



City of Northfield

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

Meeting Minutes - Final Economic Development Authority

Thursday, March 21, 2019

7:30 AM

Council Chambers

Rollcall

Also present: Nate Carlson - Econ. Dev. Coordinator, Mikayla Schmidt - Comm. Dev. Specialist and Chris Whillock - Northfield Enterprise Center Director.

Present: 7 - Britt Ackerman, Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White, Rhonda Pownell and Mike Strobel

I. Call to Order and Approval of Agenda

President Ehrmann called the meeting to order at 7:32AM.

President Ehrmann noted new EDA board member Enoch Blazis and asked him to introduce himself. Blazis noted his background and his current role as Vice President for Advancement for St. Olaf College.

Leatham entered at 7:34AM

The remaining EDA board briefly introduced themselves.

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

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

II. Approval of Minutes

1. [19-767](#) EDA Meeting Minutes

Attachments: [1 - 01-24-2019 EDA Meeting Minutes](#)

A motion was made by Pownell, seconded by Ackerman, to approve the 01-24-2019 EDA meeting minutes. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

III. Finances

2. [19-768](#) February 2019 EDA Financials

Attachments: [1 - FEB EDA Finances 2019](#)
[2 - JAN EDA Loan Report 2019](#)

Carlson reviewed the finances and Ackerman asked to explain the "other projects" line item in the EDA budget.

Carlson noted all loans are up to date and the February and March summaries will be on the April loan report.

Leatham asked if Brick Oven Bakery could come present to the board. She would like to know how they utilized their EDA loan and to celebrate their successes. Carlson agreed to reach out to Brick Oven to present to the board.

IV. Presentations

3. [19-769](#) NEC 2018 Year-End Report & Quarterly Update

Attachments: [1 - NEC-4Q Report 2018](#)

Whillock presented the Northfield Enterprise Center's (NEC) year-end and quarterly update. He noted the new location downtown on Bridge Square with the Chamber and Northfield Downtown Development Corporation (NDDC).

Whillock thanked the EDA for their support and reviewed the contract of services the NEC provides based on the agreement with the EDA. Those services include 1-on-1 coaching, Lunch & Learns, Hired Hands internship program and the Micro-Grant loan program. Whillock also noted some success stories of 2018.

The EDA members gave positive feedback to Whillock for his work and service to the community.

V. Unfinished Business

4. [EDA M2019-013](#) Establish EDA Sub-Committees

A motion was made by Ackerman, seconded by Pownell, to approve Ackerman, Blazis and Ehrmann as part of the Loan sub-committee. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

A motion was made by Pownell, seconded by Leatham, to approve Ehrmann, Peterson White and Strobel as part of the Socio-Economic sub-committee. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

5. [EDA M2019-014](#) 2019 Economic Development Authority Meeting Schedule

Attachments: [1 - EDA Meeting Schedule-2019](#)

President Ehrmann asked the board to comment on the meeting schedule. Carlson noted a joint meeting with City Council is being planned for the end of summer / early fall and potentially working in tangent with a retreat.

Ackerman noted a conflict for the April and June meetings. Strobel stated he has a conflict for the September meeting.

A motion was made by Ackerman, seconded by Strobel, to approve the 2019 meeting schedule. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

VI. New Business

6. [EDA M2019-015](#) Consider motion to approve draft RFP for consulting services

Attachments: [1 - Proposed Draft RFP Socio-Economic Consultant Services](#)
[2 - Socio-Economic Committee Minutes 3-12-19](#)

Carlson introduced the item and stated he is looking for final approval from the EDA to send out the request for proposals (RFP).

A motion was made by Ackerman, seconded by Strobel, to approve the draft RFP for socio-economic consulting services for up to \$10,000.00. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

7. [EDA M2019-016](#) Approval of Urban3 Final Report

Attachments: [1 - Urban3 Final Report](#)
[2 - Urban3 Story Map Hyperlink](#)

Carlson reviewed the Urban3 work and final report, which is a story board web page.

The board members agreed that a summarized report of the work is needed.

A motion was made by Ackerman, seconded by Strobel, to approve the final report from Urban3, LLC subject to an executive summary including the purpose, approach and discoveries. The motion carried by the following vote:

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel

VII. Reports and Discussion Items

8. [19-770](#) EDA Future Meeting Schedule

Attachments: [1 - Future Meeting Schedule 3-21-19](#)

Carlson noted the joint meeting with the Riverwalk Market Fair on April 17th at 12:00PM.

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

Carlson updated the board on progress being made on the "Q-Block" site.

Leatham noted her work on the Riverfront Enhancement Advisory Committee (REC).

Strobel noted Bridgewater Township is researching becoming an incorporated city.

Pownell noted the proposed autobahn south of Northfield. She stated the City of Faribault is extending sewer and water services to city limits for the autobahn to connect.

Schmidt noted the ADU open house and resouces on the city website.

Strobel noted he is sitting on the panel for a workforce housing summit on April 11th.

Pownell made mention to collaborate with the transportation committee about the "Q-block" discussion. Carlson stated himself and Administrator Martig have discussed working with and gaining input from other groups.

VIII. Adjournment

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

Yes: 7 - Ackerman, Ehrmann, Blazis, Leatham, Peterson White, Pownell and Strobel