



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, August 24, 2017

2:00 PM

Rollcall

Also present: City Administrator Ben Martig, Community Development Director Chris Heineman, Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Fischer, NEC Director Chris Whillock, Strategic Planning Consultant Craig Rapp, and Philip Wheye.

Present: 6 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Rhonda Pownell, Fred Rogers and Mike Strobel

Absent: 1 - Jessica Peterson White

I. Call to Order and Approval of Agenda

President Bornhauser called the meeting to order at 2:00pm.

A motion was made by Vice President Ackerman, seconded by Rogers, to adopt the agenda as amended to include the 07/11/2017 work session and the 07/27/2017 regular EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Bornhauser, Vice President Ackerman, Ehrmann and Rogers

Not Present: 2 - Pownell and Strobel

II. Minutes

A motion was made by Rogers, seconded by Ehrmann, to approve the 07/11/2017 work session and 07/27/2017 regular EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Bornhauser, Vice President Ackerman, Ehrmann and Rogers

Not Present: 2 - Pownell and Strobel

III. Finances

1. [17-968](#) July 2017 EDA Financials

Attachments: [July EDA Financials](#)
[July EDA Financials 293](#)
[July EDA Loan report 2017](#)

Carlson reviewed the EDA financials.

IV. New Business Items

2. [17-969](#) EDA Strategic Planning

Attachments: [EDA Strategic Planning Agendas](#)
[EDA Business Survey Results](#)
[EDA Stats Booklet](#)

Heineman reviewed the Strategic Planning process and introduced consultant Craig Rapp.

Strobel entered the meeting at 2:07pm.

Rapp reviewed his background and began reviewing the strategic planning process with the EDA members. He asked all the EDA members to review if and what kind of strategic planning experience they have in their personal and/or professional lives. Rapp summarized how the EDA Strategic Planning process will work and the board members asked questions on the process.

3. [17-970](#) Economic Development Partners Meeting

Attachments: [Q3 ED Partners meeting minutes 7-25-17](#)

Carlson reviewed his report on the Economic Development Partners meetings. Carlson stated the Chamber and NEC are coordinating co-location efforts.

4. [17-971](#) EDA - HRA Joint Meeting Request

Carlson reviewed the HRA and EDA joint meeting request.

V. Reports and Discussion Items

5. [17-972](#) EDA Future Meeting Schedule

Attachments: [Future Meeting Schedule 8-24-17](#)

EDA members asked Carlson to poll the EDA members and staff to potentially move the October and December meeting dates a week earlier.

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

VI. Adjournment

A motion was made by Strobel, seconded by Vice President Ackerman, to adjourn the meeting at 2:50pm. The motion carried by the following vote:

Yes: 6 - President Bornhauser, Vice President Ackerman, Ehrmann, Pownell, Rogers and Strobel