

MEMBERS PRESENT: Jenelle Teppen, Steve Engler, Victor Summa, Jim Pokorney

MEMBER ABSENT: Rick Estenson, Rhonda Pownell, Vacant Seat

ALSO PRESENT: Blake Abdella, Steve Rholl, Kathryn Summa, Randy Jennings, Jon Denison, Northfield News, City Administrator Joel Walinski, Economic Development Director Jody Gunderson, Community Development Director Brian O'Connell, Recording Secretary Sandra Bremer and other interested persons

1) **Call to Order**

Chair Teppen called the meeting to order with a quorum present at 7:35 a.m.

3) **Approval of Agenda**

A motion was made by Summa and seconded by Engler to approve the agenda of March 25, 2010.

A comment was raised regarding the different style of the minutes and it was felt that the briefness of the minutes was not good record keeping. If this is going to be the style, then the meetings need to be recorded.

Vote on motion. All in favor. Motion carried.

4) **Approval of Minutes**

A motion was made by Engler and seconded by Summa to approve the minutes of March 11, 2010, as amended on page 3 to delete "and inclusion on a future agenda." Vote on motion. All in favor. Motion carried.

5) **Presentation - Cancelled**

Gunderson noted that the presentation has been cancelled upon the advice of their attorney because according to state law until their private offering has been completed they cannot speak on the issue. The presentation will be brought back at a later time. He noted that based on the City Attorney's letter there needs to be some discussion on how the EDA participates in this venture. There may be options that need further discussion by the EDA.

It was requested that there be a meeting with the City Attorney to inform the EDA of what they can and cannot do in participating in funding organizations.

It was asked if the legal opinions are kept by staff and if they were put in the EDA handbook. Staff noted that they could be included in the handbook for reference by the members.

A member felt that the EDA should give approval on when legal opinions are sought by Staff.

6) Reports and Action Items

a) Micro Grant Application

Gunderson reviewed the request from digs for a micro grant.

A motion was made by Engler and seconded by Summa to adopt Resolution 2010-006 granting a micro grant in the amount of \$5,000 to digs Incorporated for the purchase of equipment to expand and grow their business operations.

Abdella gave a review of the business and what the grant would be used for.

A question was raised as to why the entire project was proposed to be funded by the grant and if there was any discussion of funding a portion of the request. Staff noted that this is a transition to a product line that will keep the business going in these difficult economic times. Members of the Executive Committee reviewed their rationale for granting the full request.

Vote on the motion. All in favor. Motion carried.

b) Executive Committee Meeting

Gunderson reviewed the proposal from the Executive Committee. He noted the items that he is asking the City Attorney to review in the handbook to be sure they are current.

It was noted that the EDA should ask the City Council to correct the fact that there is not a signed enabling resolution and it was noted that the Executive Committee asked Staff to have this reviewed by the City Attorney to determine if the past actions are appropriate.

It was noted that the By-laws should be reviewed by the Executive Committee and brought back to the EDA for amendment. The Executive Committee has also asked Staff to get a legal opinion on issues that are currently in the handbook and then update the handbook to be more accurate. Secondly, they also established a flow chart of the issues that were raised by Engler at the last meeting. Some of the items are being proposed to be discussed at the Council level before implementation. It was agreed that this is a list that is not mandated but will be kept to work on as appropriate by the indicated party.

c) Miscellaneous Information

Gunderson presented, at the request of Estenson, a class project that was done by Carleton College students.

It was noted that on page 3 of 6 of the goals that the Council is considering participating in MN GreenStep cities program. It is still being drafted by the State.

7) President's Report: None

8) Board Member Comments

Questions were raised regarding the press release on the Praver-Gill Property that the questions were addressed by Staff. It was stressed that the April 29 meeting being referenced is open to the public and was intended to get the public's input on the process. It was noted that there will be a series of press releases to keep this in the forefront so that the public is aware.

A question was raised regarding the Occasional Press contract and how the money is being disbursed.

It was noted that there have been disbursements that have gone to Council in a financial report that the EDA should be reviewing these so they know what disbursements are being paid for.

9) Director's Report: None

Staff noted how the EDA calendar is being used as a reminder to inform the EDA members of items of interest to them.

It was noted that for the April meeting there would be a set of financial statements included in the packet information.

10) Next Meetings

EDA Board Meetings: April 22, 2010

10) Adjournment

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

The meeting was adjourned at 8:47a.m.

Respectfully Submitted:

Sandra Bremer
Recording Secretary