

**THE REGULAR MEETING OF THE EDA BOARD HELD ON JULY 10, 2014, AT 6:00 P.M., AT
PRINCETON CITY HALL**

The meeting was called to order by Thom Walker. Members present were Charles Snustead, Victoria Hallin, Cindy Riddle, Mary Chapman, and Grady Clark. Staff present were Carie Fuhrman (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Genny Reynolds.

AGENDA ADDITIONS/DELETIONS: None

APPROVAL OF MINUTES FROM REGULAR MEETING ON JUNE 19, 2014

HALLIN MOVED, SECOND BY RIDDLE, TO APPROVE THE MINUTES OF JUNE 19, 2014. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED/OLD BUSINESS:

A. NSP

1. Approve Hiring Consultant for Construction Contingency Plan

Construction Contingency Plan at 903 9th Avenue North (former gas station).

The City now has the deed to the property.

Fuhrman received five (5) proposals for the Construction Contingency Plan (CCP) to be performed at the former gas station in response to the Request for Bids sent out in mid-June. The CCP was recommended in the Phase II environmental assessment to establish the actions to take in response to identified potential site conditions, such as contaminated soils or other unanticipated conditions. It also includes a technician to monitor the soils during demolition, particularly in the specific area with elevated VOCs.

Five Proposals:

Javelin Group - \$2,100.00

WSB - \$3,700.00

West Central Environmental Consultants, Inc. - \$4,975.95

Peer Engineering - \$6,344.50

American Engineering Testing, Inc. - \$7,280.00

An analysis of each of the proposals was given to the EDA Board for their review. Fuhrman said one piece of information was missing from the Javelin Group, and she received a response from them today on, is the implementation report, which puts their bid at \$2,600. She still needs to contact the references they provided. Based on analysis of each of the proposals, Fuhrman would recommend approval of hiring and entering into a contract with the Javelin Group to perform the Construction Contingency Plan and soil monitoring at 903 9th Avenue North, based on the finding that the proposal appears to be the most responsive to the Request for Bids at a reasonable cost. Copies of all of the proposals are available for review.

Snustead questioned if we need a Performance Bond.

Fuhrman said Steve Jackson, City Finance Director, did not recommend a Performance Bond for a project of this size. He did not believe it was needed.

Snustead did not agree.

HALLIN MOVED, SECOND BY RIDDLE, TO APPROVE HIRING AND ENTERING INTO A CONTRACT WITH THE JAVELIN GROUP TO PERFORM THE CONSTRUCTION CONTINGENCY PLAN AND SOIL MONITORING AT 903 9TH AVENUE NORTH, SUBJECT TO CONTACTING THE REFERENCES PROVIDED. UPON THE VOTE, THERE WERE 5 AYES, 1 NAY. (AYES: HALLIN, WALKER, CHAPMAN, CLARK, AND RIDDLE; NAY: SNUSTEAD). MOTION CARRIED.

**2. Approve Hiring Company for Demolition Work
Demolition of 908 9th Avenue North (former Bergstrom home) and 903 9th Avenue North (former gas station).**

Fuhrman received one proposal for the demolition work to be performed at the former gas station and former Bergstrom home in response to the Request for Bids sent out in mid-June. West Branch Construction submitted a cost proposal for \$40,250.00. The work needed is quite extensive, including:

- Removal and disposal of trash and non-construction debris inside and outside both structures;
- Removal and disposal of asbestos-containing materials prior to demolition;
- Capping municipal water and sewer service; sealing private wells (if discovered); and abandoning onsite septic (if discovered);
- Demolition of the former home and gas station; removal and disposal of both buildings and foundation debris; and
- Preparing the site for potential future redevelopment.

Fuhrman would recommend approval of hiring and entering into a contract with West Branch Construction to perform the demolition and clean-up of the two sites. A copy of their cost proposal is provided for review. Fuhrman said the NSP fund has sufficient funding to pay for both of these tasks. There is a lot of debris at both places. Asbestos has to be taken care of also.

Hallin asked if they remove everything from the site.

Fuhrman said yes.

Hallin questioned if all the funding is available.

Fuhrman said yes, there is approximately \$60,000 left in the NSP funds. Keep in mind there will not be a lot left after these two contracts are awarded. It was recommended that any funds remaining be used for the water looping at the Arcadian Homes site. As far as potential redevelopment, Habitat for Humanity has indicated interest in the site. Another idea that has been mentioned is a development similar to what is north of this site, and she is looking into that also. She is checking with the DNR, County, etc. on what is possible on the site as there are many restricting aspects (ex: County road ROW, steep slope, etc).

Walker commented the extra funds could go towards treating storm water just in case that were to be passed by the State.

Fuhrman will ask the NSP staff on that. They do want us to have a plan in place.

Walker mentioned a retention pond or something else could also be used on the site where the two buildings will be removed.

HALLIN MOVED, SECOND BY CHAPMAN, TO APPROVE HIRING AND ENTERING INTO A CONTACT WITH WEST BRANCH CONSTRUCTION TO PERFORM THE DEMOLITION AND CLEAN-UP OF THE TWO SITES.

Snustead asked if a performance bond will be required with them.

Fuhrman will check, but likely not.

UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

B. Rum River Health Services Computer Rehabbing Work

Fuhrman said she received two bids for the refurbishment of the 29 computers obtained through the Rum River Health Services default on their revolving loan fund.

- TDT Computer Consulting & Service: \$2,465.00
- F1 Computers: \$1,914.00

Fuhrman is requesting a motion from the EDA directing staff to hire one of the consultants for the refurbishment of the computers, and approval to disperse to city staff or sell the computers once they are refurbished.

Snustead asked where F1 Computers is located. He was not familiar with their business.

Fuhrman said downtown Princeton. She had her personal computer worked on by them and she was happy with the results.

Walker said we have a good relationship with TDT Computers.

Chapman prefers TDT Computers.

Riddle said TDT Computers does the Police Departments computers.

Fuhrman said 3-5 computers will be used by city staff.

Snustead asked how this bill to refurbish the computers will get paid.

Fuhrman said with the sales of the computers.

Snustead would like any extra funds to go back to the Revolving Loan Fund.

Hallin liked in the bid that F1 Computers would ask before fixing any identified hardware issues.

Riddle asked if both places would help sell the computers.

Fuhrman said that would be an added cost.

Snustead said Tom at TDT Computers works with Hamline University and he sells stuff to Hamline.

Walker said after the computers are done we could ask Tom to see if Hamline would want them.

Riddle asked if F1 Computers and TDT Computers will do the same work on the computers.

Fuhrman said that the request for bids listed what the city was requesting. Steve Jackson, City Finance Director, did recommend going with the lower bid since we have to pay for them to be fixed. She understands the City has a relationship with TDT Computers through the Police Department.

Walker said the longer we wait the less the computers are worth.

Riddle agreed.

CHAPMAN MOVED, SECOND BY WALKER, TO HIRE TDT COMPUTER CONSULTING, INC. FOR THE REFURBISHMENT OF THE COMPUTERS, AND APPROVAL TO DISPERSE TO CITY STAFF OR SELL THE COMPUTERS ONCE THEY ARE REFURBISHED.

Chapman commented that she knows TDT's reputation, and if TDT sells the computers for the EDA once they are cleaned up, it's important that they know the equipment.

Walker asked where the funds will come from to repair the computers.

Fuhrman said Steve Jackson is still here for the City Council meeting tonight and she will go get him so he can answer specific financing questions. The Police Department needs one computer and the Public Works need a couple of computers. Fuhrman went to get Jackson.

Steve Jackson said the money would be borrowed from the Liquor Store funds and once the computers are sold, the Liquor Store funds would be paid back first, and the remaining money would go to the Revolving Loan Fund. The City Council would have to approve funds coming from the Liquor Store funds and that could be approved tonight at the City Council meeting.

Fuhrman said she will add that to the City Council agenda for tonight's meeting.

UPON THE VOTE, THERE WERE 5 AYES, 1 ABSTAINED. (AYES: WALKER, CHAPMAN, RIDDLE, CLARK, AND HALLIN; SNUSTEAD ABSTAINED).

C. Sherburne County Economic Development Strategic Plan Update

Fuhrman received an email from Dan Weber, Economic Development Specialist that read:

Recently we have had several inquiries requesting an update on the status of the Sherburne County Economic Development Strategic Plan. I wanted to take a moment to update everyone on our current timeline and progress made so far.

At the June 4th County Board workshop meeting a preliminary draft of the Sherburne County Economic Development Strategic Plan was presented to the Board of Commissioners by Springsted. Based on feedback from the discussion and previous community meetings, we have narrowed the focus of the plan to six main strategies.

- 1. Collaboration with Public Agencies and Private Partners*
- 2. Invest in Transportation and Technology Infrastructure*
- 3. Determine Role in Marketing*
- 4. Allocation of County Resources*
- 5. Efficient Use of Financial Incentives and Tools*
- 6. Maximize Value of Public Facilities*

The Work Plans that fall under each of these six strategies will be discussed at the July 8th County Board meeting. The plan is to assign tasks and completion dates to each portion of the work plan.

In addition, and as I mentioned in an earlier email, we are planning our first Countywide Community Partnership meeting on August 5th at 2 pm. DEED will be the main speaker at this meeting, but my plan is to distribute the final version of the strategic plan to all attendees. I will be sending out an agenda closer to the meeting date.

Thank you to everyone who has participated in this process and do not hesitate to contact me with any questions. Dan Weber

-----End of Memo -----

Fuhrman said she went to two meetings on their Strategic Plan. She has been talking to Dan Weber and Weber said they are looking at developing a Development Fund. Fuhrman told him about what the City is looking at and maybe could apply for the funding.

NEW BUSINESS: None

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1. Higher Education Presence Update

Fuhrman said she will be sending out a survey for Princeton area manufacturing and healthcare industries in regards to workforce, education, and training. She should have the results by the next EDA Board meeting and will share the outcome of the survey.

Walker asked what funding would be available to drive the projects.

Fuhrman said the School District is already taking on new projects and that is good. The next step is with the businesses or the nursing homes need a CMA Program. Maybe they would bring that here if it is needed. We need to take small steps and maybe in the future it will be a permanent presence here.

Snustead commented that a nursing program would be a priority. The Elim Home advertises in the Princeton and Milaca area for help.

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

The EDA Board had no comments.

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HALLIN MOVED, SECOND BY CHAPMAN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:35 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant