



# City of Northfield

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

## Meeting Minutes - Final Economic Development Authority

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Thursday, April 26, 2018

7:30 AM

Council Chambers

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### Rollcall

*Also in attendance: NEC Director Chris Whillock, Lee Runzheimer, Comm. Dev. Director Chris Heineman, Econ. Dev. Coordinator Nate Carlson, and Comm. Dev. Specialist Mikayla Fischer*

**Present:** 6 - Britt Ackerman, Todd Bornhauser, Rachel Leatham, Jessica Peterson White, Rhonda Pownell and Mike Strobel

**Absent:** 1 - Andrew Ehrmann

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

*President Ackerman called the meeting to order at 7:35am.*

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

**Yes:** 4 - President Ackerman, Bornhauser, Leatham and Strobel

**Not Present:** 2 - Peterson White and Pownell

### II. Approval of Minutes

1. [18-232](#) Draft EDA Meeting Minutes

**Attachments:** [03-22-2018 EDA Minutes](#)

**A motion was made by Bornhauser, seconded by Strobel, to approve the 03-22-2018 meeting minutes. The motion carried by the following vote:**

**Yes:** 4 - President Ackerman, Bornhauser, Leatham and Strobel

**Not Present:** 2 - Peterson White and Pownell

### III. Finances

2. [18-233](#) March 2018 EDA Financials

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

*Carlson reviewed the financials and noted the increase of Micro-Grant funds to utilize in reserves for up to a total of \$25,000 in spending. He noted the loan report is also in order.*

#### IV. New Business Items

3. [18-234](#) NEC 2017 Year-End Report & Quarterly Update

**Attachments:** [1 - NEC-2017YE](#)  
[2 - NEC-1Q report 2018](#)  
[3 - NEC Satisfaction Survey Results](#)

*NEC Director Chris Whillock stated his appreciation for the support from the EDA. He stated the program is worthwhile and reviewed his PowerPoint presentation on the 2017 year-end report and 2018 quarterly update.*

*Pownell entered the meeting at 7:42am.*

4. [18-235](#) Northwest Area Update

**Attachments:** [Final NW Process Advisory Recommendation](#)

*Carlson updated the board members on Council's approval of the recommendation from the Northwest Area Planning Advisory Committee. He stated the consultant process for the Request for Proposals (RFP) would come forward at the May meeting for potential funding. The Process Advisory Committee would likely bring forward 3 candidates and the EDA would make their RFP candidate recommendation to Council for final approval.*

*Peterson White entered the meeting at 7:55am.*

*Discussion was held on the committee review process; including the points system and the evaluation tool used for the candidates by staff. Placeholders meeting were also discussed to keep the process on track.*

5. [18-236](#) 2018 Work Plan Review

**Attachments:** [1 - Final 2018 EDA Staff Action Plan](#)  
[2 - 2018 EDA Work Plan Update-Q1](#)

*Carlson reviewed the status of the Work Plan review for 1st quarter.*

6. [18-237](#) EDA Future Meeting Schedule

**Attachments:** [Future Meeting Schedule 4-26-18](#)

*Carlson stated the EDA Retreat is scheduled for May 22nd from 8:00am - 12:00pm.*

#### V. Reports and Discussion Items

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

*Leatham asked about the Northfield Hockey Association arena project and if the EDA had the potential of being involved. Heineman stated the extension of River View Drive could be a way to assist with the project.*

## **VI. Adjournment**

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

**Yes:** 6 - President Ackerman, Bornhauser, Leatham, Peterson White, Pownell and Strobel