



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, December 14, 2017

7:30 AM

Rollcall

Present: 7 - Todd Bornhauser, Britt Ackerman, Andrew Ehrmann, Jessica Peterson White, Rhonda Pownell, Fred Rogers and Mike Strobel

I. Call to Order and Approval of Agenda

Also present: Community Development Director Chris Heineman, Economic Development Coordinator Nate Carlson, Community Development Specialist Mikayla Fischer, Jamie Duncan and Lee Runzhiemer.

President Bornhauser called the meeting to order at 7:30am.

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

Yes: 5 - President Bornhauser, Vice President Ackerman, Ehrmann, Rogers and Strobel

Not Present: 2 - Peterson White and Pownell

II. Approval of Minutes

1. [17-1155](#) Draft EDA Meeting Minutes

Attachments: [11-16-2017 EDA Minutes](#)

A motion was made by Strobel, seconded by Rogers, to approve the EDA minutes for 11-16-2017. The motion carried by the following vote:

Yes: 5 - President Bornhauser, Vice President Ackerman, Ehrmann, Rogers and Strobel

Not Present: 2 - Peterson White and Pownell

III. Financials

2. [17-1156](#) November 2017 EDA Financials

Attachments: [1 - Nov. 2017 EDA Finances](#)
[2 - Nov. 2017 EDA Loans](#)

Carlson noted the financials are normal and gave an update on the StrataPoint loan. He stated it has been a slow process and StrataPoint has been asked to meet criteria to draft loan documents per the city attorney.

IV. New Business Items

3. [17-1157](#) Deaf Friendly Biz Presentation

President Bornhauser took a moment to extend thanks from himself and the EDA Board, to Fred Rogers for his service to the EDA.

Jamie Duncan, owner of Deaf Friendly Biz, reported to the EDA on how her Microgrant funds were used. She stated her business increased by 60 percent. She was able to hire and train a part time assistant, create new forms, purchase a laptop and printer, and create new posters. Deaf Friendly Biz now has increased connections and contracts with several larger corporations.

Peterson White and Pownell entered at 7:40am.

4. [17-1158](#) EDA 2018-2020 Work Plan Review

Attachments: [1 - Board Member Comments](#)
[2 - Draft 2018 - 2020 EDA Work Plan](#)

Carlson opened the discussion on the EDA work plan. He stated this is the second draft of the work plan and includes feedback from all the EDA members.

The EDA members and staff discussed and worked through each section of the work plan; including Business Development and Recruitment, Business Retention, Workforce, Communication and Infrastructure.

President Bornhauser asked staff to make these changes and have the work plan brought back at the next meeting. He also stated specific action steps should be given to Carlson.

V. Reports and Discussion Items

Rogers stated it has been a great pleasure to work with the EDA and discuss economic strategy developed with this group. He stated the EDA's hard work has a real result in the community and wanted to thank everyone for the possibility and opportunity to participate.

Carlson stated the future meeting schedule is available for review. He stated at January's meeting a new board member will be joining the EDA and election of officer positions will be held.

President Bornhauser stated this is his last meeting acting as chair. He also wanted to thank Rogers, from the Chamber, for his years of service to the EDA.

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

VI. Adjournment

Chair Bornhauser adjourned the meeting at 9:08am.