

**THE REGULAR MEETING OF THE EDA BOARD HELD ON MAY 21, 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 was Grady Clark.

AGENDA ADDITIONS/DELETIONS:

RIDDLE MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM REGULAR MEETING ON APRIL 16, 2014

RIDDLE MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF APRIL 16, 2015. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

RIDDLE MOVED, SECOND BY HALLIN, TO APPROVE THE SPECIAL MEETING MINUTES OF APRIL 30, 2015. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED/OLD BUSINESS:

A. MN Dept. of Employment & Economic Dev. Invoice

Foss wanted to update the EDA Board that she received the invoice from MN Department of Employment and Economic Development and they did reduce the annual membership fee since she had registered in April, 2015. Foss said that it is \$625 for the annual membership and it went down to \$413.

Foss said she had a handout for tonight's meeting that she put together showing the committees and meetings she attends. She said she was told by the City Administrator that she is out of the office too much. She is asking the EDA Board where she should prioritize some of the meetings. The red highlighted ones are questionable and the blue are not. The Community Digital Sign committee is almost done. Hendricks Marketing is almost done.

Hallin asked if she ran it past City staff.

Foss said she ran it by Karnowski and he said it is too many. Jackson agreed it could be narrowed down. She questions if being out of the office she missed opportunities for walk-ins or what is the concern.

Reynolds asked how often the Downtown Committee meets.

Foss said biweekly. She has not felt like that one is necessary and could do it through the Chamber to ask about the meeting or email someone on the board. The GPS 45:93 could be remove from her calendar. The FAM (Familiarization) Tour is being held on September 13th-September 16th. Sherburne County Partners and Mille Lacs County Economic Development Taskforce is questionable where she would not have to attend each. Maybe every other time.

The EDAM summer conference and the MN Marketing Partnership quarterly meeting are held in Duluth on June 3-5, 2015.

Reynolds said she thinks the networking would be good at the conference.

Hallin said the PAVC could be skipped at times.

Reynolds agreed that there are some meetings that could be skipped that are on the list.

Foss said she will cut back on some and not go every month to the others if not necessary. She setup goals for short term and long term.

Hallin asked what the item in the mid-term goals is for the DAC.

Foss said she is going to see if the DAC wanted to do a face lift. She thinks the outside of the building could use it.

The EDA Board thought they had done one when they took over the building.

Walker asked Foss to figure out how many hours you have been gone and try to be in office more. Document when you are in the office. On dues and subscriptions let us know what we do not need anymore. Take out the Grow MN. Share meetings with Chamber representative.

B. 2015 EDAM Summer Conference

The EDAM Summer conference will be held at Duluth in the Duluth Entertainment & Convention Center on June 3rd thru June 5th, 2015. The member's fee if received after May 11th is \$320 for the conference. Hotel accommodations are a separate fee.

RIDDLE MOVED, SECOND BY SNUSTEAD, TO APPROVE THE EDAM SUMMER CONFERENCE AND THE MN MARKETING PARTNERSHIP QUARTERLY MEETING FOR JUNE 3RD THRU JUNE 5TH, 2015. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. "Friends of the Library" – Computer

Community Develop Director memo:

Robin Suhsen of Friends of the Library has requested a donation of one of the computers that were returned to the EDA through the defaulted revolving loan from Rum River Health Services. She has expressed a need for staff to have a computer available for the programs they offer and to record minutes from meetings.

Steve Jackson has followed up with Isaac Jensen regarding the usefulness of the computer and it appears that there is one that would meet their needs.

HALLIN MOVED, SECOND BY SNUSTEAD, TO APPROVE DONATING TO THE "FRIENDS OF THE LIBRARY" ONE OF THE COMPUTERS THAT WAS RETURNED TO THE EDA BOARD THROUGH THE DEFAULTED REVOLVING LOAN FROM RUM RIVER HEALTH SERVICES. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Membership Ledger

Foss said the membership ledger shows what has been spent for 2013 and 2014. Foss scanned through the list with the EDA Board.

Walker said the request to be a member of something might not always be necessary.

Foss said the Regional Park and Trails conference in Maple Lake might not be necessary. Carie Fuhrman spent all the time writing the grant and she did not get it. Foss said applying for the regional designation needs to apply for first and then maybe getting the grant.

C. MN Economic Development Marketing

Foss feels like this marketing program would not be worth it financially. The fee is \$1,250 and that is more than what is needed to advertise the City.

Hallin likes to advertise online.

Walker does not believe online ads are that great.

Foss will keep a look out on the rates and let them know.

Reynolds said Explore MN is a good magazine to have an ad in. Mary Chapman who worked at the Chamber was good at meeting the deadlines. We have missed the deadlines since Chapman has been gone.

D. Habitat for Humanity Request

Wayne Eller, Habitat for Humanity Executive Director wrote the following memo:

Greeting Jolene, Thank you so much for the warm reception and your office hospitalities. I also enjoyed meeting you and Steve. I sincerely hope that we can once again work with your amazing city to enable a couple more families to move into affordable (and quality) housing in a great community. It would really help me bring a positive opportunity to my eager Board of Directors if we could have the:

- *Lots sold to us for \$1.00 (one dollar) each and the parcels would come with*

- 1) A commitment for title insurance;
 - 2) A warranty deed;
 - 3) A recent survey;
 - 4) No fees to Habitat including any current or pending assessments.
 - 5) Environmental impact assessments acceptable to HUD.
- And a good faith effort to assist us with the water and sewer stumbling block at 4th and 9th would be most significant.

If we were able to obtain the lots we visited, we could at least begin to do some site preparation perhaps as soon as this fall with a goal of building in 2016 or 2017.

I truly am enthusiastic about these prospects. Please let's make it happen!!

Foss is asking the EDA Board:

WHAT IS CITY WILLING TO DO?

WHAT IS EDA WILLING TO DO?

WHAT WILL MHFA/HUD/NSP ALLOW US TO DO?

Do we do what Cherre says and get public input? Put out RFP for local developers who are willing to do the project?

Do we do what Nira and Karen say and show a Certificate of Cost Reasonableness and work with H4H without looking elsewhere?

*****End of Staff part of the memo*****

Foss said this is a big list from Habitat. She had seen an email to Karnowski back in 2011 in regards to the second lot by Triangle Park, where Eller was asking for more affordable hook-up fees for sewer and water. Eller would like it more affordable for SAC & WAC services by the north Casey's area and also the bus barn area if they were to put up a home there.

Riddle said a developer would want them for \$1. We are having low income at the apartment area, right.

Walker said the site by the bus barn has sewer and water there. See if Habitat would want that. There was a house there and we burned it down.

Riddle said Title Company would be able to do the title insurance easy.

Walker said we cannot do anything for sewer and water for the site by Triangle Park. The site by the bus garage has a hook-up for sewer and water so that would work for them. We could do an RFP and advertising for the site on the north end of town by Casey's.

Foss said a public hearing feedback would be necessary and see if the low housing guidelines are met. We could invite developers to the public hearing. She will look into it and come up with a date and time for a meeting. Maybe a developer would like to buy it and make twin homes at the site. Foss said there was one RFP received for removing the tanks, so hopefully they will work on it.

E. Aero Business Park Rezoning Discussion

Foss said Walker wanted to rezone this area to light Industrial. I had been rezoned to B-3 Highway Business.

Riddle and Hallin do not believe this should be rezoned to Industrial.

The Zoning Ordinance was reviewed for B-3 Highway Business.

Walker agreed that it should stay the same zoning.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1) Data Center Article

Foss said she liked the article. The week of June 22nd John Rhodes will be coming to Princeton and looking at the site and also will be going to International Falls.

2) GPS 45:93

Foss said the GPS 45:93 is tomorrow at Sandstone, MN. She was planning on attending and also the Workforce meeting. She believes we have a chance for the FAM Tour here.

Foss also wanted to add conversation on the Electric Vehicle Charging Station. \$750 was approved for the EDA to put in. Foss looked at Ebay for a one plug charger. The Princeton Public Utilities said they would help install it.

Walker said the EDA would pay up to \$750 and the Chamber was suppose to also contribute. The Electric Vehicle Charging Station should be somewhere on main street in the parking lot.

Foss said she printed off the 2015 Small Cities Transportation Aid and was looking over what funding and grants will be available.

Hallin said she heard Faith Goenner from “Mama G’s Pregnancy Shop” give a presentation at the Chamber meeting. She has a clear vision and unique idea and is very happy with her decision to open the shop.

C. City Council and Planning Commission Minutes for April, 2015

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY WALKER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:07 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant