

**THE REGULAR MEETING OF THE EDA BOARD HELD ON OCTOBER 15, 2015, AT 6:00 P.M.,
AT THE CITY HALL BACK ROOM**

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

Absent were Cindy Riddle and Grady Clark.

AGENDA ADDITIONS / DELETIONS: None

APPROVAL OF MINUTES FROM REGULAR MEETING ON OCTOBER 15, 2015

SNUSTEAD MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF OCTOBER 15, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS:

A. John Uphoff – Industrial Park Expansion Study Update

John Uphoff (WSB Engineering) gave an update on the Industrial Park Expansion Study. Uphoff said he will bring a final draft in November. What he has right now is just an update on how the process is going. They have the general interviews with the businesses in the Industrial Park done, but do plan to go back and ask a few more questions. The good thing that came out of the interviews is the businesses said they are stable for the next 3-5 years and won't need expansion. They are not growing in a way that they are in need for new space. The exception is Inline Packaging that does need more space and wants to purchase a building now. They are working on something that may be able to help with another site. Uphoff said there are some isolated issues that need to be met for United States Distilled Products with pretreatment.

Uphoff said work on speed bumps need to be done. The parking and staging of the trucks needs to be done. There are periodic problems with the truck staging. They did a Regional Market Study for Industrial land. They looked at Big Lake, Monticello, and Elk River who have certified sites. They found the absorption of land is down. Big Lake has had their first phase of certified sites taken, but not the next. Those areas are looking at TIF and Tax Abatement Programs. Certified Shovel Ready is a good thing to have where it is all ready for development. Having a diversity of land size is good. Reserving larger parcels for distribution centers is good to have. There is a good amount of demand for distributing centers now. Land becomes more scarce so developers will move on buying land while the prices are lower now. Having access to the major transportation routes is good.

Reynolds asked on how we are doing for housing land.

Uphoff said he has not looked at the housing market, but he believes we are not built out and land is available.

Snustead asked if we have enough industrial land.

Uphoff said there is ulterior land surrounding Princeton. There is a good mix of different size sites and most have utilities to them. He will have a map with ratings on the sites. They will look at the setback requirements and wetlands and they will determine how much is developable on that land. They will even lay out roads to the land that would work. Should be a cost effective manner for the supply of land and what the cost would be to put infrastructure there. With the Industrial Park businesses saying they are stable for the next 3-5 years, this allows Princeton time to look at the long range. Having a site Minnesota Shovel Ready is very cheap to have it certified ready. The final draft will have the timeline and the cost estimates. They plan to follow-up with the businesses in the Industrial Park on their internet service that they have now and see if that needs to be updated.

Foss said Mille Lacs County just got their broadband update and she got the information from Richard Baker.

Snustead asked if they will have projections on the airport and what future businesses need.

Uphoff said he just found out that a guy that works at WSB Engineering specializes in airports and he is going to ask him what the perimeters are for airports and what land is left to be used by the FAA. The final draft will be easy to read and should be ready the end of November. A joint meeting with EDA Board and City Council will be ready to present in December.

Walker asked when talking to businesses on the interviews, were they forthcoming.

Uphoff said since he is not from the City that helps and he had also spent 15 years in private sector of business prior to his job with WSB Engineering so he knew what to ask or what not to ask. They were forthcoming on the answers, but he did not ask revenue questions.

B. NSP – Request for Proposal

Foss said she had emailed Nira Ly (MHFA) on October 9, 2015 and a copy of this email was included in the packet. Foss wrote that the Princeton Economic Development Authority has expressed their desire to move forward in the process of soliciting bids for the Affordable Housing Project. She has made the necessary changes to the draft Request for Proposals and believes it meets all the MHFA criteria. Foss wrote in her email that she has had interest expressed by more than one developer for the West Branch site. She wrote in the email that she would like to release the Request for Proposals on October 15, 2015 and have them due by December 1st. Then have the selection at the December 17, 2015 EDA Board meeting and the Contractual Agreement in place by January 28th, 2016.

Nira Ly had responded to the email on October 14, 2015 that her and Karen Johnson (MHFA) have provided comments on sections of the draft RFP specifically related to NSP. They did not

review and are not commenting on the other sections of the RFP. Foss said the other area on the RFP is where she had gotten help from Cherre Palenius (MN Housing Partnership).

Foss said Deanna Hemmesch (Central MN Housing Partnership) is still interested in this site. They only need two bids on the RFP. A motion is needed to approve the RFP to be advertised in the paper.

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE STAFF TO ADVERTISE IN VARIOUS SURROUNDING NEWSPAPERS FOR THE REQUEST FOR PROPOSAL FOR THE NEIGHBORHOOD STABILIZATION PROGRAM AT WEST BRANCH STREET SITE (FORMELY ARCADIAN HOMES SITE). UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. Sherburne County & Mille Lacs County Park & Trails Plan

The following is a memo from Colin Harris, P.E. Engineering Associate, Alta Planning + Design To Members of the Advisory Committee – Sherburne County Park, Trail and Active Living Plan Dated: October 9, 2015

As part of the Sherburne County Park, Trail and Active Living Plan, Alta Planning + Design requests the information listed in this memo. This request is a follow-up from our meeting on October 1, 2015. Thank you in advance for your assistance.

Existing Plans:

- *Any city or regional plans or current planning efforts that relate to parks, trails, walking and/or biking that would be useful for the development of the Sherburne County Park, Trail and Active Living Plan.*

GIS Data:

- *Destinations
 - *Parks, recreation, and open space areas*
 - *Park features (parking, trails, playgrounds, shelters, fields, athletic facilities, wayfinding, etc.)*
 - *Schools, Libraries, Community Centers, and other regional destination**
- *Existing and proposed on- and off-street bicycle facilities (bike lanes, off-street paths, etc.)*
- *Existing and proposed sidewalks, pedestrian paths and trails*
- *Pedestrian support facilities (including trail heads, rest areas, restrooms, etc.)*

Photographs:

- *Any photographs you can share of places in Sherburne County – preferably including parks, trails, and people being active – that can be included in the plan.*

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

Richard Baker (Comm. Dev. Coordinator Mille Lacs County) sent Foss an email on October 7, 2015 in regards to Mille Lacs County Master Park & Trails Plan. Baker wanted to know if the City has a map with all the existing Parks & Trails identified along with a list of the amenities, or proposed amenities for each. The County has someone creating a map that will be used as part of their public input session at 7 P.M. on November 9th, 2015 at the County's Planning & Zoning Commission meeting. Eventually Mille Lacs County wants to create a GIS map layer for various parks & trails and amenities throughout the County. This would give people the opportunity of clicking on a specific park and they would get a hyperlink to a list of amenities.

Foss said both counties are requesting information and Carie Fuhrman had put together a large folder with information. Foss will be going through that file with Bob Gerold and Todd Frederick who are on the Park Board, so there is consistency of what is submitted. If the EDA Board finds something that needs to be in this, let her know.

B. TAP Grant

Transportation Alternatives Program Grant for Federal Fiscal year 2020. TAP is intended to fund community-based projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more. The eligible sponsoring agencies that can receive TAP funding include counties, cities with a population over 5,000, tribal units of government, natural resource or public land agencies, transit agencies, Regional Development Commissions, and school districts or educational agencies. If a non-State Aid City (City population under 5,000) would like to apply for funding, they would need to have their project sponsored, likely by their County.

All TAP funded projects require a minimum 20% local match of eligible project costs. The solicitation taking place through the fall 2015 and winter 2016 is for projects that will be ready for construction in Federal Fiscal Year 2020. The central Minnesota ATP 3 incorporates a competitive process in selecting eligible projects. The ATP integrates recommendations from the four regions within it, including Region 5 Development Commission, East Central Regional Development Commission, Region 7W Joint Powers, and St. Cloud Area Planning Organization. The ATP also utilizes a Subcommittee that reviews and suggest TAP projects to the ATP.

The deadline to submit Letter of Intent online is October 30, 2015. Applicants will be notified by their Region whether or not to proceed to full TAP Application by November 13, 2015. The deadline to submit TAP Application to ATP3 is January 8, 2016. Applicants will be notified by ATP 3 staff and selected projects will be included in the Draft Area Transportation Improvement Program by April 15, 2016.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE STAFF TO APPLY FOR THE TRANSPORTATION ALTERNATIVES PROGRAM GRANT (TAP). UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

C. Data World

The Marketing Partnership, in conjunction with Greater MSP, will be a bronze sponsor at the West Coast conference in Half Moon Bay, CA. The event will be held on November 12th and 13th, 2015. This group focuses primarily on the financing of projects and is directed to those groups that are actively pursuing new data centers. This conference focuses on data center developers and financiers for those facilities. The cost is \$2,000.

Foss said this is not budgeted for and she does not need to go.

The EDA Board said they did not like the cost for such a short time period trip. They did not make a motion to approve it.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1) Renue Décor Revolving Loan

The EDA Board approved a Revolving Loan of \$24,900 for Kevin & Alicia Stahl, Renue Décor on February 19, 2015. The first payment was due on May 1, 2015. Foss informed the EDA Board that they have missed the August and September payments. Foss said she had called Kevin Stahl on October 1st and said they are behind August and September payments. They did just come in and make a payment, but that leaves them behind payments for September and October. She will continue to call him if necessary on late payments.

2) Broadband Update

Foss said Mille Lacs and Sherburne Counties have their Feasibility Study done. There was a meeting with Skynet and possible contributors. She will keep the EDA Board updated on the this.

3) Mileage

Foss informed the EDA Board that Steve Jackson, City Finance Director had told her she is over the amount set aside for 2015 mileage budgeted. The mileage budgeted for Planning and Zoning for the year is \$700 and for EDA is \$400, total together is \$1,100. Year to date that has been turned in is \$1,440.08.

Foss made a list of the meetings she goes to and is asking the EDA Board if they would like her to reduce the number she attends or increase her mileage budget.

The EDA Board discussed the meetings and decided that she could have the mileage increased somewhat and reduce the amount of meetings she attends. She should look at what meetings are helpful for what we are doing at the City. Go every other month to the meetings. It was

suggested that an EDA Board member should go to a few of them that maybe helpful. No amount was given on what the increase should be.

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

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6.55 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant