nate Carlson, Interim City Planner Mikayla Schmidt, Gary Ryan, John Fallon, and Matt Keithly.

President Ehrmann called the meeting to order at 7:33am.

A motion was made by Ackerman, seconded by Blazis, to approve the amended agenda with removal of Item 9. The motion carried by the following vote:

Yes: 4 - Ackerman, Ehrmann, Blazis and Strobel

Not Present: 1 - Pownell

Approval of Minutes

1. [19-1245](#) Review 11-24-2019 EDA Meeting Minutes.

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

Yes: 4 - Ackerman, Ehrmann, Blazis and Strobel

Not Present: 1 - Pownell

Financials

2. [19-1246](#) November 2019 EDA Financials

Carlson briefly summarized the November financials.

Pownell entered the meeting at 7:35am.

Public Hearing

3. [19-1247](#) EDA Public Hearing on Minnesota Investment Fund (MIF) Application

President Ehrmann read the public hearing statement to open the hearing.

A motion was made by Ackerman, seconded by Strobel to open the public hearing at 7:40 am. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

Carlson noted that All Flex representatives are present and invited them to present to the EDA Board.

Gary Ryan, Matt Keithly and John Fallon gave a brief presentation on the history of All Flex. The business has been growing at a steady pace recently. Fallon discussed the expansion opportunity for the business. The business expects to add 38 employees and expand the Northfield facility by 15,000 square feet.

EDA Board members asked questions of All Flex regarding business ownership and employee recruitment. Strobel asked where the buildout would occur on the business site. Fallon explained it will be on the existing site in Northfield.

A motion was made by Ackerman, seconded by Strobel, to close the Public Hearing, which occurred at 7:47 am. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

4. [EDA Res. 2019-009](#) Resolution of support for Minnesota Investment Fund Program (MIF) Request from All Flex Flexible Circuits, LLC

Carlson noted this will be the first application to the State of Minnesota for MIF Funds from Department of Employment and Economic Development (DEED). The EDA is applying for a \$300,000 forgivable loan for All Flex as part of the incentive package. The Loan Sub-Committee also recommended the EDA pledge a \$50,000 revolving loan to the project.

All Flex is also pursuing incentives through the Job Creation Fund from DEED.

A motion was made by Ackerman, seconded by Blazis, to approve EDA Resolution 2019-009. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

5. [EDA M2019-032](#) EDA Revolving Loan Application - All Flex Flexible Circuits, LLC

Carlson noted the Loan Sub-Committee recommended the EDA pledge a \$50,000 Revolving Loan to the All Flex expansion project contingent upon All Flex receiving MIF incentives. The EDA would approve the loan at a later meeting.

Carlson also noted that DEED applications score higher when there is local investment into the project.

A motion was made by Ackerman, seconded by Blazis, to authorize staff to draft loan documents for a \$50,000 Revolving Loan for All Flex to be approved at a later date. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

Old Business

6. [19-1248](#) Contented Cottage Bed & Breakfast Micro-Grant Report

Carlson noted the EDA received a report from Contented Cottage regarding the status of the micro-grant they received earlier in the year.

7. [EDA M2019-033](#) First Amendment to Purchase Agreement for 510 Washington Street

Carlson noted the request from the developer to amend the purchase agreement for 510

Washington Street to extend the closing date to March 31, 2020.

A motion was made by Strobel, seconded by Blazis, to approve the First Amendment of the Purchase Agreement for 510 Washington Street. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

New Business

8. [19-1249](#)

EDA Review of Façade Improvement Pilot Program

Carlson opened discussion on the draft Facade Improvement Program criteria.

Discussion was held on the following:

- Program priorities*
- Properties included in program area*
- Funds available*
- Cost for exterior restoration*

A motion was made by Pownell, seconded by Ackerman to amend the criteria to include language under grant selection that referenced "preference given to projects proposing structural repairs."

Ehrmann stated that there should be additional changes to the criteria that removed lighting, signage and awning repair from the eligible list.

A motion was made by Ackerman, seconded by Strobel to end debate on the amendment. The motion carried by the following vote:

Yes: 5 - Ackerman, Ehrmann, Blazis, Pownell and Strobel

Blazis exited the meeting at 8:22 am.

The motion to amend criteria language carried by the following vote:

Yes: 3 - Ackerman, Pownell and Strobel

No: 1 - Ehrmann

A motion was made by Pownell, seconded by Ackerman to amend the criteria to remove lighting, signage and awning repair from the eligible list of the criteria.

Discussion was held on the importance of signage and lighting for a business.

The motion to amend criteria language carried by the following vote:

Yes: 3 - Ackerman, Ehrmann and Strobel

No: 1 - Pownell

A motion was made by Ackerman, seconded by Strobel, to approve as amended the Facade Improvement Program Criteria. The motion carried by the following vote:

Yes: 4 - Ackerman, Ehrmann, Pownell and Strobel

Not Present: 1 - Blazis

9. [19-1250](#) Council Strategic Plan - Economic Development Target Update

This item was removed.

Reports and Discussion Items

10. [19-1251](#) EDA Future Meeting Schedule

Carlson noted the future meeting schedule.

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

Adjournment

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

Yes: 3 - Ehrmann, Pownell and Strobel

Not Present: 2 - Ackerman and Blazis