



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, September 27, 2018

7:30 AM

Council Chambers

Present: 4 - Britt Ackerman, Rachel Leatham, Rhonda Pownell and Mike Strobel

Absent: 3 - Andrew Ehrmann, Todd Bornhauser and Jessica Peterson White

I. Call to Order and Approval of Agenda

Also present: Econ. Dev. Coordinator Nate Carlson, Interim Comm. Dev. Director Mike Ericson, EDA Youth Rep. Daniel Monaghan and Alex Baraniak, and Clarice Grabau.

President Ackerman asked Ericson to introduce himself.

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

Yes: 4 - President Ackerman, Leatham, Pownell and Strobel

II. Approval of Minutes

1. [18-467](#) Draft EDA Meeting Minutes

Attachments: [08-23-2018 EDA Minutes](#)

A motion was made by Leatham, seconded by Strobel, to approve the 08-23-2018 EDA meeting minutes. The motion carried by the following vote:

Yes: 4 - President Ackerman, Leatham, Pownell and Strobel

III. Finances

2. [18-468](#) August 2018 EDA Financials

Attachments: [1 - Aug EDA Loan Report 2018](#)
[2 - Aug EDA Finances 2018](#)

Carlson noted all loans are paid, The Family Residence will be closing on their loan shortly and they have building plans submitted for review. Carlson stated the EDA 2019 budget summary will be ready for approval in October.

IV. Old Business

3. [EDA M2018-023](#) EDA Board Approval of Micro-Grant Criteria

Attachments: [1 - Final Revisions_Shearer Policy](#)

Carlson noted a few minor adjustments he made and the addition of clarifying language for business qualification.

A motion was made by Leatham, seconded by Strobel, to approve the Micro-Grant criteria policy updates. The motion carried by the following vote:

Yes: 4 - President Ackerman, Leatham, Pownell and Strobel

New Business

4. [18-469](#) Fall Business Visit Report

Attachments: [1 - Fall Business Visit Report](#)

Carlson reported on the business he has visited over the course of the year.

5. [18-470](#) Fall EDA Retreat Discussion

Carlson noted the fall retreat is scheduled for Thursday, October 11. Discussion was held on topics to discuss at the retreat.

6. [18-471](#) Staff update on Riverwalk Market Fair discussions

Carlson noted the Riverwalk Market Fair will report at next months meeting on their budget and to request \$6,000.00 of funding.

7. [18-472](#) Staff update on Aurora Pharmaceutical Expansion project

Carlson stated council approved tax increment financing to assist with the business expansion of Aurora Pharmaceuticals for \$230,000.00. Carlson noted the city and Aurora Pharm. closed on the sale of approximately .3 acres of park land to assist with the expansion project.

Strobel stated they will begin construction next week and he expects to double employment over the next 5 years. Pownell asked Strobel what was done well and what we could do better in the overall process. Strobel stated Carlson and city staff was helpful overall. He stated he learned a lot on what the city can offer and staff is working hard to be more business friendly.

V. Reports and Discussion Items

8. [18-473](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 9-27-18](#)

President Ackerman noted the full agenda for next month and discussed the remaining meetings for the year.

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

Carlson noted the council levy update and discussed the Urban3 project cost of \$38,000.

The EDA is funding half and the Community Development/Planning divisions will be supporting the other half. Discussion was held on sharing the report and presentation with other groups and boards.

VI. Adjournment

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

Yes: 4 - President Ackerman, Leatham, Pownell and Strobel