

**THE MEETING OF THE EDA BOARD HELD ON JANUARY 15, 2015, AT 6:00 P.M.,
AT PRINCETON CITY HALL COUNCIL CHAMBERS**

The meeting was called to order by Thom Walker. Members present were Genny Reynolds, Victoria Hallin, Charles Snustead, and Cindy Riddle. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent: Grady Clark

Mary Chapman resigned her EDA Board position effective January 13, 2015. Staff will inform the City Council of this open position and have it published in the paper.

ELECTIONS OF OFFICERS:

RIDDLE MOVED, SECOND BY HALLIN, TO NOMINATE THOM WALKER, FOR THE EDA BOARD PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON THOM WALKER FOR THE EDA BOARD PRESIDENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY HALLIN, TO NOMINATE CINDY RIDDLE FOR EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON CINDY RIDDLE FOR EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

RIDDLE MOVED, SECOND BY SNUSTEAD, TO NOMINATE VICTORIA HALLIN FOR EDA BOARD SECRETARY. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON VICTORIA HALLIN FOR EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY RIDDLE, TO NOMINATE CHARLES SNUSTEAD FOR EDA BOARD TREASURER. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON CHARLES SNUSTEAD FOR EDA BOARD TREASURER. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

Foss said that she would like to add under Unfinished/Old Business, Item D, CEDS Survey.

APPROVAL OF MINUTES FROM REGULAR MEETING ON DECEMBER 18, 2014

SNUSTEAD MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF DECEMBER 18, 2014. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED/OLD BUSINESS:

A. Charging Station Article

Foss said Troy Minske emailed her this article about "Adding a Charging Station in Your Shop". It was very informative. She does not know who between the Chamber and EDA Board will pay

for it. The price would be between \$1,500 - \$1,800. This would be for an industrial outdoor two plug station.

Walker said the EDA should do something on this or forget about it.

WALKER MOVED, SECOND BY HALLIN, TO FORWARD TO THE CITY COUNCIL TO PAY FOR HALF THE COST FOR AN ELECTRIC CAR CHARGER AND THE CHAMBER WOULD PAY FOR THE OTHER HALF. THE CAR CHARGER STATION WILL BE LOCATED AT THE DOWNTOWN CLOCK TOWER. IT WILL BE AN INDUSTRIAL OUTDOOR TWO PLUG CHARGING STATION. PRINCETON PUBLIC UTILITIES WILL PAY FOR THE MONTHLY ELECTRICAL EXPENSES FROM IT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. 2014 Commercial/Industrial Sherburne Countrywide Projects

Foss said Dan Weber from Sherburne County sent her this list of city and township projects that happened in 2014. Foss asked the EDA members to look over the Princeton section and let her know if there are any changes.

Hallin said Bruegger's Bagels will be going into Caribou Coffee so that should be added.

Foss will contact Dan Weber and let him know to have it be Caribou Coffee and Bruegger's Bagels.

C. NSP Update

Foss wrote the following memo:

Jolene Foss, Community Development Director, and Steve Jackson, Finance Director, have had regular phone conferences with MN Housing in regards to the remaining NSP properties.

These conferences have centered on the affordability documents on some of the closed properties, and the progress on the properties that are still open.

Regarding the Arcadian site, staking has begun for the street and water project that will be needed to support the development of the site. HUD will assist in the preparation of an RFP for the construction. Deanna Hemmisch of Central MN Housing Partnership, Inc. has expressed interest in developing multi-family housing there.

The 809/903 9th Avenue North location is moving forward with the solicitation on the costs and process for removal of the underground tank, follow-up with DNR Hydrologist regarding

buildable area of lot, and contact the developer of the nearby townhomes regarding an estimate of costs and feasibility information.

*****End of staff memo*****

Foss said she will call to get estimates to remove the two underground tanks that were discovered on the north side of the former gas station building. They were marked with two 2x4s. She is in contact with Ken Zeik, the DNR Hydrologist and will figure out the buildable area of the lots and bluff area. She went to look at the site today.

Hallin asked if we have NSP funds to remove the tanks.

Foss said we have a small amount of money left. She will see what the price is and go from there. The property at 609 Old Highway #18 was purchased and demolished with NSP funding and put into the land banking category. The intent was to utilize it for stormwater needs for the neighborhood and Old Highway #18 when it is reconstructed. MN Housing said if we do not put a house on this site, we will have to pay back the funds, and those funds can be used again.

Walker said this would be a good Habitat for Humanity site.

RIDDLE MOVED, SECOND BY SNUSTEAD, TO HAVE STAFF OFFER 609 OLD HIGHWAY #18 NSP SITE TO HABITAT FOR HUMANITY TO BUILD A HOME. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

D. CEDS Survey

Memo from Staff:

The annual Comprehensive Economic Development Strategy (CEDS) Survey is due by January 23rd, 2015. I am requesting that the Economic Development Authority and City staff re-address that top five projects that need to be included in the 2015 Survey.

2014 CEDS Survey

The following projects were identified by the Princeton EDA in the 2014 CEDS Survey (in order of priority).

- 1. Provide additional industrial acreage with municipal services to accommodate growing businesses and help attract new businesses.*
- 2. Implementation plan for MN Design Team recommendations.*
- 3. Market and sale of Aero Business Park lots.*
- 4. Feasibility Study for the reuse and redevelopment of the former wastewater treatment ponds.*
- 5. Extend municipal services to Princeton Land Investment property (200 acre piece of privately owned property in city limits) to accommodate the development of property into industrial and business commercial and residential.*

City staff is suggesting that goal 4 be removed due to the ongoing process of negotiation with solar entities and the PUC for a solar garden located on the former waste water treatment pond property.

City staff suggest combining Goal 1 and Goal 5, creating a new goal that reads:

- 1. Purchase of additional acreage and provision of infrastructure to accommodate growing and new business, residential, and commercial development properties through extension of municipal services and land investment.*
- 2. Implementation plan for MN Design Team recommendations, including marketing and promotion of the City's unique qualities.*
- 3. Market analysis and marketing promotion toward the sale of Aero Business Park lots.*
- 4. Industrial park Study to address expansion opportunities and explore potential for creating-build ready sites for new business.*
- 5. ?*

According to the 2012 EDA Strategic Plan, goals are as stated (generalized by City staff):

- 1. Increase tourism by recognizing and promoting the City's appeal and unique qualities.*
- 2. Encourage and support commercial, manufacturing, and industrial development and redevelopment.*
- 3. Sale of Aero Business Park lots.*
- 4. Downtown Revitalization*
- 5. Industrial Park Expansion*
- 6. Recognize the interdependence of Public and Private Sector Entities in a healthy community*
- 7. Establish Princeton as a Life-Time Community (age, education, housing, services)*
- 8. Expand options for all modes of transportation*

Walker liked the additional wordage that was suggested for number one.

Foss said for number two she added marketing and promotion of the City's unique qualities. For number four in regards to the Industrial Park Study, Steve Jackson, City Finance Director, said this could cost more than what was expected, and she wanted to address expansion opportunities such as grants. Foss is looking for suggestions for number five.

Hallin said the original trail system.

Riddle said none of the 1-5 suggestions addressed the downtown vacancies. The MN Design Team did not like the amphitheater idea.

Reynolds said it was not that they did not like it, it was just not high on their list.

Walker said the Visionary Committee have funds they raised so they are still looking at moving forward on the amphitheater.

Riddle said for the downtown the charging station has been moved to the City Council. As an EDA Board we understand that vacant businesses need to be occupied.

Walker said we do not need to make sure the wording says downtown. We have been addressing the issues.

Hallin suggested adding downtown corridor after unique qualities.

Foss said transportation was a thought for number five.

Snustead said annexation.

Walker said Riverside Park is a destination for a canoe area. Public Works is going to clear out the brush along there.

Reynolds is good with Riverside Park for number five.

WALKER MOVED, SECOND BY HALLIN, TO HAVE NUMBER FIVE READ; RIVERSIDE PARK IMPROVEMENTS WITH A CANOE AREA, CLEARING THE RIVER AREA, ADDING A FISHING PIER, IMPROVED CAMPSITES, ENTRANCE SIGNAGE, AND TRAIL CONNECTIONS. STAFF COULD USE THE TEMPLATE FROM THE LAST GRANT FOR THE WORDAGE.

Snustead asked what the signage was.

Riddle said she believed an arch way entrance.

Reynolds said there should be signage on Highway #169 of the dog park and other items that are in this town.

Walker said we should get one of those brown signs on Highway #169.

Riddle asked how we get stuff on google maps that shows this stuff.

Reynolds said Liz Templin from the U of M maybe can do it.

Foss will contact her.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. Housing Study Executive Summary

Foss wrote the following memo:

Staff recommended to the Council a motion to approve the \$125 expense for the completion of an Executive Summary for the Regional Housing Study that was recently completed by Maxfield Research, Inc. Because of the large geographic area of the region and the number of jurisdictions (155) and participating entities (17), the study encompasses over 400 pages.

The summary document, approximately 10 pages in length, will highlight key findings from each section from the report, including: demographics, employment, housing characteristics, market findings from all housing sectors, and housing demand through 2025. The document will summarize housing findings in a concise format with a combination of text, graphs and maps. It will be completed in memorandum format in an electronic PDF.

It has also been requested that they include a couple of paragraphs about Baldwin Township with a brief summary of key statistics and refer the reader to the full 425 page report for more detailed information on Baldwin Township.

This document will be an asset for the City regarding any prospective developers, or their bank loan officers. It is believed that not many would be interested in reading 425 pages in order to discern the housing needs for Mille Lacs County, or the City of Princeton submarket. This executive summary will be much more palatable for developers and Bank Presidents/Loan Officers to read and use.

This is a more affordable route than spending \$35,000 - \$40,000 to get our own housing study done.

City Council approved the \$125 expense for the completion of an Executive Summary for the Regional Housing Study.

*****End of Staff Memo*****

Foss said the City Council approved the study. We should get it within two months. We will get one for Princeton and another for Baldwin Township.

Walker asked if anyone has asked for this information.

Foss said Cambridge did a number of studies and that is one of the first things they hand to potential businesses coming to town.

Reynolds said the information from the housing study was from 2010 and it did show we needed more senior housing with one level living.

B. "Progress Minnesota 2015" nominees

The Chamber of Commerce received a memo from the Finance & Commerce that are asking for nominees for the "Progress Minnesota 2015" awards. The nominees can be individuals and companies who are a driving business and industrial growth and economic development in Minnesota in unique and innovative ways.

The awards will encourage, promote and honor entrepreneurs and organizations from across the state who, by their investment of time, energy and ideas, are having a significant impact on job creation, business development and the overall economic health of the Twin Cities and entire state. The nominations are due by January 16, 2015.

Snustead said Glenn Metal Craft would be a good candidate.

Walker said United States Distilled Products.

Hallin said Bio Matrix and Erdmann's.

Reynolds suggested Carol Ossell would be a good individual to nominate.

Foss said she will see how many nominations they allow per area and she will submit them.

MISCELLANEOUS:

A. EDA Balance Sheet

Hallin asked about the Railroad Redevelopment Project funds.

Walker said she should ask Steve Jackson, City Finance Director.

B. Verbal Report

1) Artisan Alley

Foss said that Wendy Bursch, Art Co-Op would like to proposed an event she wants to do on the third Saturday of the month in the warmer months in the alley by her Art Co-Op. She would open the hanger doors of her business and would have where the community could come and hang out. There would be items for sale and food to purchase. She has seen this on a trip and thought it would work well here.

2) ECRAC 2014 "Quote"

Foss said East Central Regional Arts Council had asked for quotes from different organizations on why it is important to support the arts. Foss wrote a quote about the community and submitted it. She read the quote to the EDA Board.

3) MN Biking Catalog Advertising Rates

Minnesota Biking 2015/2016 is the official biking guide for the State of Minnesota. The 2015/2016 Minnesota Biking Guide will be distributed by Explore Minnesota Tourism, and appear in the Minnesota Monthly 2015 April issue, with additional distribution by other state agencies. Your message will appear in more than 140,000 copies reaching more than 285,000 readers.

The Biking Guide promotes Minnesota's paved bike trails and major mountain biking areas. It's the perfect place to advertise your biking destination, services or accommodations near area trails.

A digital edition of the comprehensive guide will also be available at MNMO.com, exploreminnesota.com and pedalmn.com.

Minnesota was named the second most bike-friendly state by the League of American Bicyclists, and Minneapolis was ranked the best biking city in the country by Bike Score and the #3 biking city by Bicycling Magazine. 62.7% of cyclists have taken action as a result of an ad they have seen in a magazine in the past year.

Foss received the flyer with the advertising rates and is asking the EDA Board if they would like to have the City take out an ad.

Walker said he is not in favor of the biking advertising right now.

The EDA Board agreed. If we had the trail system in, they would say yes.

4) USDA Community Connect Grant

Foss said there is a total of 13 million for broad band to connect and she had the information emailed to her on the grants.

Walker said we do have broadband throughout the town.

Riddle said the townships are the ones who have the issues.

5) Renu Décor – Applying for Revolving Loan in February

Foss said that she is meeting with Kevin Stahl in regards to applying for a Revolving Loan with the City. He has been working with Tom Willett, Small Business Consulting and Stahl would like to be on the February EDA Agenda. He will have his application in by the first of February.

C. City Council and Planning Commission Minutes for December, 2014

The EDA Board had no comments.

Hallin asked when the downtown directional signs are going up in Rivertown Crossing. The City said they would contribute \$150 towards the signage.

Reynolds said the signage the Chamber was considering would be in the road right-of-way and they would have to be smaller signs. It has to conform to the 30 mile speed area.

Foss will ask the Chamber where they are at with this signage.

HALLIN MOVED, SECOND BY RIDDLE, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:15 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant