

**THE REGULAR MEETING OF THE EDA BOARD HELD ON JANUARY 21, 2016, AT 6:00 P.M.,  
AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 6:00 P.M., by Thom Walker. Members present were Genny Reynolds, Sharon Sandberg, and Victoria Hallin. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Charles Snustead.

**OATH OF OFFICE:**

Sharon Sandberg took the Oath of Office.

**ELECTIONS OF OFFICERS:**

HALLIN MOVED, SECOND BY REYNOLDS, 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 4 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY SANDBERG, TO NOMINATE VICTORIA HALLIN, FOR THE EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON VICTORIA HALLIN FOR THE EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY REYNOLDS, TO NOMINATE CHARLES SNUSTEAD, FOR THE EDA BOARD TREASURER. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON CHARLES SNUSTEAD FOR THE EDA BOARD TREASURER. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY WALKER, TO NOMINATE GENNY REYNOLDS, FOR THE EDA BOARD SECRETARY. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON GENNY REYNOLDS FOR THE EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:** None

**APPROVAL OF MINUTES FROM REGULAR MEETING ON DECEMBER 17, 2015**

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF DECEMBER 17, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**UNFINISHED / OLF BUSINESS:**

**A. 2016 Goals and Visions**

Princeton Economic Development Authority  
2016 Goals and Visions

Promote:

Maintain continuous and ongoing marketing and promotion of our City of Princeton's unique and increasing amenities through thoughtful and creative use of technology,

partnerships with the Princeton Area Chamber of Commerce, ISD #477, Small Business Development Center and other local groups. Continued to create a destination location that our residents find value in and prospective residents and business owners will find appealing and exciting.

Develop:

Plan for the continued growth of the development of the City, including Aero Business Park, Princeton Business Center (new industrial site), Rivertown Crossing, 21<sup>st</sup> Avenue Extension, the existing Princeton Industrial Park, and the Downtown Business District through retention, expansion and attraction with the intent to increase job opportunities and tax base healthy community of all age groups and abilities in the areas of housing, transportation, education, employment and services.

Compete:

Increase and maintain incentives to develop in the Community including Tax Increment Financing, Tax Abatement, Revolving Loan Fund, and Small Cities Development Program. Other possible incentives could include but are not limited to; reduced land price, forgiveness of assessments, incentives based on number of employees, etc.

Improve:

Maintain responsible land uses and improvements, create an inter-connected regional trail system, grant write and seek support for ongoing improvements to the parks and open spaces within our community. Keep contact and communication with the Princeton Area Visioning Committee (PAVC), Rum River Resources and Recreation Board (4R Board), and Mille Lacs and Sherburne Counties.

\*\*\*\*\*End of Memo\*\*\*\*\*

Walker asked if these goals would work for the needed goals for the CEDS Survey (Comprehensive Economic Development Strategy).

Foss thinks what she has is good for that. The CEDS is economic development at a federal level and you need the goals stated annually. She has not gotten an email for when they want it. Maybe she can schedule where they come to an EDA meeting where we go over our goals with them.

The EDA Board liked that idea.

Walker asked if the EDA Board has any additions to the goals and visions list.

Reynolds asked if tourism or recreational is on it.

Foss said there is unique amenities and the trails system. She could add tourism on it.

Hallin said how about protect some of our unique amenities. It could list the golf course, depot, airport, fairgrounds, and race track. Those are tourist draws.

Reynolds would like a different word than tourism.

Walker suggested destination.

Foss will add in the promote section of the last sentence; prospective residents and visitors, and also in the sentence with amenities she will add recreational opportunities.

Sandberg said when she looked at this list, don't we want to also grow our higher education here.

Foss said yes. Foss will put it under the develop section on the last sentence after education, she will add post-secondary.

HALLIN MOVED, SECOND BY REYNOLDS, TO HAVE STAFF MAKE THE CHANGES THAT WERE DISCUSSED TO THE 2016 GOALS AND VISIONS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

## **B. Sherburne County Broadband Update**

Memo from Dan Weber (Assistant County Administrator)

I thought I'd send out a quick Blandin Broadband Community Steering Committee update.

- There were six projects that submitted applications for the December grant period. The Blandin Foundation is meeting January 13<sup>th</sup> to review the projects. The six submitted projects are:
  - 1) Spectrum High School – Chromebooks (\$8,000)
  - 2) City of Elk River/Zimmer/Zimmerman Fire Department – fiber (\$10,000)
  - 3) City of Big Lake – Lakeside Park wireless access – (\$10,000)
  - 4) City of Elk River – Rivers Edge Park wireless access (\$10,000)
  - 5) Becker Athletic Association/Sherburne County/Palmer Wireless – Becker Athletic Complex Wireless Access (\$12,000)
  - 6) Elk River School District – Increased Computer Lab Hours (\$2,000)
- The History Center Project was completed. A recent newspaper article in the local papers highlighted the project: <http://www.citizennewspaper.com/news/history-center-gets-broadband>. Please keep this facility in mind for any future meeting or training needs that arise.

- Sherband continues to meet with local townships, schools and cities. In the past month representatives from the committee have attended the Big Lake School District, Clear Lake Council, Becker Town Board and will be attending Baldwin Township on January 18<sup>th</sup> and the Township Association meeting on January 20<sup>th</sup>.
- Compass Solutions recently presented their Broadband Feasibility Study to the County Board. I have attached the PowerPoint. The final report should be completed soon and I will distribute it to the group upon completion.

Let me know if you have any questions. I hope to schedule another meeting once the Blandin Foundation announces the grant recipients later this month.

\*\*\*\*\*End of Memo\*\*\*\*\*

Foss said that Sherburne County did their Feasibility Study that was paid for by Blandin. Century Link applied to increase service out by Green Lake and west of town also.

Reynolds met with Century Link who is handling Greenbush Township and will be willing to meet with townships. She will have a community meeting, but they will not give out the maps. Instead they will show the areas where they are expanding. They do not want the competitors to know where they are expanding.

Foss said that Mille Lacs County finished their Feasibility Study with Broadband. On page 22 of the handout it shows running fiber to homes and businesses in Sherburne County would cost 90 million dollars. Fiber to the tower and the tower out is 19 million. What they decide to do from this she is not sure. The County will be looking into the information. Each provider can apply to the State to be able to provide fiber. Foss said she has not gotten Mille Lacs County Broadband Feasibility Study and Richard Baker told her he will get it to her. She noticed they are building a fiber loop in different counties and they may look into that option. She thinks Blandin has done a lot for Sherburne and Mille Lacs County.

Sherburne County will have a reduction of taxes by 2022 or 2023 when the two coal plants in Becker are closed. Sherburne County plans to make a master plan for the county and are looking for volunteers. The Initiative Foundation has a group called Thriving Communities Initiative and Foss would like to be part of it. She is not sure if she will be because City Administration was not supportive of the group. She would like to show Princeton's support.

Reynolds asked if they are in the Regional Economic Development.

Foss said she would have to check into that. She went to the Becker Township meeting and they mentioned the closing of the plants.

**C. 809 – 901 9<sup>th</sup> Avenue North**

Community Development Director included in the packet the following newsletter:

Non-Profit Organizations to Receive FREE Design Assistance at 29<sup>th</sup> Annual Search for Shelter Design Charrette on January 30 – February 1, 2016

Minneapolis, Minnesota – The American Institute of Architects Minnesota’s (AIA Minnesota) Housing Advocacy Committee, which focuses on issues of affordable housing in Minnesota, will host the 29<sup>th</sup> Search for Shelter Design Charrette from January 30 through February 1, 2016, at Rapson Hall, college of Design, University of Minnesota in Minneapolis.

More than 70 volunteer architects, landscape architects, interior designers, and students, will spend a weekend creating pro bono solutions for up to ten design projects submitted by local affordable housing and/or homeless non-profit organizations.

Design volunteers work in teams to create viable, graphic solutions and plans, to serve as visual tools for local agencies to use in obtaining further project funding, to promote their organization, and to serve as preliminary development/building plans.

The opening program on Friday kicks-off at 6 p.m. with a video presentation of the 2014 AIA Minnesota/McKnight Foundation Affordable Housing Design Award recipient – Clare Midtown. Clare Midtown is an AID/HIV residence owned and managed by Clare Housing, Inc.

The weekend Charrette concludes at noon on Sunday, February 1, with presentations of the design teams’ work and along with recommendations for the participating agencies.

Media and public are welcome to attend the opening and concluding programs. Media may observe teams on Saturday with pre-approval.

\*\*\*\*\*End of newsletter\*\*\*\*\*

Foss said the old Bergstrom property is not going to have a Habitat for Humanity home there. Instead do more density in that site. She did send in an application to be chosen for this. If we are chosen, we can see what they come up with and it could be used for future development if someone wanted to build on it. She would like someone from the EDA Board to be available to attend. It is free to go to. If we are not chosen, we would not attend.

Foss said the property at 903 9<sup>th</sup> Avenue North a realtor asked her what the value of the property is. The property owner is wanting to sell this so maybe this could be included with 809 9<sup>th</sup> Avenue North. Depends on if the owner will sell it at a reasonable price.

Walker said he would attend the meeting if we are chosen.

**NEW BUSINESS:**

**A. EDA Bylaws Review**

DeWitt said this is a review of the EDA Bylaws. It is nice to review them at the beginning of each year.

Reynolds asked if we are still a Star City. The Bylaws still have Star City on this.

Foss will check if we need to remove Star City.

**B. 2016 EDAM Winter Conference**

The 2016 EDAM Winter Conference will be held on January 21, 2016 to January 22, 2016 at the Minneapolis Marriott Northwest in Brooklyn Park.

Foss said she did go to part of the conference today. She will not be attending tomorrow. She heard John Houseal (AICP, Principal, Houseal Lavigne Associates) speak on "The Link between Comprehensive Planning and Economic Development" and it was a good speech.

Reynolds asked if we have demographic information about the City available to handout.

Foss said she could do a website update on the City website. There could be a tab for Economic Development.

Walker said the City liquor store paid \$4,000 for their website update.

Sandberg said she is updating her business website and it will not be more than \$2,000. That includes a lot of extras with the site.

Foss said a site selector has already done their homework and she will get a cheat sheet to hand out. The other items at the seminar she heard issues on broadband, education, and the key note speaker was Richard Davis from US Bank. He had a great presentation. He talked about the survey the United Nations does and what he sees is energy alternative, trade competitive, big data, cyber security, and infrastructure spending. He also spoke of revamping post-secondary and post K-12.

**C. Legislative Action Day 2016**

Coalition of Greater Minnesota Flyer:

Registration is now open for the Coalition of Greater Minnesota Cities' Legislative Action Day! This year's event will be held Wednesday, March 16. It will kick off with a brief legislative update in the morning, followed by lunch with a speaker (both Senate Majority Leader Tom Bakk and House Speaker Kurt Daudt have been invited) at the Flaherty & Hood office in St. Paul.

Members will then spend the afternoon meeting with their legislators at the House and Senate offices (members should make their own appointments for meetings with legislators between 1 p.m. and 5 p.m. that day). The daylong event concludes with a legislative reception and dinner at Mancini's Char House & Lounge that evening.

Legislative Action Day is always a great opportunity to build connections between local officials and legislators and advocate for the priorities of Greater Minnesota cities. The registration form can be submitted electronically or printed out and mailed to the listed address. Please RSVP by March 2.

For those who want to spend the night in St. Paul, a limited number of rooms have been reserved for the CGMC at the Best Western Plus Capitol Ridge (formerly the Kelly Inn) for the nights of March 15 and March 16 at a cost of \$139 (plus tax) per night. The block is reserved for the CGMC until February 15. Members are encouraged to book their rooms early, as other events in St. Paul that week may make it difficult to find a hotel room on short notice.

\*\*\*\*\*End of Flyer\*\*\*\*\*

Hallin said she wants to go. She wants staff to sign her up and also for a hotel room.

#### **D. Long Term Bike Path Plan**

Community Development Director Memo:

Dan Howard has come to me to see if the City is interested in buying the property North of Highway 95-East of Highway 169, the old Great Northern Railroad.

This property would be ideal for a paved path in the future. When West Branch Street access to 95 is closed and 13<sup>th</sup> Avenue North is the new access, the bike path could continue from the new multi-family housing project north, and with the addition of a pedestrian bridge, could continue north all the way to Rainbow Park.

The goal of connectivity is achievable but foresight is key.

Staff is suggesting ongoing research into the property and potential purchase for future trail development.

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

Foss said Dan Howard wanted to know if the City is interested in this land. Long term plans it would make sense. MN Storage is interested in it. It would be a great place for a bike path. She could apply for a pedestrian bridge grant. We would have to buy the land. We would close West Branch entrance and open 13<sup>th</sup> Avenue North. They would have to cross Highway 95. The railroad south of Highway 95 is still undeveloped. Both railroads would be beneficial to a long term bike path. There was no discussion on the price he wanted for the site. He did mention that he is not happy with what the City is asking for on the land at Aero Business Park. He said they cannot compete with what that land is going for and his land at Rivertown Crossing. He

was not bitter, he was just being honest. She will get more information on the land Howard wants to sell.

Walker said he would like to see the numbers on what Howard wants to see the old Railroad site for.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

Walker would like Steve Jackson, Finance Director to come to the next EDA meeting and explain the Balance Sheet.

**B. Verbal Report**

**1) Renu Décor**

Foss said the Revolving Loan approved for Kevin & Alicia Stahl (Renu Décor) on February 19, 2015 is still behind on payments. The loan amount was \$24,900 and the first payment was due on May 1, 2015. Stahl has contacted Foss and is trying to continue making the payments. They are four months behind. Foss is not sure what steps the EDA Board would take on this. She might reach out to Rick Schwartz owner of the building Stahl's lease and see if they are current on their rent payments.

**2) Central MN Co-Op**

The City currently has a forgivable loan issued to them from winning the first round of "It Starts Here" downtown revitalization program. Wendy Bursch, the Executive Director for the Central Minnesota Art Co-Op, has not provided any financial documentation since September. She has heard the taxes are delinquent and that Bursch has moved. Since September Bursch has been working with an accountant and we still have not received any financials. The City Attorney sent Bursch a letter. Bursch is leasing the Print Shop and paint and pottery classes are being held.

Reynolds has been in contact with Bursch and she was under the impression that she is not moving.

Foss said Tom Willett, Small Business Development Center has been helping Bursch with a Business Plan and the financials and Bursch is saying that he did a bad job working with her. The electrical bill there is high and heating the place is a burden. The Chamber Director told Foss that the art grant was rescinded and Bursch cannot apply for another State Arts Grant for approximately two years. This was a \$10,000 forgivable loan.

Foss said that Liz Templin (Extension Educator – Community Economics) will be at the February 4, 2016 Study Session to give an overview of the breakdown on the demographics of the Business Feasibility Study.

**C. City Council and Planning Commission Minutes for December, 2015**

The EDA Board had no comments.

HALLIN MOVED, SECOND BY SANDBERG, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:45 P.M.

ATTEST:

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Thom Walker, President

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Mary Lou DeWitt, Comm. Dev. Assistant