

**THE REGULAR MEETING OF THE PRINCETON EDA BOARD HELD ON
AUGUST 18, 2011, AT 6:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

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

Absent was Ben Hanson

APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JULY 21, 2011

SNUSTEAD MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES FROM THE REGULAR MEETING ON JULY 21, 2011. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED BUSINESS:

A. Madre Loca Revolving Loan Fund Update

Fuhrman informed the EDA Board that the loan papers have been signed, but Heide Burns did not bring the receipts for the items that were purchased. The check is being held until Staff receives the receipts.

NEW BUSINESS:

A. Properties Added to Rural Taxing District

Fuhrman updated the EDA Board on the Rural Taxing District applications. Fuhrman provided a map highlighting the ten property sites that applied for the lower tax rate. Five were approved and five were denied by the City Council. The parcels that were denied did not meet the qualifications of the Ordinance.

The property owner must submit an application to be reviewed by the City Council who will make the determination if the parcel meets the criteria or not. The following is the criteria established to determine whether or not the parcel qualifies for the Rural Taxing Service District:

- Parcel is currently unplatted
- Contains more than 2.5 acres
- Lies within the corporate limits of the City of Princeton
- Either abuts the municipal boundary on at least one side, or has been annexed into the City less than ten years prior to the date of filing an application
- Does not have reasonable convenient access to municipal sewer or water
- Either unimproved or is used or improved for rural residential or agricultural purposes only
- Does not benefit from a substantial number of municipal services provided by the City
- Does not contain property located within a JobZ Zone.
- Does not currently include property with a "Green Acres" property tax classification

Fuhrman has received an application for Robert Soule's property west of 21st Avenue. This site has water and sewer available so it will not be eligible.

Walker asked if there have been any negative comments on the ones that have been denied.

Fuhrman said no.

OLD BUSINESS:

A. Small Cities Development Program Update

Fuhrman updated the EDA Board on the Small Cities Development Program. This program could be used for the properties that do not have sewer or water hook up in the City. Lakes & Pines is waiting on getting the signed contracts and release of funds from the State. The Policy & Procedures Manual needs to be adopted at the August 25th Council meeting. Other than meeting the income eligibilities requirement, the interested party needs to be current on their mortgage and in good standing with municipal bills. Mobile and Manufactured Homes are eligible. The funds will be divided with the City of Milaca and we are still waiting for Milaca City Council's decision.

Lakes & Pines will send letters to property owners that have shown interest in the program. The letter will state that Lakes & Pines is ready to accept applications. An ad will be placed in the newspaper. All applications will be going to Lakes & Pines and they will verify that the qualifications are met, and if they are, they will approve the application. The Lake's & Pines Field staff will conduct inspections of the properties. The contractors can submit their bids, and once approved, the work is performed.

Fuhrman said the City Administrator would like to have on the next City Council meeting further discussion of hooking up to City sewer and water.

The EDA Board would really like to see those who are not hooked up would use this availability of the program for this. Council has to give the ok to use this program for hook up for city sewer and water. Lakes and Pines has the final decision.

Walker asked if there is a lien on the property would it still be eligible for this program?

Fuhrman will check on that. She was also asked to see how the funds are tracked.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1) Update on Block Party Booth

Fuhrman said that she had set up a table with information regarding Aero Business Park and Economic Assistance Programs. She appreciated Thom and Vicki's help. Fuhrman said she met a lot of residents. One business owner who has a Heating & Cooling business is possibly interested in a lot at Aero Business Park.

2) Timber Trails – Establish Commuter Route(s)

Fuhrman said that at the last EDA meeting, the Board wanted her to contact them to see if they would like to come to an EDA Board meeting and give a presentation. Fuhrman had left them a message, but has not heard back, as of yet.

3) Walmart Update

The Planning Commission Board reviewed the Walmart applications and approved them. Their anticipated store opening date is spring of 2013.

4) USDP Update

The Planning Commission Board approved the applications for Variance and Site Plan Review for the addition at United States Distilled Products.

Hallin is okay with the side yard setback, but her concern is the building height of 37 feet.

Fuhrman said she had checked on this with the City Airport Engineer and they are well below the fly zone. USDP are hoping to expand another warehouse in 2.5 years to the west of their site.

5) Westling Property

Fuhrman told the EDA Board that John Westling had contacted her and said he started a new business, "Heartland Auto and Electric". Westling is interested in the Revolving Loan Fund to purchase a piece of equipment. He has a contract with a company in Perham, MN and this equipment would be helpful. Fuhrman sent Westling the Revolving Loan application.

Fuhrman said that Westling also mentioned the remaining portion of his property next to the site the City purchased by the Airport is still for sale. Fuhrman said she spoke to the City Administrator and he told her the City does not have the funds to purchase more land.

6) Small Business Development Center

Fuhrman said that she spoke to Barry Kirchoff, Small Business Development Center, and he would be willing to give a presentation to the EDA Board.

Riddle suggested that the Princeton Chamber of Commerce members may like to be invited to the presentation.

Fuhrman will speak with Mary at the Chamber and see if they would like Kirchoff to give a presentation at one of their Chamber meetings.

Walker said she should give John Westling the contact information for Kirchoff. It might be helpful for Westling to talk to him.

7) “Finder’s Fee” Question

Fuhrman said when she first started working for the City of Princeton, Thom Walker had asked her to look into a “Finder’s Fee” that EDA could give to a business in the City that brought another business to locate here. Fuhrman had asked someone on the City staff if this was possible and was told to talk to the City Attorney. She will let the EDA Board know at the next meeting what the Attorney advises.

C. City Council and Planning Commission Minutes for July, 2011

The EDA Board had no comments.

HALLIN MOVED, SECOND BY SNUSTEAD, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:32 P.M.

ATTEST:

Paul Whitcomb, President

Mary Lou DeWitt, Comm. Dev. Assistant