

**THE REGULAR MEETING OF THE PRINCETON EDA BOARD HELD ON JANUARY 17, 2013,
AT 6:00 P.M., AT CITY HALL COUNCIL CHAMBERS**

Thom Walker called the meeting to order at 6:00 P.M. Members present were Charles Snustead, Victoria Hallin, Mary Chapman, and Genny Reynolds. Staff present were Carie Fuhrman and Mary Lou DeWitt.

Grady Clark and Cindy Riddle were absent. (Riddle arrived at 6:11 P.M.)

OATH OF OFFICE:

Mary Chapman and Genny Reynolds took the Oath of Office.

ELECTION OF OFFICERS:

SNUSTEAD 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 THOM WALKER, TO NOMINATE MARY CHAPMAN FOR EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON MARY CHAPMAN FOR EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY CHAPMAN, 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 REYNOLDS, 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.

APPROVAL OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 20, 2012

CHAPMAN MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES OF DECEMBER 20, 2012. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED BUSINESS:

A. NSP Update

1) Update on Former Arcadian Homes Site

Fuhrman informed the EDA Board that she has been working on the Request for Proposals for the West Branch property. She plans to have it out soon.

Riddle arrived at 6:11 P.M.

2) 809 9th Avenue North (Bergstrom/Brodeen Property)

Fuhrman said that this property should close on Tuesday, January 22, 2013. The cost for the City to purchase this property with the NSP funds is \$5,000. Once a contractor removes the asbestos and vermiculite, the home will be demolished, and then the City will enter into a Purchase Agreement with Habitat for Humanity.

3) 903 9th Avenue North (Pickering Property – property in tax forfeiture)

Fuhrman said she has not heard back yet from Roxy Traxler, County Administrator, in regards to the County Boards reaction to offering the property at a very reduced price in exchange for the City taking responsibility of the clean-up of the site. An environmental firm is helping put together Phase Two Request for Proposals.

NEW BUSINESS:

A. Inline Packaging Minnesota Investment Fund (DEED) Loan Application

Fuhrman informed the EDA Board that Inline Packaging, LLC, located at 1205 18th Avenue South in Princeton Industrial Park (Sherburne County), focuses on the design and manufacturing of microwave food packaging. Inline is proposing an expansion of both equipment capacity and building space. The project is expected to begin December 2012 and be completed by July, 2013.

Inline currently employs 49 people. After the expansion, they are planning to add 25 jobs. City staff is working with Inline Packaging to apply for a Minnesota Investment Fund (MIF) loan through the Department of Employment and Economic Development (DEED) to help finance a portion of the expansion project. With MIF, the City applies to DEED on behalf of the business, and the City will then be able to establish a Revolving Loan Fund with the repayments through a Local Development Organization (LDO), such as the Initiative Foundation.

Inline Packaging and city staff are currently working through the application requirements. At this time, staff is requesting a motion from the EDA recommending support of the MIF application for Inline Packaging. A public hearing and resolution will be required from the City Council in the future.

Fuhrman said this will be a 7,500 square foot addition that should be starting early this year. The low interest loan that Inline is applying for would be for the equipment portion only. The City has no interest on this loan so there is no risk to the City. This is Federal funding and Inline is fine with meeting their requirements. A bank is participating as well. They are in compliance with job and wage requirements. Once Inline pays the loan, those funds will be available for a Revolving Loan through the Initiative Foundation for local businesses.

RIDDLE MOVED, SECOND BY HALLIN, IN SUPPORTING INLINE PACKAGING IN APPLYING FOR THE MINNESOTA INVESTMENT FUND (MIF) APPLICATION, AND TO FORWARD TO THE CITY COUNCIL TO HOLD A PUBLIC HEARING AND RESOLUTION THAT WILL BE REQUIRED IN THE FUTURE. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

B. Sherburne County Tools for Business Success Website

Fuhrman gave a brief presentation of the Sherburne County Tools for Business Success Website. This site provides over 600 free, up to date resources to manage your business more efficiently. There is information provided for; starting a business, business growth, meeting Government requirements, and financing a business. This is a great informational site that Sherburne County has provided and encourages businesses in the area to visit the site.

C. Resolution #03-22

Fuhrman informed the EDA Board that this item was added to the agenda. Walker had wanted to review what the EDA Board had in place for Business Subsidy Criteria. Fuhrman provided a copy of Resolution #03-22 that was adopted on April 24, 2003. The EDA Board reviewed the Exhibit A criteria of the Resolution.

Chapman suggested changing the minimum wage to higher earning on Item #3.12 of Exhibit A.

Riddle commented that she liked how the document is worded and should be left as is.

Walker said he was not looking at making changes to the form it was more to review the criteria that has been in place. If the EDA Board wanted to have the wording amended to minimum wage of State or Federal earnings, whichever is higher of the two, he would support that.

The EDA Board agreed to change the wording and Fuhrman will draft a Resolution for the February EDA meeting, showing the change in the wording on Item #3.12 of Exhibit A, in the second sentence adding minimum wage of State or Federal earnings, whichever is higher of the two.

HALLIN MOVED, SECOND BY CHAPMAN, TO DIRECT STAFF TO AMEND THE WORDING IN #03-22 RESOLUTION ADOPTING BUSINESS SUBSIDY CRITERIA, EXHIBIT A, ITEM #3.12, TO ADD TO THE SECOND SENTENCE "MIMINUM WAGE OF STATE OR FEDERAL EARNINGS, WHICHEVER IS HIGHER OF THE TWO," AND BRING THE DRAFT BACK TO THE FEBRUARY 21, 2013 EDA BOARD MEETING FOR REVIEW. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

Fuhrman said the other two handouts; Resolution #98-09 and Bylaws of the Princeton Economic Development Authority are informational items only.

OLD BUSINESS:

A. Municipal Liquor Store Electronic Signage

Fuhrman said the EDA Board has been discussing a digital sign attached to the City Liquor Store pylon sign. The proposed sign would go below the current sign where text would display sales at the Liquor Store and community events. School events would not be advertised on this sign.

The quotes from Scenic Sign Corp. are:

Option #1 For One Sided Text Board

(Actual Viewing Area: 34' x 7'6") Total includes Installation & Tax: \$12,880

Option #2 For One Sided Text Board

(Actual Viewing Area: 3' x 8') Total includes Installation & Tax: \$13,900

Option #3 For Two Sided Text Board

(Actual Viewing Area: 34" x 7'6") Total includes Installation & Tax: \$19,845

Option #4 For Two Sided Text Board

(Actual Viewing Area: 3' x 8') Total includes Installation & Tax: \$23,355

Chapman said the person at Scenic Sign suggested a one sided sign facing Walmart.

Hallin said the traffic will be moving much slower in that area compared to having the sign face the highway, so that would be good. They would be able to read it.

Reynolds asked if anyone checked into the Dollar Bell Store sign now that it is closed.

Chapman said they had and it is a lot smaller than the ones quoted. Also, Sherburne Bank does not want to sell it.

Riddle said for advertising community events would be nice. To charge other businesses to advertise on this proposed sign would probably not be cost proactive for the time involved.

Fuhrman said that she was approached by the person who owns the billboard by Merlin's. He had seen the news clip she had done and said this billboard is available where it could advertise Experience Princeton. The cost is \$700 a month with a one year contract. Nine words at the most are the best to use.

Reynolds said there are a few businesses in Milaca that have gone together on a billboard.

Chapman said downtown businesses would like a directional sign for the downtown by Walmart.

Walker would like the Liquor Store Manager to put this sign on the next Capital Improvement Budget.

Fuhrman said she had talked to the Liquor Store Manager and she was in favor of this added signage. It will be nine to ten months before the next budget.

Walker is comfortable with that time line.

HALLIN MOVED, SECOND BY CHAPMAN, TO HAVE THE LIQUOR STORE MANAGER ADD THIS SIGNAGE TO THE LIQUOR STORE CAPITAL IMPROVEMENT BUDGET FOR NEXT YEAR. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1) It Starts Here Challenge Update

Fuhrman said that there have been two more applications since the deadline has been extended.

Chapman commented that the Facebook page had a lot of hits. The site is experienceprinceton.com

Reynolds suggested asking businesses along Rum River Drive that have the reader boards if they would be willing to flash "It Starts Here". It could be just for the month of February. Another idea is a door flyer that the downtown businesses could put on their front door. She would be willing to talk to the businesses.

Fuhrman said there are 14 open building spaces downtown.

Riddle said the month of February would be a great time to promote the downtown with Walmart opening the end of January.

Fuhrman would be willing to print the flyers.

Chapman said she could email the businesses and check if they would print the flyer and put it up on their door. If they cannot print the flyer she would do it for them. She will work on this next week.

Reynolds asked if there will be a booth at the Expo.

Chapman said she could have information about "It Starts Here" at the Chamber booth. The Expo is on March 23rd.

Fuhrman said she had more benefit with walking around the Expo instead of having a booth for the EDA with Aero Business Park information. She can also talk about "It Starts Here".

Riddle volunteered to walk around the businesses with the flyers and ask if they would put them up.

Reynolds will talk to the businesses that have the reader boards and ask them if they would be willing to flash in intervals "It Starts Here" for the month of February.

Fuhrman said she could help with asking businesses if they will hang the flyer on their door for the month of February. It was WQPM and BobFM connection that got Kare11 to do the segment on "It Starts Here".

2) Grow MN Update

Fuhrman and Chapman are continuing their monthly area business visits. Their visit for January was at Erdman Automation. They were told how high the taxes are in Princeton. They did not believe the schools teach trades like automotive, electrical, etc. like they use to. Fuhrman said she had spoken to a representative from Klobuchar's office today and that person said they have been hearing that comment a lot also. Glenn Metalcraft and the High School are working together on some kind of program.

3) 21st Avenue Extension (Federal EDA Grant)

Fuhrman said she had spoken with Jordan Zeller with ECRDC, and he said he would help put together a grant application. The City does not have approval from the FAA on the crosswind runway and Zeller said we have to have FAA approval to even start a grant application. You would have to be able to move forward right away if applying for a grant. There can be no holding blocks.

Walker said he knows someone who may be able to help with changing the Airport Layout Plan and the crosswind runway. He will contact the person.

Fuhrman said to put the 21st Avenue extension a crosswind runway would have to be in the plans and the FAA would have to approve it.

4) Mille Lacs County Hiring New Staff Position

Fuhrman said she is excited to see that Mille Lacs County is supporting community development and now has a job position opening for it.

C. City Council and Planning Commission Minutes for December, 2012

The EDA Board had no comments.

CHAPMAN MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:25 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant