



# City of Northfield

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

## Meeting Minutes - Final Economic Development Authority

---

Thursday, January 23, 2020

7:30 AM

Council Chambers

---

### Rollcall

*Also present: Economic Development Coordinator Nate Carlson, City Planner Mikayla Schmidt, Building Permit Technician Jennifer Banaszewski and Fred Rogers*

*Called to order at 7:37am*

**Present:** 5 - Andrew Ehrmann, Enoch Blazis, Rachel Leatham, Jessica Peterson White and Rhonda Pownell

**Absent:** 2 - Mike Strobel and Britt Ackerman

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

**A motion was made by Leatham, seconded by Blazis, to approve the Agenda.**

**Yes:** 4 - Ehrmann, Blazis, Leatham and Pownell

**Not Present:** 1 - Peterson White

### II. Approval of Minutes

*Fred Rogers wanted to thank the EDA for all they are doing and thanked them for their service!*

#### 1. [20-048](#) EDA Meeting Minutes

**Attachments:** [1 - 12-19-2019 EDA Meeting Minutes](#)

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

**Yes:** 4 - Ehrmann, Blazis, Leatham and Pownell

**Not Present:** 1 - Peterson White

### III. Finances

*Carlson stated all loans are current and finances are well going into the new year.*

#### 2. [20-049](#) December 2019 EDA Financials

**Attachments:** [1 - December EDA Finances 2019](#)  
[2 - December Loan report EDA 2019](#)

#### IV. Unfinished Business

3. [EDA M2020-001](#) Second Amendment to Purchase Agreement for 510 Washington Street

**Attachments:** [1 - Second Amendment to Purchase Agreement](#)  
[2 - First Amendment to Purchase Agreement EDA to Rebound](#)  
[3 - Purchase Agreement EDA 510 Washington](#)

*Carlson briefed the EDA members on a second amendment to the 510 Washington St and has asked some language that in the 5 year window, in case of a foreclosure the deed would go back to the bank and not the EDA. The bank would not be able to transfer it to another buyer. City Attorney Chris Hood found the amendment satisfactory.*

*Jessica Peterson White entered at 7:42AM.*

*Leatham supported this to continue moving forward as suggested and amended.*

**A motion was made by Leatham, seconded by Blazis, to approve the EDA Motion. The motion carried by the following vote:**

**Yes:** 5 - Ehrmann, Blazis, Leatham, Peterson White and Pownell

#### V. New Business Items

4. [EDA M2020-002](#) EDA 2020 Election of Officers

**Attachments:** [1 - Economic Development Authority Membership 2019](#)  
[2 - EDA Bylaws](#)

*Peterson White nominated Strobel as President, Leatham as Vice President and Ehrmann as Treasurer.*

*Carlson commended President Ehrmann on leading the EDA and stated we can vote or wait to vote.*

*Mayor Pownell asked about the rotation of President, Vice President and Treasurer. The Vice President has become president, the President becomes the Treasurer and a new VP is nominated and voted in.*

*Community Development Director Mitzzi Baker joined the meeting.*

**A motion was made by Peterson White, seconded by Pownell, to approve the EDA Motion. The motion carried by the following vote:**

**Yes:** 5 - Ehrmann, Blazis, Leatham, Peterson White and Pownell

5. [EDA M2020-003](#) Establish EDA Sub-Committees

*Ehrmann mentioned he is happy to stay on the socioeconomic and loan committees. Carlson asked members to send email to what committee they want to serve*

*Committees will remain as is for now.*

*Peterson White and Blazis mentioned they will not be at the February meeting.*

**A motion was made by Peterson White, seconded by Blazis, to postpone the EDA Motion. The motion carried by the following vote:**

**Yes:** 5 - Ehrmann, Blazis, Leatham, Peterson White and Pownell

6. [EDA M2020-004](#) 2020 Economic Development Authority Meeting Schedule

**Attachments:** [1 - EDA Meeting Schedule-2020](#)

*Carlson presented a list of meeting dates. Mayor Pownell moved to approve the schedule with the addition of having a retreat type meeting in April. All agreed. Baker said April would be a good month for the retreat. Peterson White mentioned a half day retreat with lunch, off-site for discussion and team building on a Friday. Carlson asked that the schedule be approved as-is and will amend schedule to add in the April retreat.*

**A motion was made by Pownell, seconded by Peterson White, to approve the EDA Motion. The motion carried by the following vote:**

**Yes:** 5 - Ehrmann, Blazis, Leatham, Peterson White and Pownell

## VI. Reports and Discussion Items

7. [20-050](#) EDA 101 - Orientation Materials

**Attachments:** [1 - MN Statute EDA Powers 469.101](#)  
[2 - 2020 Board Commission Orientation Materials with attachments](#)  
[3 - 2020 EDA 101 - 1.23.2020](#)

*Carlson mentioned he will update the powerpoint and packet. There is nothing new to add. Leatham thanked Carlson for all the work he has put into this. Blazis also thanked everyone.*

8. [20-051](#) EDA Future Meeting Schedule

**Attachments:** [1 - Future Meeting Schedule 1-23-2020](#)

*Ehrmann asked whether the 2020 schedule needed to be approved or if it is just for review. Peterson White stated it is just for review.*

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

*Peterson White mentioned City Council approved 1/2 percent tax on ballot to go to parks and rec. It will be taken to legislation. Passed 6 to 1. Mayor Pownell stated using that money for repairs to the roof and facility at ice arena, taking better care of buildings in disrepair, roads and taking better care of our community. Peterson White mentioned if the tax is approved it was last for 20 years.*

*Mayor Pownell stated that March 16 is the State of the City address.*

*Leatham mentioned that there are some nice synergies happening between REAC, City*

*Council, Parks & Rec, the new road, EDA and how this is making this a better community.*

*Ehrmann thank the board for allowing him to be president for the year.*

*There is a plan for sometime in April 2020 to have a retreat.*

## **VII. Adjournment**

**A motion was made by Ehrmann, seconded by Peterson White, to adjourn the meeting. The motion carried by the following vote:**

**Yes:** 5 - Ehrmann, Blazis, Leatham, Peterson White and Pownell