

Meeting Minutes - Final Economic Development Authority

Thursday, November 16, 2017

7:30 AM

Rollcall

Present: 6 - Britt Ackerman, Andrew Ehrmann, Jessica Peterson White, Rhonda Pownell, Fred Rogers and Mike Strobel

Absent: 1 - Todd Bornhauser

I. Call to Order and Approval of Agenda

The meeting began at 7:37am.

Also present: Community Development Director Chris Heineman, Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Fischer, Youth Representative Evan Clay, Steve and Jenaveve Pittman, and Lee Runzheimer.

A motion was made by Rogers, seconded by Strobel, to approve the agenda. The motion carried by the following vote:

Yes: 4 - Vice President Ackerman, Peterson White, Rogers and Strobel

Not Present: 2 - Ehrmann and Pownell

II. Approval of Minutes

1. [17-1115](#) Draft EDA Meeting Minutes

Attachments: [10-16-2017 EDA & HRA Joint Meeting](#)
[10-26-2017 EDA Minutes](#)

A motion was made by Strobel, seconded by Peterson White, to approve the 10-16-2017 EDA & HRA Joint meeting minutes. The motion carried by the following vote:

Yes: 4 - Vice President Ackerman, Peterson White, Rogers and Strobel

Not Present: 2 - Ehrmann and Pownell

A motion was made by Peterson White, seconded by Rogers, to approve the 10-26-2017 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - Vice President Ackerman, Peterson White, Rogers and Strobel

Not Present: 2 - Ehrmann and Pownell

III. Finances

2. [17-1116](#) October 2017 EDA Financials

Attachments: [October EDA Finances](#)
[Oct EDA Loans 2017](#)

Carlson stated the financials are current and staff is still in discussion with the StrataPoint loan.

IV. New Business Items

3. [17-1117](#) Tanzenwald Brewing Presentation

Steve and Jenaveve Pittman spoke to the EDA members on their business, Tanzenwald Brewing. The Pittman's utilized the EDA funding for plumbing and electrical work.

The Pittman's stated in this first year they have been learning the seasonal cycles, their beer is on tap at a couple venues in Northfield, they are looking to distribute to other taprooms, and are looking forward to the Fairfield Inn completion.

Ehrmann entered the meeting at 7:43am.

4. [EDA M2017-022](#) Funding Request for Sidewalk Improvements

Attachments: [NCG Holdings, LLC Project Scope](#)
[Loan Committee Minutes 11-13-17](#)

Carlson reviewed the staff report and stated the EDA Loan Committee recommended not moving forward with this as a Micro grant loan, but instead to look at other means of funding.

The EDA asked staff for other funding options to support the project.

Pownell entered the meeting at 8:05am.

A motion was made by Rogers, seconded by Pownell, to approve a 5-year forgivable loan (paid from the Other Projects Fund) up to \$5,000.00 to NCG Holdings, LLC for sidewalk improvements contingent on the Economic Development Partners (i.e. Chamber of Commerce, Convention and Visitors Bureau, Northfield Downtown Development Corporation, and Northfield Enterprise Center), who are City supported non-profits encouraging economic development, occupying 19 Bridge Square. The motion carried by the following vote:

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

5. [17-1118](#) EDA 2018-2020 Work Plan Review

Attachments: [Draft 2018 - 2020 EDA Work Plan](#)
[EDA Strategic Summary 2017](#)

Carlson reviewed the EDA Work Plan staff report for the 2018-2020 fiscal year work plan based off the strategic summary. Carlson stated he would like feedback from the EDA member and then return with a final draft in December for approval to begin work in January 2018.

The EDA and staff discussed:

- housing*
- workforce*
- ADA accessibility*
- hybrid industrial zone*
- comprehensive plan update*
- business retention*
- reaching out to our workforce and businesses to find out their needs*

EDA members decided to have comments back to staff by end of the day, Friday, Dec. 1st.

V. Reports and Discussion Items

6. [17-1119](#) EDA Future Meeting Schedule

Attachments: [EDA Future Schedule 11-16-17](#)

Vice President Ackerman will not be in attendance for the January meeting.

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

VI. Adjournment

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

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