

**THE REGULAR MEETING OF THE PRINCETON EDA BOARD HELD ON JANUARY 19, 2012,  
AT THE 6:00 P.M., AT THE CITY HALL**

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Paul Whitcomb called the meeting to order at 6:00 P.M. Members present were Thom Walker, Grady Clark, Cindy Riddle, Victoria Hallin, Mary Chapman, and Charles Snustead. Staff present were Carie Fuhrman and Mary Lou DeWitt.

**OATH OF OFFICE:**

Mary Chapman and Charles Snustead took the Oath of Office.

**ELECTION OF OFFICERS:**

WALKER MOVED, SECOND BY HALLIN, TO NOMINATE PAUL WHITCOMB FOR EDA BOARD PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON PAUL WHITCOMB FOR EDA BOARD PRESIDENT. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

SNUSTEAD MOVED, SECOND BY RIDDLE, TO NOMINATE THOM WALKER FOR EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON THOM WALKER FOR EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY RIDDLE, TO NOMINATE MARY CHAPMAN FOR EDA BOARD SECRETARY. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON MARY CHAPMAN FOR EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY CLARK, 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 7 AYES, 0 NAYS. MOTION CARRIED.

**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 15, 2011**

SNUSTEAD MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF DECEMBER 15, 2011. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**A. EDA "Cheat Sheet"**

Fuhrman said she had come across this and wanted to share it with the EDA Board. It basically is a breakdown of Economic Development terms. The EDA Board thanked Fuhrman for the information.

**B. Rum River Health Services Revolving Loan Fund Request**

Fuhrman informed the EDA Board that Rum River Health Services has applied for the Revolving Loan Fund. In the EDA packet is a copy of their application. The loan amount they are requesting is \$20,000. Fuhrman introduced Jeff Larson, Rum River Health Services Executive Director to the EDA Board.

Jeff Larson explained that the funds would be used to purchase an Electronic Health Records System at their health clinic. They would like to purchase the Epic EHR through Fairview Connect. This system will interact with Fairview's system. They will have a contract with Fairview for a user agreement and services tied in. The doctors that are volunteering at the clinic want this interacting system. The system would cost approximately \$40,000 for the first year. Rum River Health Services will be funding this through a combination of sources. They are looking at the Revolving Loan Fund as gap financing to get them through until the project is online. They will be using some funding from the Fairview Health System to get them through the start-up phase and ultimately receive federal "Meaningful Use" grant money to support the cost. This grant money will be available once the program is up and running. Larson believes they will be able to pay the loan back in 18 months with the grant funds.

Larson said that the project will impact the Princeton community by speeding up the start-up of their community clinic. This will result in additional jobs in the community. They anticipate that they will create two to three jobs immediately with the ultimate impact of four to six jobs within approximately 18 months.

Walker said he has heard that Fairview has used several versions of record software in the past five years and wonders if Rum River Health Services will have to keep changing their software to be compatible.

Larson said he has not heard that before. They are most likely updating the components in their Epic program. Epic is the largest used program in Minnesota. Fairview uses this program throughout all of their facilities.

Snustead reviewed the 2010 financial information Rum River Health Services provided. He was happy with what he reviewed. He would like Larson to give Fuhrman the 2011 financial information when they receive it from their accountant.

Larson said he would provide that information as soon as he gets it back from their accountant. Larson spoke briefly on the jobs that have been created in the community from their facilities. If the EDA Board approves the Revolving Loan Fund for them, he would need to bring it back to his Board for approval. Larson would be the one signing the final documents after approval.

Snustead asked if the volunteer doctors and dentist will be local.

Larson said yes. Down the road they will have to have one full time doctor provider. The timing for that is unclear right now.

Whitcomb asked if the clinic will be open to anyone.

Larson said yes.

Hallin asked if they will have a drug and alcohol program for teens.

Larson said they are hoping to have an adolescent program by the end of the year. They have to have enough numbers to sustain it. They have a support group called Celebrating Families that provides support to the families going through programs. It is free to attend. The available jobs are posted on MN Job website, Nonprofit Job site, and they also list the position in the local shopper or paper. Where they list the position depends on what position they are posting.

Walker asked Fuhrman if the City of Princeton website could post a help wanted section.

Fuhrman said she will check on that. The possibility could be where there is a link on the City website to post jobs.

The EDA Board was in favor of approving the \$20,000 Revolving Loan Fund to Rum River Health Services with the understanding that Steve Jackson, City Finance Director and Snustead review the 2011 financial information before having the loan documents drawn up. After further discussion regarding the interest rate and payment schedule, it was decided to invite Jeff Larson back for the February 16, 2012 EDA Board meeting. That will give staff time to review Rum River Health Services financial statements and have Larson talk to his Board on what would be preferable for payment setup. The interest rate would be the same rate that Hy-Tech Automotive has for their Revolving Loan.

Larson said that would work well for him. He will get the 2011 financial information to Fuhrman and talk to his Board about what would work best for a payment schedule. He thanked the EDA Board for having their application reviewed and will see them at the February 16, 2012 EDA meeting.

### **C. Discuss Update of EDA Strategic Plan**

Fuhrman informed the EDA Board that at the EDA meeting on October 20, 2011 she had put this on the agenda for review. She had seen this Strategic Plan had been in draft form since September 2007, but had not been acted upon or adopted. This document could serve as an important planning tool for the EDA in the upcoming years. The EDA Board had decided this would be good to review and update each January. Fuhrman is asking the EDA Board if they have any changes they would like to make to the document.

Hallin said on page five, regarding current projects, there have been a few items listed that have been completed. So that section could be updated. The community goals and mission statement are good to know for the direction we want to go.

Fuhrman said that the 21<sup>st</sup> Avenue extension project has to be put in a City plan when applying for grants. At the October EDA Board meeting there were five items listed of importance and those items could be added to the goals list of the Strategic Plan. Fuhrman will update the current project list on the Strategic Plan and bring it back to the EDA Board to review at the February 16, 2012 meeting.

Chapman asked if it can be updated and emailed prior to the meeting.

Fuhrman will do that.

Walker mentioned that it would be nice to have Princeton be a town where the youth want to come back and raise their own families.

#### **D. Discuss Local Business Legislative Forum**

Fuhrman informed the EDA Board that a Local Business Legislative Forum was held on January 16, 2012 at Northern Attitudes. This meeting was organized by the Chamber of Commerce. Sondra Erickson and Dave Brown attended the meeting along with four of the five City Council members and Fuhrman. The forum was to discuss the high tax rate for businesses in Princeton. The discussion went well.

#### **E. Grant to extend 21<sup>st</sup> Avenue**

Fuhrman added this to the agenda. She is applying for a grant to extend 21<sup>st</sup> Avenue from First Street to the Industrial Park. The extension of 21<sup>st</sup> Avenue South will help further economic development within the City by helping to facilitate the development of Aero Business Park and the expansion of the Industrial Park by providing a second access and outlet, which will improve traffic flow and provide a second access for emergency vehicles. A resolution needs to be adopted that the Princeton Economic Development Authority supports the grant application made to the Minnesota Department of Transportation in applying for the Local Road Improvement Program – Routes of Regional Significance Account grant through the Minnesota Department of Transportation. Fuhrman is asking the EDA Board if they support her applying for the grant that they make a motion to pass the resolution regarding this.

RIDDLE MOVED, SECOND BY HALLIN, TO APPROVE RESOLUTION #12-01 A RESOLUTION SUPPORTING THE GRANT APPLICATION MADE TO THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE LOCAL ROAD IMPROVEMENT PROGRAM (ROUTES OF REGIONAL SIGNIFICANCE ACCOUNT) IN ORDER TO EXTEND 21<sup>ST</sup> AVENUE SOUTH IN THE CITY OF PRINCETON. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

**OLD BUSINESS:**

**A. Discuss Aero Business Park Marketing**

Fuhrman said that she attended the Region 7E Legislative Forum at Cambridge City Hall on January 9, 2012, along with Hallin and Chapman. At the forum, Fuhrman spoke with Stan Gustafson, Economic Development Director for the City of Cambridge. Gustafson said the City of Cambridge will give \$5,000 to the party that gives a referral to a business that moves into their Industrial Park. The City will also sell the lot for a \$1. There are guidelines that have to be met and Fuhrman will gather more information on this and bring it back to the EDA Board. She would like to see if this could be a possibility for Aero Business Park.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

The EDA Board had no comments.

**B. Verbal Report**

**1) Review of Meeting with Fairview Northland**

Fuhrman met with Fairview Northland Leadership Team and they wanted to know what developments are going on in Princeton currently and in the future. They also wanted to know of any plans that would be beneficial to health needs. Fuhrman told them about the Trail Grant the City and the City Park and Recreation Board applied for. Fairview said 40% of their patients are in Mille Lacs County. Fuhrman will be adding services that Fairview has to the City website.

**2) Possible Chamber Focus Monthly Article**

Fuhrman said she has written an article for the next Chamber Focus regarding the City Signage Ordinance. This was to clarify the newspaper article on the new ordinance. There had been some negative feedback she wanted to clarify.

Chapman commented that the Chamber is open to any future articles from Fuhrman that could be put in the Focus.

**3) Updates to City Website**

Fuhrman said she has been updating the City website and if there are any suggestions from the EDA Board to let her know.

**4) Chamber/EDA Committee – First Meeting Tonight**

Fuhrman reminded those that wanted to attend the meeting between the EDA and Chamber that it will be tonight at 7:30 P.M. in the Chamber office.

**5) Mille Lacs County Comp Plan Update**

The Mille Lacs County Comp Plan Update will be held this evening at City Hall at 7:00 P.M. tonight.

**C. City Council and Planning Commission Minutes for December, 2011**

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:10 P.M.

ATTEST:

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Paul Whitcomb, President

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Mary Lou DeWitt, Comm. Dev. Assistant