



**Northfield Economic Development Authority (EDA)
Thursday – 7:30 AM, January 26, 2012
Council Chambers, Northfield City Hall**

AGENDA

- | | |
|--|----------------|
| 1. Call to Order - Roll Call | 7:30 am |
| 2. Approval of Agenda | 7:32 am |
| 3. Approval of Minutes | 7:33 am |
| a) December 8, 2011, EDA Board Meeting | |
| 4. Presentation | 7:36 am |
| a) Megan Tsui, NEC | |
| 5. Reports and/or Action Items | |
| a) Informal discussion on EDA Operations | 7:56 am |
| b) EDA feedback on staff resources | 8:06 am |
| c) Discussion: Joint City Council meeting review | 8:25 am |
| d) Board Elections | 8:30 am |
| e) Discussion: Survey | 8:35 am |
| f) Discussion: Economic Dashboard | 8:45 am |
| 6. President's Report | |
| 7. Director's Report | |
| 8. Board Member Comments | |
| 9. Next Meetings | |
| • EDA Board Regular Meeting: February 23, 2012 | |
| 10. Adjournment | 9:00 am |

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MEMBERS PRESENT: Janelle Teppen, Steve Engler, Jack Hoschouer, Rhonda Pownell

MEMBER ABSENT: Three Vacant Seats

ALSO PRESENT: Betsey Buckheit, Rick Estenson, Lee Runzheimer, Ross Currier, Keith Covey, Megan Tsui, Steve Rholl, Finance Director Kathleen McBride, Community Development Director Jody Gunderson, Recording Secretary Sandra Bremer and other interested persons

1) **Call to Order**

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

2) **Approval of Agenda**

A motion was made by Pownell and seconded by Hoschouer to approve the agenda of December 8, 2011, as amended to move Item 5f), approving NEC funding, to follow Item 5c. All in favor. Motion carried.

3) **Approval of Minutes**

A motion was made by Hoschouer and seconded by Engler to approve the minutes of November 17, 2011. All in favor. Motion carried.

4) **Presentation**

a) Recognition of Rick Estenson's Years of Service on the EDA Board

Teppen recognized Estenson for his years of service and she presented a plaque.

Estenson thanked the EDA and applauded their efforts to make their goals happen.

5) **Reports and/or Action Items**

a. Discussion: ID Insight

Gunderson reviewed the development agreement with ID Insight. They were to meet certain requirements within 36 months of the loan approval. They requested and were granted a year's extension last year due to the economy. The company is asking for an additional year extension.

Runzheimer noted the company appreciated the support of the EDA. They are still going but have not been able to meet the requirements. They anticipate the \$50,000 loan investment will be repaid by the end of 2012 but they cannot do it right now.

Pownell asked for an update on the employment status.

Runzheimer noted they have been scaling back in a survival mode. He cannot guarantee any increase in employment at this time. They have five employees at this time that are located in the

cities. They still hope to reactivate the Northfield presence at a future time. They moved to Northfield before the financial industry collapsed. The owners are alumni from Northfield Colleges and would still like to make the transition.

A motion was made by Engler and seconded by Hoschouer to approve an extension of the loan to June 30, 2012, and then receive a status report from ID Insight and the EDA will re-exam the loan at that time. All in favor. Motion carried.

b. Report: NDDC Quarterly Report

Ross Currier provided the report for the NDDC. He noted that he has worked with the EDA for the last six years. He reviewed the events that they organized and what they have done to promote and assist downtown businesses. He commented on the feedback that he receives from the businesses following these events.

Pownell asked how the NDDC is addressing the critical comments that are raised by a few businesses and Currier noted the efforts they are taking to address them.

Engler thanked the NDDC for their efforts.

Keith Covey, Board member of the NDDC noted it is important to say thank you from the NDDC Board to the EDA and for the support. They would have a hard time surviving without the base financial support given by the City. He noted they have about 50 businesses and the use of the upper floors which are not common in downtowns of a City this size.

c. Report: NEC Quarterly Report

Megan Tsui gave the NEC annual report. She noted the clients that they have helped find money in various sources for businesses that may have closed without this. She noted they currently have two interns from St. Olaf College. These interns are a great asset for the businesses that need the assistance. They hired a work study student helping with their website. She has hired an intern to write a feasibility study for a new program they want to start to promote bringing businesses together. She will be reaching out to Carleton to see if the same opportunity for interns is available with them. The NEC assisted the Riverwalk as directed by the EDA and has received the first phase of funding for classes they held.

Members asked questions of clarification and thanked Tsui for her work and report. It was noted that if there are any opportunities to get the word to the students at both colleges about the local opportunities to keep them in the City, they should be encouraged. It was felt that the Chamber, NDDC and NEC need to work together to combine their resources to achieve their common goals.

d. Approve 2012 Funding for the NEC

Gunderson noted that the City has taken the NDDC and SMIF funding into the General Fund for 2012.

A motion was made by Pownell and seconded by Hoschouer to approve Resolution 2011-05 approving the 2012 funding for the NEC in the amount not to exceed \$50,000 with \$25,000 being paid upon signing the agreement and \$25,000 upon the submission of their July 2012 quarterly report.. All in favor. Motion carried.

e. Discussion: Joint Meeting of the EDA and City Council – Other Related Matters

Gunderson noted that January 10, 2012, has been set for a joint meeting. He noted that on December 13, 2011, the Council will consider the amendments to the enabling resolution and it will take effect immediately if approved. With the approval of the Council action to take over funding for the NDDC and SMIF, this will open up \$40,000 to the EDA to add to their program budget. He noted that what the Council expects from the EDA in 2012 should be discussed at their joint meeting.

Teppen asked Gunderson to clarify the appointment process for the EDA. Engler's term is up for consideration for re-appointment, which means his term ends at the end of December until appointments are made. It is not clear if Pownell will be re-appointed to the EDA. It is conceivable that there may not be a quorum of members for the meetings in January unless appointments are made.

Hoschouer felt that Engler's presence at the joint meeting would be valuable even if the appointments are not made prior to that.

f. Discussion: Update on EDA's Economic Development Initiatives

Gunderson gave an update on the marketing initiatives.

Gunderson noted he has met with the Colleges regarding the business survey.

Pownell noted that the NDDC has sent out letters to several businesses to encourage them to locate to Northfield. It would be important to collaborate with the EDA and send these types of feelers out together.

Teppen left the meeting at 8:54 a.m. and Engler took over the meeting.

Hoschouer noted he has been thinking about the idea of having an open forum explaining why Northfield is a great place to open a business. This could include students from the Colleges and include Northfield businesses that could explain why it is good to have a business in Northfield. Other businesses could be invited that might have an interest in Northfield. It is a direction worth exploring.

Gunderson noted that the City's web site will be redone in 2012 and there will be a prominent location for finding the new Northfield video. He has been working with the Pitsavis family regarding a development loan for 2012.

Engler thanked the EDA for allowing him to serve and he hopes to be able to continue in a second term.

6) **President's Report** - None

7) **Director's Report**- None

8) **Board Member Comments**

9) **Next Meetings**

Joint Meeting of the EDA and City Council: January 10, 2012
EDA Regular Board Meeting: January 12, 2012

9) **Adjournment**

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

The meeting was adjourned at 9:02 a.m.

Respectfully Submitted:

Sandra Bremer
Recording Secretary



TO: Economic Development Authority Board
 FROM: Michele Merxbauer, Interim Community Development Director
 RE: Presentation: Megan Tsui, NEC Director
 ATTACHMENTS: 1. Outline of funding request
 2. Funding information from SMIF

BACKGROUND:

Megan Tsui, Director of the Northfield Enterprise Center, will be presenting at the EDA meeting on a business idea related to co-working and a subsequent funding opportunity from Southern Minnesota Initiative Foundation (SMIF).

Attached, please find her project outline and funding request, along with funding requirements from SMIF.

RECOMMENDATION: Staff requests the EDA to make a determination on funding at this time, due to the quick turn-around for funding deadlines.

OPTION 1:

The EDA may choose to support the NEC with this funding opportunity at any level they deem appropriate, in an amount of at least \$5,000 as per the funding requirements but not to exceed \$20,000, which would be a 100% match of funds. The EDA would approve this request on the condition that A) the NEC receives funding for this specific project and B) the City Council approves the budget amendment to utilize funds from the Fund Balance to support this project.

OPTION 2:

The EDA may choose not to support the NEC’s application to SMIF in a financial manner at this time.

ACTION: Motion to amend the current Professional Services Agreement, should funding be approved. Staff will provide copies of the current PSA either in a separate email or at the EDA meeting.

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

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Project Funding Proposal to the Northfield EDA from the Northfield Enterprise Center (NEC)

Northfield has rich assets, and is poised to become....

the best small town in America for innovative people to start and expand their businesses

The NEC is requesting funding of \$20,000 to assist in the design and development of an Incubator/Accelerator (I/A) space in Northfield. The NEC will use a Co-working model with a membership structure to help make the project sustainable for the long-term.

The I/A will serve as a catalyst to creating Northfield's next great start-up companies, as well as working to assist businesses that are ready to accelerate to the next level of their market/industry. It will also provide space for businesses and non-profits to work in a collaborative environment without having to utilize the I/A services; as well as provide much needed conference and meeting rooms for members and non-members.

The NEC is applying for a grant for \$20,000 in funding from the Southern Minnesota Initiative Foundation to support this project. The grant application is due on February 15th, and it has a 25% cash match requirement. We are asking the EDA for a 100% cash match so that other resources may be leveraged. This also would eliminate the need to go to the City Council as the project needs additional funding.

The NEC feels confident that this project aligns well with the goals and strategies of the Northfield City Council and the Northfield EDA as outlined in the following documents:

City Council's Economic Development Priorities, dated May 31, 2011

- Recruit new businesses- "The greatest emphasis should be to recruit new business that complement existing businesses; businesses that employ highly talented and creative staff; and small, entrepreneurial, high-growth businesses
- "The City should develop and market Northfield as a conference destination"
- Encourage graduates of local colleges and other highly talented and creative people to develop and grow businesses in Northfield
- The City should market itself to such people and develop programs that encourage them to build talent-based businesses in Northfield

GreenStep Cities Best Practices

- Economic and Community Development- Best Practice #28: Business Synergies- Network/cluster businesses to achieve better energy, economic, and environmental outcomes

Comprehensive Economic Development Plan, Dated June 2006

- Opportunity 3: Attracting and Retaining Talent:
 - Strategy 3D- Create entrepreneurial and innovative start-up opportunities
 - Actions 3D:1- “Looked at more broadly, an incubator should accomplish the following:
 - Reduce the cost of doing business during a phase in which expenses exceed revenues This includes reduced lease space and administrative costs, as well as shared equipment (office, and potentially, machinery)
 - Consolidating business support activities including counseling and technical assistance
 - Creating synergy with related businesses through shared technology, marketing capacity, and shared talent pool

- Target Industries
 - “...Communities must ensure their survival in the war for talent”
 - The following list presents Northfield with immediate opportunities for economic growth. It is also designed to withstand the fundamental shift in the nation’s economy toward consumer services
 - Professional/technical services
 - Information technology

In conclusion, the National Business Incubator Association (NBIA) report entitled “Business Incubation Works” states that for every \$1 of estimated public operating subsidy provided the incubator, clients and graduates generate approximately \$30 in tax revenue alone. And, NBIA members report that 84% of incubator graduates stay in their communities.

By providing services, support, networking, and collaboration opportunities through this Incubator/Accelerator Project, the NEC hopes to impact the economic development of the community by creating businesses, jobs, and new opportunities for economic growth.

Southern Minnesota Initiative Foundation Incentive Grant Program - Guidelines and Procedures

Effective January 1, 2012

Southern Minnesota Initiative Foundation (SMIF) is a catalyst for economic growth in 20 Minnesota counties. We work to build a prosperous region with vibrant communities and innovative businesses. To accomplish this, we invest in early childhood and entrepreneur development initiatives.

SMIF's Incentive Grant Program is designed to support new asset-based collaborative approaches that demonstrate measureable results related to SMIF's early childhood and entrepreneur development goals.

Focus Areas

Early Childhood Development

SMIF is seeking to support early childhood efforts so children are ready to learn and succeed. These projects should strengthen children's social and emotional health and school readiness. Project examples include early literacy, kindergarten transition, skill training for child care providers, and regional partnerships or initiatives. Early childhood Incentive Grants are not intended to support expansion of existing early childhood education programs, home visiting programs, or workplace parent education programs.

Entrepreneur Development

SMIF is seeking to support entrepreneurial projects that strengthen and grow the local business community. These projects should increase the capacity of community and organizational efforts to support entrepreneurs or advance bioscience initiatives. Project examples include skill development, mentorships, and regional partnerships or initiatives.

Impact Measures

Applicants will need to identify and report on the following measures related to early childhood or entrepreneur development projects:

Early Childhood Development

Mandatory Impact Measures: (all applicants must measure and report)

- Identify how many children have been impacted by your project
- Identify the increased connections and communications with parents and the number of parents

Additional Impact Measures: (applicants choose at least one to measure and report)

- Demonstrate that at least 50% of at-risk families served access additional early childhood learning opportunities

- Increase effective, coordinated early care and education through training and/or alignment
- At least 75% of children served demonstrate an increase in literacy skills according to the developmental milestones checklist (MDE)
- At least 75% of children served demonstrate an increase in social/emotional school readiness proficiencies according to the developmental milestones checklist (MDE)

Entrepreneur Development

Mandatory Impact Measures: (all applicants must measure and report)

- Identify how many businesses have been impacted by your project
- Identify collaborations and how they have impacted leveraged resources

Additional Impact Measures: (applicants choose at least one to measure and report)

- Identify number of jobs created and/or retained
- Identify new enterprise created
- Identify new product(s) developed
- Increase funding sources or leveraged funding
- Increase business knowledge by entrepreneur(s)

Eligible Organizations

Only tax-exempt nonprofit organizations and units or agencies of local, state, or federal government that are located in or serve SMIF's 20-county service area are eligible to apply for SMIF grants.

Requirements

- Grants up to \$20,000 are available
- All grants require a dollar-for-dollar match. At least 25% of the match must be cash in hand at the time of the award. No more than 75% can be in-kind support. (In-kind support is defined as goods or services (rather than cash) that are used to directly benefit the project.)

Exclusions

- Individuals, businesses, or other for-profit organizations
- Strategic planning
- General operating expenses
- Capital campaigns or endowments
- Existing deficits
- Projects/programs already in progress or completed
- Replacement of discontinued government funding
- Funds for re-granting or to establish loan pools
- Organizations that have not satisfied a past grant obligation

Funding Priorities and Review Criteria

SMIF will give priority consideration to applications which best demonstrate:

- Measurable results—projects that can show quantitative results in SMIF focus areas

- Asset-based approaches—projects that maximize the strengths, talents, and resources of the local community
- Collaboration and partnership—projects that work with other organizations in unique and effective ways
- Sustainability of local or other funding streams—projects that have solid plans for continuation outside of SMIF funding
- Leveraged funding—projects that access all available resources and maximize SMIF's investment

Proposal Components

- Completed application (www.smifoundation.org, click on “Applications”)
- Project budget worksheet (balanced; available on website)
- Audited financials or filed tax forms (if unaudited)
- IRS determination letter (if 501(c) organization)
- Letters of support from partner organization(s) noting their relationship to your organization and the role they will play in your proposed project

Application Deadline

SMIF accepts grant applications twice a year. Deadlines are **February 15** and **August 30**. Applications may be submitted by email or mailed (postmarked by the deadline date).

Grant Review and Award Process

SMIF awards grants on a competitive basis. Applications that evidence the five funding priorities noted above will be given a full review, including a site visit, by SMIF's Internal Grant Review Committee. **Note:** Site visits are intended to gain additional information about the organization and the proposal. The most successful site visits include all collaborative partners.

The External Grant Review Committee, comprised of Board of Trustee members and community members, makes the final grant award decisions.

Grant recipients will be required to attend a Grant Partnership meeting (TBA) to review contracts, reporting, and SMIF expectations.

Grant award payment(s) will be made once all grant contract requirements are completed. SMIF requires all grantees to submit interim and final grant reports as outlined in the grant contract. Delinquent or incomplete reports will jeopardize future grant funding from SMIF.

Contact Us

Staff is committed to providing assistance to ensure quality applications. Please contact the Grants Associate if you have questions.

Jennifer Heien, Grants Associate
 507-455-3215 x133
jenniferh@smifoundation.org

Submit application and attachments via mail, fax, or email to:
Southern Minnesota Initiative Foundation
Attn: Grants Associate
PO Box 695
Owatonna, MN 55060
Fax: 507-455-2098
jenniferh@smifoundation.org

Incomplete grant applications or applications submitted after the deadline will not be considered. For those submitted electronically or via fax, a hard copy of the signature page must be received within 7 days of the grant deadline.

All applicants will be contacted via email or telephone to confirm receipt of their application.

For more information, call 507-455-3215 or visit our website at www.smifoundation.org.



TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Informal Discussion: EDA Operations
ATTACHMENTS: EDA Resolution and Bylaws

BACKGROUND:

The EDA remains in a state of flux with the recent resignation of Economic Development Director Jody Gunderson, the vacancy of three members of the Board, and staffing shared with other Community Development offices. This discussion will focus on:

1. How the current staff resources may assist the EDA in moving forward with the 2012 EDA Work Plan;
2. Meeting schedule through first quarter
3. Current and future board composition
4. How the bylaws recently passed by the City Council direct the daily function of the EDA, as well as address goal setting and work plan outcomes.

RECOMMENDATION: N/A

ACTION: N/A

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

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CITY OF NORTHFIELD
RESOLUTION # 2011-131
AMENDING ENABLING RESOLUTION ESTABLISHING THE NORTHFIELD
ECONOMIC DEVELOPMENT AUTHORITY UNDER MINNESOTA STATUTES
SECTIONS 469.090 THROUGH 469.108

BE IT RESOLVED by the City Council (the "Council") of the City of Northfield, Minnesota (the "City"), as follows:

1. Recitals. The City is authorized pursuant to Minnesota Statutes, Sections 469.090 through 469.108 (the "Economic Development Authority Act"), to establish an economic development authority for the City, and the Council desires to do so in order to promote the economic, commercial, housing, and industrial development and redevelopment of the City and in order to consolidate the activities heretofore undertaken by the City in those areas. The City has caused notice of a public hearing on the establishment by the City of an economic development authority to be published in a newspaper of general circulation in the City once each week for two consecutive weeks, and pursuant to such notice, a public hearing on said question has been held by the Council on the date hereof, at which hearing all persons desiring to present their oral or written comments on this proposal were given an opportunity to do so.

2. Establishment of Economic Development Authority. Pursuant to the Economic Development Authority Act, the Council hereby establishes an economic development authority for the City, to be known as the Northfield Economic Development Authority (the "EDA"). The EDA shall be governed by a board of commissioners, appointed by the Mayor with approval by the City Council. The EDA Board shall consist of the seven members, two of which shall be members of the Council, and the term of each such commissioner of the EDA who is a member of the City Council shall coincide with that commissioner's membership on the City Council.

3. Powers. The EDA shall have all powers given to an economic development authority pursuant to the Economic Development Authority Act, as the same may be amended or supplemented provided that the EDA shall have the following limitations:

- a. All official actions of the EDA must be consistent with the adopted Comprehensive Plan of the City and any official controls implementing such plan.
- b. The EDA shall submit its administrative structure and management practices to the Council for approval, and conduct its affairs in a manner consistent with the EDA Enabling Resolution.
- c. The EDA shall meet jointly with the City Council at least twice each year in meetings devoted to the discussion of economic development.
- d. The EDA shall annually submit to the City Council before August 30 of each year, a detailed work plan and budget, with a written estimate of the amount of money that the authority expects to need from the city to do authority business during the next fiscal year. The needed amount is what is needed in excess of any expected receipts from other sources. (§469.100 Subd 2)

- e. Annually, at a time and in a form fixed by the City Council, the authority shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City. (§469.100 Subd 4)
- f. The authority shall submit all planned activities for influencing the action of any other governmental agency to the City Council for approval. (§469.092 Subd. 1 (6))
- g. The sale of all bonds issued by the EDA must be approved by the Council before issuance.
- h. The ability of the EDA to participate as a limited partner in a development project must have prior approval of the Council.
- i. At the request of the Council, the EDA may manage the City's tax increment districts in an advisory capacity to the City Council in accordance with the following conditions:
 - City Council approval will be required for all tax increment agreements.
 - City Council approval will be required when amending or establishing a tax increment district.All contracts and financial agreements relating to tax increment districts shall be reported to the City Council at least 15 days before final signing.
The EDA will submit to the City Council an annual report on or before the first meeting in July listing all financial transactions relating to tax increment districts.
- j. Except when previously pledged by the authority, the City Council may by resolution require the authority to transfer any portion of the reserves generated by activities of the authority that the City Council determines is not necessary for successful operation of the authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the city. (§469.092 Subd. 1 (2))
- k. Without limiting the right of the authority to petition the city council at any time, each year, within 60 days of the anniversary date [September 17, 1990] of the first adoption of the enabling resolution the authority shall submit to the city council a report stating whether and how the enabling resolution should be modified. Within 30 days of receipt of the recommendation, the city council shall review the enabling resolution consider the recommendations of the authority, and make any modification it considers appropriate. Modifications must be made in accordance with the procedural requirements of section 469.093. (§469.092 Subd 3)
- l. The Council may refer issues, projects and topics of consideration to the authority for its immediate attention with the request that it be reviewed and a recommendation and supportive documentation returned to the Council within 45 days.

4. MISSION, GOAL AND OBJECTIVES OF THE EDA

- A. MISSION STATEMENT: Operating under the authority of the City Council, the EDA shall be the chief economic development agency for the City.

B. GOAL: The EDA shall work to improve the economy of Northfield through initiatives that increase employment, broaden the tax base, attract new enterprises and resources to the community and strengthen our appeal as a place to do business in accordance with the goals and principles set forth in the city's Comprehensive Plan and Comprehensive Economic Development Plan.

C. GENERAL OBJECTIVES

LEADERSHIP: Under the direction of the City Council, the EDA shall work collaboratively with business stakeholders, partner organizations and community leaders to develop a clear economic development plan for the Council's approval and to achieve the goals outlined in that Plan.

REGIONAL STRATEGY: The EDA shall develop and implement a strategy for strengthening Northfield's economic position in the region that is based on the community's strengths and resources, and makes use of regional (cities, townships and counties), state and national networks and resources relating to economic development.

RETENTION: The EDA shall develop programs that help existing businesses to remain in Northfield and to thrive here, and shall partner with them to achieve goals that are consistent with the City's Comprehensive Plan.

OUTREACH: The EDA shall develop programs and incentives to attract new business initiatives, resources and employment opportunities that are consistent with the City's Economic Development Plan and shall pursue projects that enhance our competitiveness and appeal as a place to live and do business.

REDEVELOPMENT: The EDA shall encourage and support commercial infill and redevelopment city-wide, with emphasis on the downtown.

FINANCING: The EDA shall work to become self-supporting.

IMPACT: The EDA shall take into account the environmental effect and the housing, schooling and infrastructure needs of commercial and industrial development.

5. BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Northfield Economic Development Authority" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Membership. The Board shall consist of seven commissioners; five appointed by the Mayor with the approval of the Council, with six-year terms of office, and two commissioners who are members of the Northfield City Council appointed by the Mayor with the approval of the Council. At least six of the seven of the EDA's members shall be residents of the City of Northfield or non-residents of the City who own property or are employed within the City limits, and one member may be a resident of the Northfield

School District (659) who neither owns a residence nor is employed in the City of Northfield.

Section 3. Term Limits For Non-Council Members on the EDA. Term lengths for the EDA are established in State Statutes, Chapter 469.095, Subd. 2(c). An EDA member is allowed to serve one full six-year term, plus a partial term if they were appointed to fill a vacated term. A member must then be off of the EDA one year before that person can be reappointed to the EDA.

Section 4. Term Limits for Council Membership on the EDA. A Council member's term on the EDA shall conclude with the end of their term on the Council regardless of whether they were appointed or elected to a partial or full term on the Council. A Council member who is re-elected to the Council may be re-appointed to the EDA by the Mayor with the approval of the Council.

Section 5. Filling Vacant Terms. EDA members are appointed by the Mayor and approved by the City Council.

Section 6. Office of Authority. The offices of the Authority shall be at the Northfield City Hall, or at such other location approved by Resolution of the Northfield City Council.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The annual election of EDA officers shall be open to nominations from any member of the Board. Candidates to fill vacant officer positions shall be selected by a simple majority of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Treasurer (the Vice-President, in the Treasurer's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and Assistant Treasurer. At each meeting, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority. The President shall serve a one-year term. The EDA President shall be the spokesperson for the Board in meetings with the Council and the general public; and responsible for ensuring EDA compliance with the EDA Enabling Resolution and adopted EDA procedures. Council members appointed to the EDA shall not serve as the President or Vice-President of the EDA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are assigned to the President until such time as the Board shall select a new President. The Vice President shall serve a one-year term.

Section 4. Secretary. The Secretary shall ensure that minutes are kept of all meetings of the Board and all records retained of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The office of Secretary need not be held by a member of the Board, and may be held by a member of the City staff or an employee of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for the acts of the Assistant Treasurer. The Treasurer shall serve a one year term.

Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer, shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select, shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

Section 7. Council Membership on the EDA

- a. Council members who are appointed to the EDA from the City Council are responsible for communicating and explaining Council decisions to the EDA.
- b. Council members on the EDA shall also be responsible for communicating EDA activities to the Council in a timely manner.
- c. Though not required to vote in step with the majority vote of the City Council on any particular issue, Council members appointed to the EDA are to vote according to their best judgment on how to support and implement the goals, strategies and plans approved by the City Council.

Section 8. EDA Liaisons. The EDA may appoint liaisons to partner organizations, city advisory boards and commissions and other local groups to facilitate a two-way flow of information between those groups and the EDA. Liaisons shall have a communication function only and are neither decision makers nor voting members of the organizations to which they are assigned.

Section 9. Subcommittees and Working Groups: The EDA may, by vote of a majority of the Board, appoint subcommittees consisting of up to three EDA members, and working groups of community members, to work on projects relating to EDA goals. Working groups shall meet for the duration of their assigned project and be disbanded by a majority vote of the Board. Subcommittees and working groups may meet without participation of staff and vote to decide questions for the group, but the votes of subcommittees and working groups shall not be binding on the EDA.

The activities and finding of any subcommittee and working group shall be reported to the full Authority on an ongoing basis and be reflected in the Minutes of the Authority.

Section 10. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 11. Vacancies. Should the office of President, Vice-President, Secretary, Treasurer, or Assistant Treasurer become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 12. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Board shall hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two (2) members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed or emailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote at least four of the Commissioners present.

Section 4. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted only if approved by at least four of the Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon.

Section 5. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order which shall be reviewed annually by all members of the Board.

ARTICLE IV – REVISING THE ENABLING RESOLUTION

Section 1. Modification of Resolution. See §469.092 Subd. 2 and §469.093 Subd. 3.

Section 2. Revision of EDA Procedures. The procedures of the Authority, with exception of procedures dictated by the City Council or by State law, may be revised by resolution approved by at least four members of the Board. The proposed procedural revisions must be delivered to the Board at least seven (7) days in advance of the meeting at which the amendment(s) will be considered.

ARTICLE V - MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Northfield.

PASSED by the City Council of the City of Northfield on this 13th day of December 2011.

ATTEST

Deb A Little

City Clerk

Mary Rossy

Mayor

VOTE: Y ROSSING Y BUCKHEIT Y GANEY Y NAKASIAN
 Y POWNELL Y VOHS Y ZWEIFEL

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TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: EDA Feedback on Staffing Resources
ATTACHMENTS: None

BACKGROUND:

The EDA is being asked to think about what kind of qualities or traits they would like to see for staffing resources. Discussion will center around what ideas and thoughts Commissioners bring to the table; staff will then forward the information on to the City Administrator.

RECOMMENDATION: N/A

ACTION: N/A

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

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TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Discussion: Joint City Council meeting review
ATTACHMENTS: None

BACKGROUND:

Discussion will focus on the joint City Council/EDA meeting held on January 10, 2012:

1. Any lingering questions or concerns of the EDA;
2. Next steps for the EDA regarding goals, work plan and measurable outcomes;
3. Scheduling a follow up meeting with the Council.

RECOMMENDATION: N/A

ACTION: N/A

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

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TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Board Elections
ATTACHMENTS: None

BACKGROUND:

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The annual election of EDA officers shall be open to nominations from any member of the Board. Candidates to fill vacant officer positions shall be selected by a simple majority of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Treasurer (the Vice-President, in the Treasurer's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and Assistant Treasurer. At each meeting, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority. The President shall serve a one-year term. The EDA President shall be the spokesperson for the Board in meetings with the Council and the general public; and responsible for ensuring EDA compliance with the EDA Enabling Resolution and adopted EDA procedures. Council members appointed to the EDA shall not serve as the President or Vice-President of the EDA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are assigned to the President until such time as the Board shall select a new President. The Vice President shall serve a one-year term.

Section 4. Secretary. The Secretary shall ensure that minutes are kept of all meetings of the Board and all records retained of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The office of Secretary need not be held by a member of the Board, and may be held by a member of the City staff or an employee of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for the acts of the Assistant Treasurer. The Treasurer shall serve a one year term.



Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer, shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select, shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

RECOMMENDATION:

In 2011, the Economic Development Authority elected its officers using the following protocol:

1. EDA President announced that nominations for an office are now open
2. EDA President shall ask for nominations from EDA Board members
3. Upon hearing no further nominations from the floor, the EDA President shall announce that the nomination for the office is closed
4. EDA President shall request a roll call vote for each nominee
5. EDA President shall request that the recording secretary provide an accurate count of the votes for each nominee
6. The member receiving the majority of the votes shall be declared duly elected
7. The EDA President will announce the Board member elected

Elections of officers shall occur the first meeting of the new year, and all newly elected officers shall assume their positions following the election.

ACTION:

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT



TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Request from the Riverwalk Arts Quarter
ATTACHMENTS: Resolution 2012-01 will be provided at a later date

BACKGROUND:

The EDA passed a motion at its May 26, 2011, regular Board meeting approving the funding for the Riverwalk Arts Quarter, Inc. The Board determined that this organization provides a public purpose and falls under the scope of work of the EDA. Furthermore, the Board believed the best manner to provide funding to the RAQ was by expanding the scope of services within the professional service agreements of the NEC. Additional funding would be provided to the NEC and they would then administer services and funding on behalf of the EDA.

The EDA Board members were provided an update at their June 9, 2011, work session and agreed to provide \$3,000.00 to the Northfield Arts Quarter. Board members agreed to consider an additional \$2,000.00 if the Arts Quarter could demonstrate the need during the 2011 fiscal year.

The Riverwalk Arts Quarter, however, is dissolving as an organization and they have respectfully requested the EDA to approve the remaining approximately \$600 to be authorized for use by the Arts Guild, for the same purposes the RAQ was using the funds for, which was business classes for local artisans.

RECOMMENDATION:

Staff is recommending the EDA authorize the NEC to allow the Northfield Arts Guild, care of Anne Mosey, to draw down the remaining funds originally allocated to the Riverwalk Arts Quarter for business classes for local artisans.

ACTION:

Option 1:

Approve Resolution 2012-01 authorizing the designation of funds from the Riverwalk Arts Quarter to the Northfield Arts Guild.

Option 2:

Deny the request and recoup the remaining balance from the NEC originally allocated for the Riverwalk Arts Quarter program request.

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

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TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Discussion: Survey
ATTACHMENTS: None

BACKGROUND:

In reviewing the minutes from 2011 and attending the joint EDA/City Council work session on January 10, it appears that a business survey has been discussed as an initiative for 2012.

Staff Report from 8/25/2011:

The City Council and the Economic Development Authority have placed an emphasis on retaining and growing Northfield's existing companies. In order to adequately address the needs of Northfield's businesses, the EDA has proposed to survey local businesses to determine how the City and EDA can best address their needs. Based on this survey, the City should then work towards developing the appropriate infrastructure, financial incentives, information and other resources that would enable them to prosper and grow in Northfield.

Minutes from 8/25/2011:

Discuss How to Proceed with Business Survey

Staff gave a review of the business survey and asked the members to review the proposed questions.

Madigan reviewed how this worked in the City of Faribault.

Estenson felt that this should be done in conjunction with the NEC, NDDC, Chamber and the EDA so there is no duplication of effort.

Staff felt that the partners can be asked to formulate some questions they would like and then compile them all into one survey. The EDA could then meet with the partners to go over the questions to finalize them.

Minutes from 11/17/11:

Gunderson noted staff has contacted Joe Hargis and Steve Blodgett to work on the Business Survey. In the next couple of months this will be worked on.

There was discussion among the members that they felt working with the Colleges is a good idea but there is also the extension service that is available for assistance as well in preparing a business survey. It was felt that there needs to be a good idea of what the purpose of this survey was and what would be asked so that everyone is working with the same ideas.



Minutes from 12/8/11

Gunderson noted he has met with the Colleges regarding the business survey.

RECOMMENDATION:

Staff is still reviewing the previous Economic Development Director's files and notes regarding this project, and hopes to present to the EDA any further information or notes regarding this initiative.

Staff is requesting the EDA to come prepared to discuss:

1. Anticipated outcome for the survey - what is the end goal? What information do the EDA/partners hope to obtain from a business survey?
2. Potential partners for this endeavor
3. Outline of envisioned process

ACTION: NO OFFICIAL ACTION IS REQUESTED AT THIS TIME.

VOTE: ___ TEPPEN ___ POWNELL ___ VACANT ___ VACANT
 ___ HOSCHOUER ___ ROGERS ___ VACANT

TO: Economic Development Authority Board
FROM: Michele Merxbauer, Interim Community Development Director
RE: Discussion: Economic Dashboard
ATTACHMENTS: None

BACKGROUND:

In reviewing the minutes from 2011 and attending the joint EDA/City Council work session on January 10, it appears that an “Economic Dashboard” has been discussed in depth as a tool for both the City and area development organizations to utilize for community presentations and grant/funding requests. It also appears that this is an item that was originally discussed with the NDDC in their Professional Services Agreement, for the time period ending December 31, 2011.

In discussions with Jody Gunderson prior to his departure, he stated his vision of an economic dashboard would contain information similar to this:

http://www.clrsearch.com/Minnesota_City_Demographics/MN/?compare=55057

Previous History of the Economic Dashboard discussion with the EDA:

Minutes from 6/23/11, regarding the Professional Services Agreement with the NDDC:

A member felt that the third whereas regarding pursuing dashboard indicators should be added to the PSA as Item #9. It was noted this was discussed and was to be have been added to this agreement but was not.

Staff noted that the NDDC is going to be providing a program for a dashboard program and this can be added to the PSA as a #9. This has been agreed to by the NDDC in the joint meeting with the EDA.

Vote on motion. All in favor. Motion carried.

From the NDDC 2nd Quarter Report for 2011:

- *Worked with the Minnesota Main Street Program to identify economic indicators used nationally to track the downtown economy. **Met with downtown stakeholders to get feedback on their perceptions of the value of these proposed indicators and possible alternative indicators that are used or would be valued by these stakeholders.** The recommended “Downtown Dashboard” will be presented at August EDA meeting.*

Minutes from 10/27/11:

Hoschouer noted he will continue to work with the NDDC on the City dashboard process and update the EDA as needed.



RECOMMENDATION:

Staff is still reviewing the previous Economic Development Director's files and notes regarding this project, and hopes to present to the EDA any further information or notes regarding this initiative.

Staff is requesting the EDA to come prepared to discuss the Economic Dashboard as a community tool:

1. Is the NDDC gathering this information only from the downtown?
2. Would this information be better served for the EDA and the City if it was City wide?
3. Would this item be best served for the EDA if outside resources were used to gather and correlate the data?

ACTION: NO OFFICIAL ACTION IS REQUESTED AT THIS TIME.

VOTE: TEPPEN POWNELL VACANT VACANT
 HOSCHOUER ROGERS VACANT