



City of Northfield

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

Meeting Minutes - Draft Economic Development Authority

Thursday, September 23, 2021

7:30 AM

Council Chambers

CALL TO ORDER & ROLL CALL

The meeting was called to order to 7:35AM.

Also present: Youth Representative Xochitl Valdez, Economic Development Coordinator Nate Carlson, Community Development Coordinator Mitzi Baker, Program Coordinator Beth Kallestad, Meetings Associate Edward Malnar, Katie Jones, Chris Whillock, Julie Cohrs

Present 5 - Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White, and Rhonda Pownell

Absent 2 - Mike Strobel, and Britt Ackerman

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

1. [21-543](#) August 26, 2021 EDA Meeting Minutes

Attachments: [08-26-2021 EDA Minutes](#)

A motion was made by Pownell, seconded by Peterson White, to approve the August 26 minutes. The motion carried by the following vote:

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

FINANCIALS

2. [21-544](#) August 2021 EDA Financials

Attachments: [1 - Aug EDA Loan Report 2021](#)
[2 - Aug EDA Finances 2021](#)

ED Coordinator Carlson presented the financials and answered questions about public recognition of businesses that pay off EDA loans.

PRESENTATIONS

3. [21-545](#) Presentation regarding Sustainable Building Policy

Attachments: [1- Northfield SBP Proposed Policy final 91621](#)
[2 - Northfield_SBP_Stakeholder Handout 9 15 21](#)

Program Coordinator Beth Kallestad and CEE consultant Katie Jones presented proposed plans for public buildings' energy and emission sustainability, explaining standards, resources, and triggers of the proposed Sustainable Building Policy. The policy proposal focuses on public buildings and new construction. Kallestad and Jones answered questions from members.

OLD BUSINESS

4. [21-546](#) NEC Update

Attachments: [1 - NEC letter](#)

NEC Director Chris Whillock introduced NEC Interim Director Julie Cohrs. Members discussed forming a task force to review the NEC contract and operations in light of EDA goals and market conditions. Carlson and CD Director Mitzi Baker answered members' questions.

A motion was made by Peterson White, seconded by Pownell, to empower the Board President to appoint members to the new NEC subcommittee after communicating with members absent today. The motion passed with all in favor.

A motion was made by Peterson White, seconded by Pownell, to create a short-term subcommittee to evaluate the NEC contract and discuss needs and opportunities for a potential NEC task force. The motion carried by the following vote:

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

5. [EDA M2021-044](#) 2022 Final EDA Budget - Revision

Attachments: [1 - MN Statute 469.107 - EDA Levy](#)
[2 - FINAL REVISED 2022 EDA BUDGET-09.21 REVENUES](#)
[3 - FINAL REVISED 2022 EDA BUDGET-09.21 EXPENDITURES](#)

ED Coordinator Carlson presented a proposed slight reduction to the 2022 EDA budget, based on the 2021 Estimated Market Value instead of speculated 2022 values and consistent with the policies of peer cities.

A motion was made by Ehrmann, seconded by Peterson White, to approve the revised 2022 EDA budget. The motion carried by the following vote:

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

UPDATES

6. [21-547](#) Staff Update - Additional Department Capacity/Position (s) under consideration.

CD Director Baker reported steps toward funding the hires of up to two additional staff members for business and/or community planning and development. Members discussed options and opportunities new staff could open. Baker answered questions to

clarify that the specific work areas of new staff would depend on from the City Council.

7. [21-548](#) Staff Update - Socioeconomic Summer Interns

Attachments: [1 - Intern Webinar from Tatev Gevorgyan](#)

ED Coordinator Carlson reported that the summer interns are invited to the next meeting to present their work.

8. [21-549](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 9-23-2021](#)

REPORTS FROM BOARD MEMBERS AND PRESIDENT

Youth Representative Xochitl Valdez introduced herself to the board. Member Pownell and President Leatham reported opportunities for the Board to interact with the key stakeholders and the public.

ADJOURNMENT

The meeting was adjourned at 8:52AM.

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

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