



# City of Northfield

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

## Meeting Minutes - Final Economic Development Authority

---

Thursday, April 27, 2017

7:30 AM

---

### Rollcall

**Present:** 5 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Rhonda Pownell and Mike Strobel

**Absent:** 2 - Jessica Peterson White and Fred Rogers

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

*President Bornhauser called the meeting to order at 7:35pm.*

*Also present: Community Development Director Chris Heineman, EDA Coordinator Nate Carlson, City Administrator Ben Martig, NEC Director Chris Whillock, Jamie Duncan, Community Development Specialist Mikayla Fischer, and Youth Representative Olaf Sorenson.*

*Absent: Youth Representative Cooper Nelson*

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

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

### II. Approval of Minutes

1. [17-785](#) Draft 03-30-2017 EDA Meeting Minutes

**Attachments:** [03-30-2017 EDA Minutes](#)

**A motion was made by Pownell, seconded by Ehrmann, to approve the 03-30-2017 EDA minutes. The motion carried by the following vote:**

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

### III. Finances

2. [17-786](#) March 2017 EDA Financials

**Attachments:** [1 - EDA Loan Report - March 2017](#)

[2 - EDA Finances - March 2017](#)

[3 - EDA Fund Balance - 293 MIF Funds](#)

*Carlson reviewed the financials and answered questions posed by the EDA boardmembers.*

### IV. New Business Items

3. [EDA M2017-008](#) Micro-Grant Application

**Attachments:** [1 - 04-18-17 EDA Loan Committee Minutes](#)  
[2 - Micro-Grant Summary](#)

*Carlson reviewed the Micro-Grant application from Jamie Duncan, owner of Deaf Friendly Biz, LLC.*

**A motion was made by Ackerman, seconded by Strobel, to approve the Micro-Grant application of \$5,000.00 to Deaf Friendly Biz, LLC. The motion carried by the following vote:**

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

## V. Reports and Discussion Items

4. [17-787](#) Northfield Business Subsidy Policy Review

**Attachments:** [1 - 04-17-17 EDA Executive Committee Meeting Minutes](#)  
[2 - Business Subsidy Policy \(Redline Version\)](#)

*Carlson reviewed the Northfield Business Subsidy Policy and answered questions posed by the board members. The board members discussed living wage and asked for business subsidy policies of comparable cities, such as Rochester and Faribault.*

5. [17-788](#) EDA Bylaws Review Update

**Attachments:** [EDA Bylaws](#)

*Carlson reviewed the last EDA Executive Committee meeting. Staff and board members then discussed the EDA bylaws and timeline.*

6. [17-789](#) Northfield Micropolitan Summit Update

**Attachments:** [Micropolitan Summit Draft Agenda](#)

*Heineman reviewed the Micropolitan Summit draft agenda. President Bornhauser requested a range of Northfield groups be represented at Northfield's Summit.*

*Ackerman exited the meeting at 8:30am.*

7. [17-790](#) NEC Quarterly Update

**Attachments:** [NEC 1st Quarter Report - 2017](#)

*NEC Director Chris Whillock reviewed his quarterly report and answered questions posed by the board.*

8. [17-791](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule](#)

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

*Carlson stated the Economic Development Partners (NEC, CVB, NDDC and the City of Northfield) had their quarterly meeting earlier in the week.*

*Heineman stated the Northfield Area Chamber of Commerce is hosting their annual golf tournament and the EDA has participated via sponsorship in past years. Heineman suggested marketing the EDA at the event luncheon - a \$900.00 expenditure. The board members agreed the dollars would be well spent and to participate as a sponsor.*

*President Bornhauser stated the City of Austin has a film rebate program to encourage film production companies to film in Austin.*

## **VI. Adjournment**

**A motion was made by Strobel, seconded by Ehrmann, to adjourn the meeting at 8:49am. The motion carried by the following vote:**

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

**Not Present:** 1 - Ackerman