

MEMBERS PRESENT: Jenelle Teppen, Rick Estenson, Steve Engler, Victor Summa, Rhonda Pownell, Jim Pokorney

MEMBER ABSENT: Vacant Seat

ALSO PRESENT: Blake Abdella, Kathryn Summa, Jon Denison, Northfield News, City Administrator Joel Walinski, Economic Development Director Jody Gunderson, Community Development Director Brian O’Connell, Recording Secretary Barb Thompson

1) **Call to Order**

Chair Teppen called the meeting to order with a quorum present at 7:30 a.m.

3) **Approval of Agenda**

*A motion was made by Estenson and seconded by Engler to approve the agenda of February 11, 2010 as amended to move items to the following order: 8c 8b,8a. All in favor. Motion carried.*

4) **Approval of Minutes**

*A motion was made by Pownell and seconded by Pokorney to approve the minutes of January 28, 2010. After discussion. All in favor. Motion carried.*

5) **President’s Report - None**

6) **Director’s Report**

Staff attended a Public Finance Conference to assist cities in getting projects moving forward in their communities.

Board and Commission Training March 23, 2010. All Boards and Commission members will be invited.

Vintage Band Festival Request- no action has been taken as of this time.

26 Bridge Square – Received an extension from the HPC to gather information before the final presentation.

Micro Grant applications- There have been a couple of inquiries but no paperwork has been submitted. Updated handbooks will be distributed to the EDA members when completed.

510 Washington began their project without applying for a Downtown revolving loan due to time constraints. They were aware that by beginning the project they were ineligible for funds from this program.

7) **Presentation “Go Northfield-Dundas**

Suzie Nakasian approached the EDA with a funding request from the Northfield Grassroots Transit Initiative. The group has created a collection site of all transportation options available for residents and visitors alike. The funds would be used to assist in public outreach/publicity campaign including the use of a Spanish language editor, brochure and poster printing in both English and Spanish, and radio and newspaper advertising. Can incorporate the EDA/City logo on the information.

*A Motion was made by Engler and seconded by Summa to approve funding in the amount of \$1,500.00 for the “Go! Northfield-Dundas” transit public relations initiative. All in favor. Motion carried.*

**8) Committee Reports and Action Items**

**e) Approve extended agreement with HKGI**

A contract for professional services with Hoisington Koegler Group was entered in on Aug 13, 2009. The firm began work on the property west of the Northfield Hospital and were to proceed later with the Prawer/Gill property upon written notification from the EDA. The Director is now requesting that the board approve the firm to proceed with Master Planning for the Prawer/Gill property. Items for discussion included the risk factor of completing this work now since the annexation has not been completed and the cost savings measure by performing the work now by benefit of economies of scale.

*A Motion was made by Engler and seconded by Summa approving resolution 2010-004A. All in favor Motion carried.*

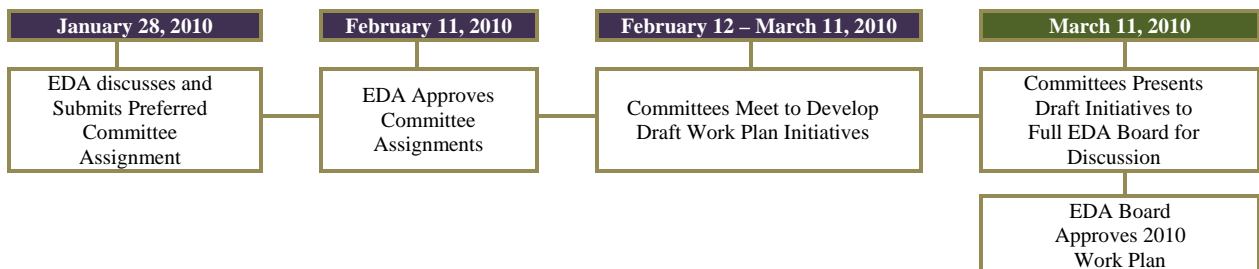
By including this property, it was proposed that Bridgewater be allowed up to two (2) seats on the Steering Committee.

*A Motion was Made by Estenson and seconded by Engler to allow Bridgewater Township up to two (2) seats on the Master Steering Committee. All in favor. Motion carried.*

**b) Discussion of EDA 2010 Work Plan**

The EDA held its annual strategic planning session on Oct 28, 2009, to discuss the initiatives accomplished in 2009, which initiatives were on-going, and new initiatives for 2010. A timeline was developed for committee assignments and their respective work plan initiatives. The timeline was amended to March 11, 2010 which is a later date for the individual committees to develop their draft work plan initiatives.

**2010 Amended EDA Work Plan Adoption Timeline**



*A Motion was made by Pownell and seconded by Pokorney to accept the amended 2010 EDA Work Plan Adoption Timeline. All voted in favor. Motion carried*

**a) Committee Assignment**

A discussion was held concerning the role of the EDA Director and will be continued at the next scheduled EDA meeting.

*A Motion was made by Pownell and seconded by Pokorney to approve changing the regular EDA Board meeting schedule to meet once a month on the 4<sup>th</sup> Thursday of each month beginning April 2010 with a review of the meeting schedule at its July 2010, Board meeting. For - Teppen, Pownell, Estenson, Pokorney, Summa. Opposed - Engler. Motion carried.*

**d) Discussion of EDA Board Vacancy**

Due to the open seat on the EDA Board, the City will advertise for applicants to fill this position. Discussion included the process of selecting applicants for filling the vacancy. Currently the EDA interviews possible candidates for the position and submits their recommendations to the Mayor. This is not a procedure or protocol of other Boards or Commissions at this time.

*A Motion was made by Estenson and seconded by Pokorney to amend protocol of filling open positions on the EDA to a process similar to other Boards and Commissions in the City. All voted in favor. Motion carried.*

e) **Other Committee Assignments**

No discussion.

8) **Next Meetings**

EDA Board Meetings: February 25, 2010

Master Plan Steering Committee: February 18, 2010

10) **Adjournment**

*A motion was made by Engler and seconded by Estenson to adjourn the meeting. All in favor. Motion carried.*

The meeting was adjourned at 9:10 a.m.

Respectfully Submitted:

Barb Thompson  
Recording Secretary