



# City of Northfield

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

## Meeting Minutes - Final Economic Development Authority

---

Thursday, May 24, 2018

7:30 AM

Council Chambers

---

### Rollcall

**Present:** 5 - Britt Ackerman, Todd Bornhauser, Rachel Leatham, Rhonda Pownell and Mike Strobel

**Absent:** 2 - Andrew Ehrmann and Jessica Peterson White

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

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

**Yes:** 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel

### II. Approval of Minutes

1. [18-286](#) Draft EDA Meeting Minutes

**Attachments:** [04-26-2018 EDA Minutes](#)

A motion was made by Bornhauser, seconded by Strobel, to approve the 04-26-2018 EDA meeting minutes. The motion carried by the following vote:

**Yes:** 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel

### III. Financials

2. [18-287](#) April 2018 EDA Financials

**Attachments:** [1 - Apr EDA Finances 2018](#)  
[2 - April EDA Loan Report 2018](#)

Carlson updated the board on the April financials. Discussion was held on the Riverwalk Market Fair contract. Carlson stated StrataPoint is back on the loan statement.

### IV. New Business

3. [18-288](#) Loan Committee Review of Micro-Grant Criteria

**Attachments:** [1 - Loan Committee Minutes 5-14-18](#)  
[2 - Current EDA Micro-Grant Program Info - NEC](#)

Carlson briefed the EDA members on updating the Micro-Grant criteria. The guidelines were last reviewed in 2014, so the Loan Committee has a meeting schedule in place to come up with potential ideas to present to the board. A Micro-Grant request was reviewed

*last week and the applicant will not be applying due to the board recommending denial.*

4. [18-289](#) Northwest Area Update

*President Ackerman updated the boardmembers there isn't anything to report because there is no request for financing. Their were two responses to the RFP for the project.*

## V. Reports and Discussion Items

5. [18-290](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule 5-24-18](#)

*Carlson stated the EDA Retreat has been postponed and proposed for the Fall.*

*Leatham asked if the EDA is required to have a joint meeting with Council. Heineman stated we provide an annual report during the budget process. Joint meetings typically occur with the City Council over specific projects.*

*Strobel stated he will not be available for the August meeting. He also stated there are significant delays in building permit issuance and would like a comment from staff on how it is being addressed. Heineman stated we have a consultant on board assisting with permit review as well as the Building Official processing permits. The building permit job force is on a shortage and the City is paying completively.*

*Bornhauser emphasized the importance of boardmembers arriving on time to the meetings.*

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

## VI. Adjournment

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

**Yes:** 5 - President Ackerman, Bornhauser, Leatham, Pownell and Strobel