

**PRINCETON ECONOMIC DEVELOPMENT AUTHORITY  
AGENDA  
October 16, 2014, 6:00 P.M.  
Princeton City Hall**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIENCE**
  
- 2. AGENDA ADDITIONS / DELETIONS**
  
- 3. APPROVAL OF MINUTES FROM regular meeting on September 18, 2014 - Tab A**
  
- 4. UNFINISHED / OLD BUSINESS:**
  - A. CEDS Survey (Comprehensive Economic Development Strategy) – Tab B**
  
- 5. NEW BUSINESS:**
  - A. Small Cities Program – Tab C**
  
- 6. MISCELLANEOUS:**
  - A. EDA Balance Sheet**
  - B. Verbal Report**
    - 1) Introduce Jolene Foss**
  - C. City Council and Planning Commission Minutes for September, 2014 –Tab D**
  
- 7. ADJOURN**

## MEETING PROTOCOL

1. The chair of any board or commission has the same rights as the other board or commission members in that he/she can both make and second motions.
2. The chair of any board or commission also has the right to vote on all motions that come before the body. Historically, if there's a roll call vote (as opposed to the standard voice vote) the chair sometimes opts to vote last.
3. Generally, a board or commission member should vote on all issues before the group unless they have a disqualifying personal interest in the issue. In cases where the member has a conflict on interest, the member should:
  - A. Advise the board of their intent to abstain and state the conflict before the vote is taken.
  - B. If the member has a true disqualifying personal interest they should take the liberty of seating him/herself in the audience for the duration of the discussion (from where the member can comment on the proposal) until the vote is recorded.
4. On a voice vote, if a member does not vote 'aye' or 'nay', then the member is considered to have voted with the prevailing side. In other words, on a 5 person board, if only 2 members vote 'aye' and the others don't say 'aye' or 'nay', then the vote should be recorded as passing unanimously.
5. If the chair, or one of the members, is not sure of the outcome after a voice vote is taken the chair or member can request a roll call vote whereby the chair asks each member to indicate their preference and the final tally is taken from the results of that polling.
6. It is incumbent on all board and commission members to exhibit professionalism and maintain the respectful decorum required of a assemblage representing the public. Members (as well as the public) should raise their hand and be recognized by the chair before commenting on the issue before the body. Members should also refrain from engaging in member to member debate. The public discussion of issues should not deteriorate into an argument between members. Comments of members and of the public should be directed to the Chair, not to individual board or commission members or other members of the public. The members should also treat their fellow board/commission members and staff with respect.

**THE REGULAR MEETING OF THE EDA BOARD HELD ON SEPTEMBER 18, 2014, AT 6:00 P.M.,  
AT PRINCETON CITY HALL COUNCIL CHAMBERS**

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

**AGENDA ADDITIONS/DELETIONS: None**

**APPROVAL OF MINUTES FROM REGULAR MEETING ON AUGUST 21, 2014**

CHAPMAN MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF AUGUST 21, 2014. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**UNFINISHED/OLD BUSINESS:**

**A. On-Going Projects**

**Community Development Director Memo:**

**Business Retention & Expansion Program (Grow MN):**

Try to do 2 Grow MN visits per month. They traditionally have been done with myself and the Chamber Director – the work is split evenly between the two positions (we split on and off setting up the visits and following up). Others can attend as well – EDA or Chamber Board members; Try to keep the number of “interviewers” to three or less. *Visits are always confidential!*

- Set up the visit with a business owner.
- Send the “survey” ahead of time and ask them to fill out beforehand.
- Bring the interview form with. One person asks the questions/leads the conversation; the other takes notes.
- Send the filled out interview forms to Kathi. Kathi sends aggregate information throughout the year, or as requested.
- Follow up with a hand-written thank you note to the business.
- Pending on the visits, follow up with appropriate agency and with the business.

Forms are found in the “Grow MN” folder in the black fire cabinet in my office. The list of businesses already visited are in the folder as well. After my departure, Mark is receiving emails from Kathi Schaff.

Fuhrman said that the Chamber is still looking for a new Director. She has done them on her own and does not need to have another person. Mary Chapman has gone with when she was at the Chamber. One ask the questions and the other takes the notes, and after sends them on to the MN State Chamber.

Reynolds asked when they forward the information onto MN State Chamber, how do they follow-up with their visit.

Fuhrman said they have followed up on the question about their taxes or if some business needs a piece of equipment, she has called them back and told them what business they can call that has that equipment. She then follows up with Kathi Schaff and lets her know that they have followed up on the businesses questions.

### **Downtown Committee**

Meets twice a month on the second and fourth Tuesdays of the month at 11:00 AM: First Tuesday of the month is held wherever the Chamber monthly luncheon is held. Fourth Tuesday of the month is held at Louise's Basement (below Ossell's Department store).

I have been preparing agendas and minutes, especially as we prepare for the MN Design Team Visit. I am hoping the new Chamber Director can take this on being it is a Chamber group (with continued involvement by my replacement). This is an important group for the City to stay involved with as we have made some strides just in communication alone between the City and downtown business owners. They are a motivated group and instrumental in bringing the MN Design Team to Princeton.

Fuhrman said it is an important group for the City to stay involved in. They deserve recognition from the City staff.

### **Electric Vehicles (EV) Charging Station**

Chuck Andrews, owner of Andrews Auto, just north of Princeton, has been very active in trying to promote the installation of Electric Vehicle (EV) chargers. The EDA is in favor of installing one in the downtown parking lot near the clock tower. Connie Wangen also approached the Princeton Public Utilities Board about potentially donating the electricity (it is expected that use would be very low to begin). Staff has researched costs and grant opportunities, but nothing specific has been found. Area organizational grants (ex: Shopko, Walmart, etc.) may be pursued to cover the costs. She thought they were \$6,000 - \$8,000 for the basic station. Milaca is putting one in.

Reynolds said Teals Market is putting it in. She believes Milaca might be putting another one in by the park area.

Fuhrman said it is a good idea and should be explored.

### **GPS 45:93**

Continue sending a representative monthly to meetings. They send out businesses looking to potentially move from the site selectors. Their current focus is the creation of a potential "Angel Fund" network to help start-up businesses in the region. The annual meeting will be held on October 3<sup>rd</sup> at Princeton Golf Course. I would encourage representatives from the EDA to attend on Princeton's behalf. Richard Baker can provide details.

Fuhrman said she has not been able to attend all the meetings, but they are very informative.



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For this Angel Fund they have a business that the potential investors can look at. They gather an initial amount of money and then distribute it.

#### **Higher Education Presence**

Survey results are being tabulated. Follow-up will need to happen with the businesses/organizations that indicate a desire for assistance in this area. Potential for partnering the businesses with higher education facilities is there. Richard Baker and Genny Reynolds have been involved.

Fuhrman said maybe it is the EDA introducing the concept to St. Cloud, Anoka-Ramsey, and Pine Tech. After looking at the surveys there are a lot of businesses already using the program. They are starting a robotics program at the middle school and high school. They are looking for a robotic coach.

Chapman said they are popular in the cities and popping up all around the country.

Walker commented that it is a good problem solving item and makes you think.

#### **Industrial Park Study**

The Request for Proposals draft is complete. I forwarded the RFP to a Development Consultant that specializes in this, and she provided some very helpful feedback (she should be given the RFP when it is issued for an opportunity to submit a proposal): Kirstin Barsness ([kirstin4440@gmail.com](mailto:kirstin4440@gmail.com); 651-238-4440).

I have requested from John Uphoff, WSB Project Manager, to put together a very rough cost estimate based on the RFP draft to give the City some indication for budgeting – his initial thought was a ballpark around \$50,000. They also should receive the RFP.

Fuhrman said it would involve talking to the Industrial Park businesses and see what their needs are for expansion.

Reynolds asked if she tried getting an estimate from another company. When Mille Lacs Courthouse was considering a remodel they had a free analysis on expanding it. They also did an analysis on the Public Works building if it should have a remodel or a new building. It was not a very detailed report, but it was nice.

Walker said WSB covers themselves in the money area so there could be a cushion in their estimate.

Fuhrman agreed. She could get more quotes from other Engineering firms. Engineers like roads and such and she cautioned them to watch that with the Engineering firm. The City could split it in two phases. There is \$25,000 set aside in this year's budget for the first phase. Walker suggested to roll it over to next year's budget and then advocate for next year's budget another \$25,000. We would have the \$50,000 to do the project.

HALLIN MOVED, SECOND BY REYNOLDS, TO HAVE STAFF ROLL THE \$25,000 TO NEXT YEAR'S BUDGET AND ADVOCATE FOR ANOTHER \$25,000 FOR 2015 BUDGET TO HAVE \$50,000 SET ASIDE FOR THE INDUSTRIAL PARK STUDY. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

### **It Starts Here Round Two**

Two more "prizes" are available. Chamber will need to verify businesses are still on board to offer their services to two more winners. Round Two could be REALLY SUCCESSFUL if:

1. The success of CMAC is advertised (how many people from out of town they bring in each month, which is what the goal of the program was in the first place) and
2. If KARE 11 is contacted and were to come up and do a follow up (time it with the launching of the second round).

It needs to be a collaboration between this position and the new Chamber Director. Volunteers will need to be found to serve on the Business Acceleration Committee.

A file is in my office, including a memo with what needs to happen to get Round Two going. The Round One file information is in the Chamber office.

Fuhrman said the Chamber agreed to take over more of the administration of this. There is still two more projects to grant out. She advises the files be kept in the Chamber office.

Chapman said it took a long time to make a relationship with the radio station and for a new Chamber person, it will take a while.

### **Market Area Profile**

This is being paid for by the County. The large list of businesses needs to be refined down to what is actually still in business and the new ones that may not be on there. Need to reach out to businesses currently in that industry and ask for their help to refine the list, then pass it on to Liz Templin with the U of MN. Then, the U of MN Extension office will bring their recommendations forward based on that. Should be presented at a Chamber luncheon likely to get the most effect – invite the EDA, PC, and City Council. Also share the actual study results with those groups as well.

Fuhrman said this study will help when someone inquires what this town could use for a business. She said the new owner of Napa Auto Parts had asked for a list of businesses in town that would need auto parts where he could contact them. He had told her that he works a lot with businesses.

### **Mille Lacs County**

**Economic Development Task Force:** Monthly meetings that my successor is asked to attend. Provide updates to the Princeton EDA on progress. They will be putting together a Strategic Plan in the upcoming months. Richard Baker has put together a draft for the County. That is a follow up to the Comprehensive Plan. Richard Baker has mostly been running this.



### **MN Design Team Visit**

There have been concerns expressed regarding what will happen after the MDT is in Princeton. My suggestion to the Downtown Committee has been to put together the list of recommendations from the MDT, prioritize them, and identify which organizations needs to be worked with in order for the ideas to happen.

- Some smaller projects should be targeted initially to see results from the visit.
- Various organizations should be partnered with in order to make some of the projects happen. For example, the Rotary, Lion's, Jaycee's, Civic Betterment Club, etc. may like one project in particular and be willing to take it on.
- Collaboration and meetings with the DTC, Chamber, City, and both Counties are essential in order to see the projects happen – *cannot stress that enough!*
  - Pending the suggested projects, the City should consider adding some of the projects in the next Comprehensive Plan Update, Economic Development Strategic Plan, Capital Improvement Program planning, and budgeting process.

### **MN Manufacturer's Week (in October)**

DEED sponsors a statewide tour of manufacturing annually towards the end of October. In 2013, Princeton participated – it was a joint effort between the Chamber and City. We sent out postcards requesting if any manufacturers wanted to (A) participate in a community-wide tour; and (B) if any manufacturers wanted to be recognized at the October luncheon. Two businesses held tours, and we recognized specific manufacturers at the October Chamber luncheon with plaques and statistics about what manufacturers bring to the Princeton community and state overall. Contact DEED Labor Analyst for specific statistics. You can register the event through the State, or Princeton can just do their own. I would strongly encourage it happen during MN Manufacturer's Week though to stay with the statewide theme.

File is in my black file cabinet under "MN Manufacturer's Week". I would highly encourage starting this up again. Fuhrman said it probably is too late to pull together this year, but she will recommend to the person who fills her job to do it next year.

### **Neighborhood Stabilization Program (NSP):**

- Recent Audit:
  - Steve and I are following up on the recent audit.
- 609 Old Highway 18
  - This property was purchased and demolished with NSP funding and put into the Land banking category. The intent is to utilize it for stormwater needs for the neighborhood and Old Highway 18 when Old Highway 18 is reconstructed.
- Former Bergstrom (809 9<sup>th</sup> Ave N) & Gas Station Site (903 9<sup>th</sup> Ave N):
  - West Central Environmental Contractors (WCEC) performed a Phase II Environmental Assessment on the former gas station site only.

- Both buildings were demolished by West Branch Construction and various sub-contractors. Receipts for the disposal of the items are included in the file.
- Javelin Group Inc. was hired to perform the Construction Contingency Plan, monitor the site, and complete an Implementation Report on the former gas station site only.
- Two tanks were discovered on the north side of the former gas station building. They are marked with two 2x4s.
- No septic tank was found on the former Bergstrom property as was originally suspected.
- Request For Bids is required, and a licensed tank remover should be hired to remove the tanks. Follow the recommendations in the Construction Contingency Plan Implementation Report. Verify with NSP staff prior to sending out the RFB to verify adequate funds available for the tank removal.
- Re-initiate discussion with neighbor (Cliff) to the north regarding acquisition and joining with the two parcels for potential redevelopment.
- Former Arcadian Homes Site (101 – 103 West Branch Street):
  - *West Branch Street Waterlooping Project* – Waterlooping work needs to be done to provide adequate fire flows to the neighborhood prior to redeveloping the site. Nielson is working on the Feasibility Study. The plan is for the watermain work to be completed this spring (2015).
  - NEXT STEPS:
    - EDA to discuss the potential for utilizing TIF for the multi-family housing and potential lift station work needed. This will help determine which developers may be interested in the project.
    - Need to get an estimate on the lift station work needed in the rear of the property.
    - Re-initiate the conversation with neighboring property owner about the possibility of selling to a developer to enlarge the site.
    - Once the Feasibility Study is completed, the Council and PUC will need to determine sources and uses of funds. Information must be sent to NSP staff.
    - RFP prepared – use the RFP from last year as a base, but verify with NSP TA (Cherre Palenius) and NSP staff that all required information is included.
    - RFP sent out winter 2014/15 after verification of watermain timing with PUC.
      - Arnie Winehold is interested in getting the RFP for redeveloping the property. Phone number is 612-308-8880 and email address is [ArnieLW08@yahoo.com](mailto:ArnieLW08@yahoo.com).
      - Central MN Housing Partnership (CMHP): I spoke with Deanna from CMHP on 09/17/14. She said if the City does not contribute somehow (especially TIF for the multi-family housing), she doesn't see how anyone would qualify for the tax credits. CMHP should



get a copy of the RFP.

- Developer chosen in time for them to submit for tax credits in June. Tax credit determination made late summer/early fall 2015.
- Project construction in 2016.

Fuhrman said she is finalizing the audit. 609 Old Highway 18 site was land banked for storm water retention and NSP is watching it and the City will have to update them.

Walker asked if NSP will be upset if we do not use the land for a while or not at all.

Fuhrman said we need to use the land. They will be wanting updates on it. The next step for the former gas station is removing the two tanks. Fuhrman suggested that the property site north of this site, Cliff's site, it would be good for a party who is interested in building on our two sites, to speak to the owner about selling his lot where all three of these lots could be used to be built on. He was asking a large amount of money for that land. The City cannot use the NSP funds for that land. NSP is watching what we are doing with the Bergstrom land and the old gas station site. Fuhrman would like a twin home or a townhome built on the site.

Walker asked if the shoreline is staying stable or still eroding.

Fuhrman said she has been trying to get an answer from the DNR on that.

Reynolds suggested contacting the Soil & Water Conservation, Susan Shaw might be able to help. She is working on a project for Rum River and might have some insight on it.

Fuhrman believes there could be room for twin homes or townhomes, just depends on the lay out of it. She spoke to Bruce Cochran, Mille Lacs County Engineer and his concern would be the access to Rum River Drive. Fuhrman said crosswalks came up a lot at the outdoor night and it is an issue around town for them not being marked. The new Police Chief is concerned with them also.

Fuhrman said the City Council authorized the Feasibility Study for the former Arcadian Homes site. She spoke with Deanna Hemish from Central MN Housing Partnership and she does not believe they will get enough points to qualify for the tax credits for next year. She asked if the EDA Board would do TIF next year.

Hallin asked if the land will be free.

Fuhrman said yes, the cost will be one dollar. Deanna Hemish said that still would not be enough for them to get the funds.

Walker asked if tax abatement would work for that site.

Fuhrman said with a tax abatement it has to create jobs. TIF does not need to create jobs. No decision is needed now. The RFP should go out this winter. If they find a developer that does not need tax credits than it is okay, but most will. Central MN Housing Partnership owns West Birch townhomes so having another one next door would work well for them. The housing study will come out in March so that will help decide what should go there.

### **New Businesses**

When a new business moves into town, I send a “welcome letter” signed by both the Mayor and Chamber President. Notify them both that the letter is going out.

### **Regional Housing Study**

The draft is being finalized. The final report will be available for entities to review the first week in November, where each entity will have two weeks to review and provide comments. The consultants will provide a final presentation to governing boards in November. I will suggest my successor bring the pertinent points regarding the region and Princeton specifically back to the EDA, PC, and City Council.

### **Rum River Health Services**

Staff will be utilizing Jensen Sales Plus to sell the computers and related equipment.

### **Small Cities Development Program**

Dana, Lakes and Pines Community Action Council, is administering this program for the City. As of September 17<sup>th</sup>, Dana had contacted owners in the target areas who had submitted the Intent to Participate forms (mailed on Friday, the 12<sup>th</sup>). Dana is putting together a press release and putting something on the Lakes and Pines Facebook page as well. Shawna will be posting the information on the City website and facebook page.

Steve is the most experienced with the project and can answer questions. I did request Dana to hand out Media Waiver forms to recipients so the City can get photos and names to advertise this program.

Contact: Dana Rauschnot, Lakes & Pines CAC, Inc. 320-679-1800, ext. 123;  
[Dana.Rauschnot@lakesandpines.org](mailto:Dana.Rauschnot@lakesandpines.org)

### **Sherburne County**

**Quarterly Community Partner Meetings:** They have started doing quarterly meetings for community leaders to keep everyone informed – important for Princeton to send a representative and stay involved.

**Vacant Lots:** Dan Weber is keeping a list of available industrial lots in Sherburne County on their website. I have not had a chance to add sites to this – the last time I checked, there were some missing in city limits (Sherburne County only of course).

**Broadband:** They are looking into broadband options more. They recently did a survey of



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businesses and organizations and their Broadband service. I emailed it out, and we did get Princeton businesses that responded. They will be revealing the results at an upcoming meeting. Watch for information from Dan.

Fuhrman added that when she is at these meetings, the City Administrator attends with the City Planner and she would suggest that for Princeton.

### **NEW BUSINESS:**

#### **A. Goal Setting**

##### **Community Development Director Memo:**

##### **Goal Setting**

The EDA Chair requested to discuss goals for the EDA. A copy of the Economic Development Strategic Plan is attached as a reminder.

##### **CEDS Survey**

This is a good time to discuss the CEDS Survey as well. The Central Minnesota Quad Counties CEDS Committee (serves Benton, Sherburne, Stearns, & Wright Counties) and East Central Regional Development commission (serves Pine, Mille Lacs, Kanabec, Chisago, and Isanti Counties) will be updating the regional Comprehensive Economic Development Strategy (CEDS) Survey soon, which is required annually by the Federal Economic Development Administration (EDA).

This City will be asked in October to fill out a survey prioritizing five economic development projects within the community. The purpose is to identify projects that may be eligible for federal funding from the EDA for the upcoming year. Projects demonstrating a broader regional impact tend to compete better for federal EDA funds, but they must be included in the CEDS in order to be considered.

The information that we provide will be compiled with information from other communities in our region and submitted to the EDA where it will be used to evaluate the need of the region, as well as to provide a listing of projects that could potentially be eligible for EDA funding.

##### **2013 CEDS Survey**

The following projects were identified by the Princeton EDA in the 2013 CEDS Survey (in order of priority).

1. Provide additional industrial acreage with municipal services to accommodate growing businesses and help attract new businesses.
2. Extend municipal services to Princeton Land Investment property (200 acre piece of privately owned property in city limits) to accommodate the development of property into industrial and business commercial and residential.
3. Strategic Marketing Plan for the community as a whole.
4. Marketing and sale of Aero Business Park lots.

Staff Comment: Generally, projects with a larger regional impact compete better for federal EDA funds.

5. Feasibility study for the reuse and redevelopment of the former wastewater treatment ponds.

Other potential projects to consider include:

- Industrial Park Expansion Study.
- North end hangar purchases and removal to assist in the redevelopment of the area.

After speaking with Jordan Zeller, ECRDC, the federal EDA will consider funding a variety of projects at a variety of different levels.

Staff is requesting the EDA to discuss upcoming goals, as well as the five projects for the CEDS Survey. The CEDS Survey is not due right now, but initial discussions can begin.

\*\*\*\*\*End of staff memo\*\*\*\*\*

Staff included a memo from Dr. Julia Espe that read:

Memo: Carie Fuhrman  
From: Dr. Julia Espe  
Date: August 19, 2014  
Subject: Career and College Ready Activities Offered at PHS

Thank you for asking for a list of the opportunities that we offer our students at Princeton High School.

#### **Concurrent classes or College in School**

Concurrent classes and College in the Schools are classes that are offered to students for college credit. Our own teachers, in our school, teach them.

SCSU – College Chemistry, 4 credits, open to juniors/seniors

#### Anoka-Ramsey community college:

College psychology – 4 credit open to junior/senior, College biology – 4 credits, junior/senior, College American government – 3 credits-seniors, College English – 4 credits, open to seniors, we have offered another college English class but based on numbers it has never taken off.

U of M – College animal science, 4 credits – open to 9-10<sup>th</sup> graders in top 20, or 11-12<sup>th</sup>, top ½

#### **Post Secondary Enrollment Options**

Students in grades 10-12 must qualify to attend this opportunity. The students go onto college campuses to earn dual credit (college and high school credit).

#### **Advanced Placement Program**



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This is a program in which our teachers teach specific curriculum for certain courses. Students take an exit examination, and if they score at a high enough level, most universities accept the credit.

Princeton High School is offering Advanced Placement Calculus to students. We also administer any Advanced Placement test to students who are interested in taking the course specific test. Examples of tests that our guidance counselors have administered are Advanced Placement German, Economics, Computer Programming, and Physics.

**Project Lead the Way Program**

These engineering classes offer college credit. Courses include Introduction to Engineering Design, Civil Engineering and Architecture and Advanced Architecture.

**Articulated College Credits**

Students may earn college credit by taking certain high school courses. This credit is granted through Anoka-Hennepin Technical College, Dakota County Technical College, St. Cloud Technical College, Anoka-Ramsey Community College, Normandale Community College, North Hennepin Community College, and Century College. Students must successfully complete both Tech Prep and High School requirements of the class. (A list was provided with what is available for High School courses, the High School Department, and the College Courses Area.)

The memo continues with:

**College and Career Exploration Course**

Every student is required to take this course to help students to practice a career investigation process, to give our students a competitive edge in the job search. Students research career options, develop job-seeking skills, and interview skills in areas that they are considering. Students also create a portfolio of skills and abilities, complete a mock interview with local business owners and have the opportunity to job shadow a professional in the community.

**EXPLORE, PLAN and ACT TESTS**

OUR 8<sup>TH</sup> GRADERS TAKE THE EXPLORE test and 10<sup>th</sup> graders take the PLAN test. Both of these tests lead up to the ACT test. EXPLORE and PLAN have career inventories for each student. They also have lots of information to help a student to know if they are on track for being college ready. For the first time, this year (April 28, 2015), every student will be taking the ACT test, which is a college placement examination test. In addition, for the first time ever, the ACT test will be offered IN PRINCETON. Previously, students had to go to Cambridge or St. Cloud to take the test.

**John Baylor Test Prep**

This is a college prep test prep software program that is offered to all of our students. The goals of this experience are to better prepare students for college prep exams and to help them to gain confidence.

**College Fair**

Minnesota State Colleges come to Princeton High School to tell students about their institutions.

**Learning and Living Committee**

This business and education committee sponsors several activities that enhance career to college efforts: Working Together (Educators go into businesses for summer job shadowing and bring back the information that relates to their courses), Working Together Phase Two (Business partners come into the schools to talk to students about work ready skills and other pertinent topics), lunch with a business professional (monthly opportunities for students to hear from local business professionals over lunch time), Business tours (Teachers go on tours of local businesses), STEM Summit: (a day of learning about careers through science, technology, engineering and mathematics).

**Robotics (VEX)**

Beginning in the fall of 2014, we will offer a new extra-curricular activity called Robotics. There will be teams at the Middle and High School levels. This is being sponsored by Pellco (Randy Peltier) and Glenn Metalcraft (Joe Glenn).

**New Construction of High School Technology Education Space**

We are fortunate to have had referendum funds allocated to new space for technology education. There is the opportunity to have community partnerships in the use of these spaces. Construction will be completed in the fall of 2016.

\*\*\*\*\*End of memo from Dr. Julia Espe\*\*\*\*\*

Walker said this could be on the next EDA Agenda along with the Strategic Plan.

Fuhrman said the CEDS Survey comes up every year and the purpose is to identify projects that may be eligible for federal funding from the EDA. They have to be bigger scopes. Purchasing the remaining airport hangers she would not put on the list. Purchasing land for a potential Industrial Park could be on the CEDS Survey. There is a possibility that one hanger may access the airport. There are two hangers left that need to be purchased.

Chapman said she appreciates all the work she has done. Fuhrman was not from here and she put her feet into the projects. She hopes the City Council picks a person like her.

Walker said he seen a posting on the City website.

Fuhrman said a couple applications have come in. She is leaving them a complete list and her email and cell phone number if there are any questions.



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Fuhrman said she appreciates working with them on the EDA Board. Princeton is moving in the right direction. We are growing and the decisions for the next couple of years will be important.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

The EDA Board had no comments.

**B. Verbal Report**

**1) Regional Housing Study**

Fuhrman said she had asked Baldwin Township if they would participate in this study and they did. Their household medium income was higher than any other county that participated.

Walker said they did the school area of a survey it was Baldwin Township that had the most reduced lunches which is strange for the income results. Princeton had a high availability of twin home lots that are platted and not much for single family homes.

Fuhrman said workers are leaving for higher wages from the area. She will leave a note to the person who fills her job to make sure the EDA, Planning Commission, and City Council receive a complete copy of the results. There will be a Regional Meeting in November that will be held in Mora.

**2) MN Design Team Visit – Invitation to Attend**

Fuhrman said the MN Design Team Visit is September 26<sup>th</sup> and 27<sup>th</sup>, 2014. She encouraged the EDA Board to attend. The Downtown Committee has put in so much work in this visit. They have concerns with Fuhrman leaving for her new job that nothing will be done with the results. She told the Downtown Committee to prioritize the list the Design Team comes up with and talk to the City. Some will be larger projects that might take time. Fuhrman told them to take the smaller projects first to help it move along faster. They should contact the County and the City on the larger projects. Safety of Rum River Drive is the concern. Fuhrman spoke to Bruce Cochran, Mille Lacs County Engineer and he will want to know the results on this in case they find stuff that needs changing for Rum River Drive. Mille Lacs County will be resurfacing Rum River Drive next year.

Clark asked who signs off on their last check for the company that does the resurfacing project of Rum River Drive when it is done. There is a crack down the middle of Rum River Drive that should have been fixed when the last resurfacing had been done and someone should check it before giving them their last check.

Reynolds said the resurfacing for Rum River Drive was bumped up because of the Downtown Committee. Their energy on this to have it resurfaced and to continue to talk to the County motivated the project.

**C. City Council and Planning Commission Minutes for August, 2014**

The EDA Board had no comments.

Reynolds said Resource Inc. has moved into a portion of the Rum River Health Services building. They will have an open house on September 30, 2014, from 3:30 – 5:00 P.M. This company works with mental health and substance abuse issues. This type of company could be a resource for other places that have an empty building.

Fuhrman said she asked Mayor Paul Whitcomb to attend. She encourages the EDA Board to attend also.

HALLIN MOVED, SECOND BY CHAPMAN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:11 P.M.

ATTEST:

\_\_\_\_\_  
Thom Walker, President

\_\_\_\_\_  
Mary Lou DeWitt, Comm. Dev. Assistant

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**MEMORANDUM**

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**TAB B**

TO: Princeton Economic Development Authority  
FROM: September Memo from Carie Fuhrman  
SUBJECT: **Goal Setting and CEDs Survey**  
DATE: September 18, 2014/October 16, 2014

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**Goal Setting**

The EDA Chair requested to discuss goals for the EDA. A copy of the Economic Development Strategic Plan is attached as a reminder.

**CEDS Survey**

This is a good time to discuss the CEDs Survey as well. The Central Minnesota Quad Counties CEDS Committee (serves Benton, Sherburne, Stearns, & Wright Counties) and East Central Regional Development Commission (serves Pine, Mille Lacs, Kanabec, Chisago, and Isanti Counties) will be updating the regional Comprehensive Economic Development Strategy (CEDS) Survey soon, which is required annually by the Federal Economic Development Administration (EDA).

This City will be asked in October to fill out a survey prioritizing five economic development projects within the community. The purpose is to identify projects that may be eligible for federal funding from the EDA for the upcoming year. Projects demonstrating a broader regional impact tend to compete better for federal EDA funds, but they must be included in the CEDS in order to be considered.

The information that we provide will be compiled with information from other communities in our region and submitted to the EDA where it will be used to evaluate the need of the region, as well as to provide a listing of projects that could potentially be eligible for EDA funding.

**2013 CEDS Survey**

The following projects were identified by the Princeton EDA in the 2013 CEDS Survey (in order of priority).

1. Provide additional industrial acreage with municipal services to accommodate growing businesses and help attract new businesses.
2. Extend municipal services to Princeton Land Investment property (200 acre piece of privately owned property in city limits) to accommodate the development of property into industrial and business commercial and residential.
3. Strategic Marketing Plan for the community as a whole.
4. Marketing and sale of Aero Business Park lots.  
Staff Comment: Generally, projects with a larger regional impact compete better for federal EDA funds.
5. Feasibility study for the reuse and redevelopment of the former wastewater treatment ponds.

Other potential projects to consider include:

- Industrial Park Expansion Study.
- North end hangar purchases and removal to assist in the redevelopment of the area.

After speaking with Jordan Zeller, ECRDC, the federal EDA will consider funding a variety of projects at a variety of different levels.

Staff is requesting the EDA to discuss upcoming goals, as well as the five projects for the CEDS Survey. The CEDS Survey is not due right now, but initial discussions can begin.

Central Minnesota Quad Counties CEDS Committee  
C/O ECRDC - 100 Park Street South  
Mora, MN 55051

**Comprehensive Economic Development Strategy (CEDS) Survey**

Name of agency or unit of government: City of Princeton

Address: 705 Second Street North

Telephone: 763-389-2040

Fax: 763-389-0993

Contact person: Carie Fuhrman, Community Development Director

Email: cfuhrman@princetonmn.org

Website: www.princetonmn.org

Person completing survey: Carie Fuhrman

**I. Project Description:**

Please provide a description of each of your projects prioritized below, with Project 1 being the highest priority project, and Project 5 being lowest. Please be as specific as you can with your description, including how projects will benefit your community, the region, labor force, etc. Please also include who the major beneficiaries of the project are, the estimated cost, where you are at in the planning process, and any other information you would deem beneficial when advocating for the project.

Project 1: Provide additional industrial acreage with municipal services to accommodate growing businesses and help attract new businesses. One large industrial park business recently completed a 180,000 square foot addition and is looking at constructing a similar-sized addition in the near future. Another industrial business recently completed an expansion in the spring of 2013, adding to the tax base and jobs in the region. This business is near capacity on their site, and are still in growth mode – they are limited to expansion because of the municipal airport location. The purpose is to expand industrial businesses, add jobs to the community, increase the community's tax base, and so on. A study will be completed to determine the needs of the existing businesses and the appropriate amount of additional industrial land to be developed. The municipal airport limits industrial expansion, as well a lack of funding for the infrastructure necessary to expand.

Project 2: Extend municipal services –sewer and water- to a 200 acre piece of privately owned property in city limits to accommodate the development of the property into industrial and business commercial, with some residential. The lack of municipal services is prohibiting development.

Project 3: Strategic Marketing Plan for the community as a whole to attract visitors, tourists, potential businesses, families, etc. An overall “city marketing campaign”, including partnership with the Chamber of Commerce.

Project 4: Marketing and sale of Aero Business Park lots. The Princeton Economic Development Authority (EDA) platted eight commercial lots, varying in size from one to 3.5 acres, in close proximity to Highway 169, municipal airport, and the new retail development area in town (future home of Walmart). None of the lots have sold. The property is zoned as Commercial. Development of these lots would add to the jobs in the region, both during construction and once the businesses are in operation. The development would also add to the local and County commercial tax base.

Project 5: Feasibility study for the reuse and redevelopment of the former wastewater treatment plant ponds.

**MEMORANDUM**



TO: EDA Board  
FROM: Mary Lou DeWitt, Comm. Dev. Assistant  
SUBJECT: **Small Cities Program**  
DATE: October 15, 2014

The Small Cities Program through DEED is the rehabilitation of eight (8) owner-occupied housing units and six (6) commercial buildings in the form of 0% interest loans, which turns into a grant. Deed requires that a large impact be had, and so they prefer smaller target areas versus entire communities. The area of the City showing the most interest will be the selected target area. Below is the requirement list for commercial and residential:

Commercial Rehabilitation:

- \* 0% interest, 10 year loan that becomes a grant after 10 years
- \* 50% match of total cost of improvements required
- \* Maximum loan is \$23,000
- \* Qualified improvements:
  - Exterior repairs/improvements (windows, doors, signage, awnings, and roof);
  - Code violation corrections (handrails, exist signs, health & safety issues);
  - Ramps and bathroom accessibility conversions;
  - Energy improvements (heating system upgrades, insulation)

Residential:

- \* 0% interest, 10 year loan that becomes a grant after 10 years
- \* Maximum loan is \$23,000
- \* Income eligibility requirements
- \* Qualified improvements:
  - Repairs to address health and safety issues (smoke/CO detectors; plumbing, heating, electrical and lead hazard repairs)
  - Ramps, doors, and bathroom accessibility conversations (grab rails, wider doors, and entrance ramps)
  - Repairs to the structure & exterior envelop (foundation, windows, door, siding, roofing).

The Small Cities Program is being administered by Dana, Lakes and Pines Community Action Council. Dana contacted staff that she has two property owners who have applied for the current Small Cities Program for commercial rehab for their buildings. During the previous grant project, these two buildings were rehabbed with grant funds. Typically, the applications will be accepted first come first served. Dana is asking if the City still wants to follow that rule and serve these two buildings or do we want to see what other properties come in so that more buildings get access to rehab dollars, and if no other owners apply, then serve these buildings.

Staff is asking the EDA's direction:

- Serve these two buildings, or
- Wait and see if other property applications come in, and if no other property owners apply, then serve these properties.

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON  
SEPTEMBER 4, 2014 4:30 P.M.**

**TAB D**

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Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Dick Dobson, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Chief Brian Payne, Police Investigator Todd Frederick, Engineer Mike Nielson, Nancy Campbell, and Public Works Director Bob Gerold. Absent was Jules Zimmer.

**2015 Insurance Renewal Update – Jim Burroughs**

Burroughs reported that they finally got the renewal pricing. The pricing that is quoted at this point does not include the appraisals that are currently being done by the League. The City is currently rated as low as we can go in regard to claims.

Karnowski added that the League is also modifying and changing the rating factors, so we see more changes. However, the cost is down slightly again this year as it was last year.

Jackson asked if we had the Excess Liability coverage last year. Burroughs replied that the City did have that coverage, and it is an additional \$855.

Hallin asked why there appears to be 2 coverages on the lift stations. Burroughs said one is building coverage and other is for the contents.

HALLIN MOVED TO APPROVE THE INSURANCE RENEWAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Jackson added that the agency did a great job informing the City of Rollie's retirement and transitioning over to Jim Burroughs.

**13<sup>th</sup> Ave Water Looping – Continued Discussion**

Nielson reported that he believes this has been in the works for 5 or 6 years. He has 2 pressure flow maps for review. Currently at the end, there is only 600 gallons per minute fire flow, and directly below where Arcadian would be is only 700 gallons per minute.

When it was first discussed the plan was to run it up First, down 13<sup>th</sup> and loop around on 10<sup>th</sup>. Since that time, talk has been to continue it down West Branch and connecting, but the PUC stated that was more than their funds would allow at this time.

Staff and Mayor Whitcomb met with the PUC this afternoon, and looked at 3 surfacing options for the roadway, including cutting down the middle and patching, a one inch overlay, and the last was to reclaim and resurface.

Option 1 is for the road to be cut and patched. That will cost approximately \$211,000, with the water main improvements \$210,000.

Option 2 would be a one inch overlay, which would add \$56,000

Option 3 would be to Reclaim and Resurface, with 3" new surface. That would cost an additional \$110,000.

West Branch will have similar numbers, but because we don't know what is going to be done with 13<sup>th</sup> and Highway 95, we probably don't want to repave it if it may be torn up at some point.

Unofficially, the compromise with PUC was for them to do the West Branch portion and connect to 10<sup>th</sup>. It will probably get them to 2500 gallons per minute.

West Branch can be estimated at about \$700,000 with half being water main and half street cost. We are proposing the street improvements were to be assessed if the council went with option D (reclaim and resurface). The policy says we can assess up to 100%, but past practice has been to assess about 50%.

Karnowski stated that West Branch is not the best of streets. When we had the public hearing, people were concerned if it were to be hooked in to Highway 95 would it greatly increase traffic. He questioned if we were to improve 13<sup>th</sup>, would it help keep people off West Branch.

Nielson said if the City didn't want to participate, PUC would likely patch the street and we would still have a poor quality street. If we share the project, we can get a better end result.

Walker asked how many properties would be assessed. Nielson said there are some multi-family homes, so we could use a residential unit, population equivalent, or a square footage calculation.

The normal procedure would be for the Council to authorize the feasibility study. If we can decide on which Option, we could put together an assessment list, then order the public hearing. Anticipated construction would be in the spring.

Walker asked if putting in a 12 inch line would cause a problem in the old lines. Nielson responded it is a possibility, but shouldn't be a major concern. Walker asked if they would reconnect the apartment to the West Branch line. Nielson said that will be his suggestion, so they would have a much shorter service line. Right now, some of them have 300-400 feet of line to get to the main. Once the connection changed, it would only be about 50 feet. We could make the connection fee part of the assessment, which would probably be the cleanest way to get it all done.

Karnowski said they are looking for Council to approve a feasibility study to go from 13<sup>th</sup> around 10<sup>th</sup> and down to Hytech.

**HALLIN MOVED TO APPROVE A FEASIBILITY STUDY FOR A WATERLINE TO GO FROM 13<sup>TH</sup>, AROUND 10<sup>TH</sup> AND DOWN TO HYTECH AUTOMOTIVE. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

Karnowski said the PUC may still agree to pick up a portion of this if the City is going to assist in the project. Nielson said they were originally go to 10<sup>th</sup> as they thought they could afford that. Hallin said this needs to happen for safety purposes and to get the Arcadian Site developable.

Walker agreed and said if the Arcadian Site is ever going to be done, this project needs to be done. He asked if the City will bond for this, or pay for it out of capital improvements. Jackson said it is the \$200,000 - \$400,000 range so we can likely use CIP funds.

### **Civic Center Update**

Gerold reported that the electrical is done in the sunroom and great room. The Electricians are continuing in the kitchen and anticipate completion in another day or day and a half. The sunroom and great room ceiling has all been insulated and sheet rocked. Steinbrecher will be staining the wood for the ceiling, and the carpenter should begin working on that in the next couple weeks. The kitchen equipment is in and A to Z is holding it for us until we are ready. We hope to be looking at flooring next week.

We do not have a time line for completion as of yet, as much of the labor we are getting is donated so it's harder to work around schedules. We are going to put a patio door set up for the sunroom so when not in use, it could be closed off and the heat can be turned down in that area.

### **2015 Budget Discussion**

Jackson reported that there are some adjustments using inflationary increases for supplies, step increases for the employees eligible, mandatory PERA increases next year, and estimate wage increases

The Public Safety Building will see a fairly large increase, but what we are budgeting for is just an estimate at this time.

We are not in a position where we need to increase our fund balance, so we could use \$100,000 from the reserve, so that would lower the levy required.

Walker asked if there are any properties that we are collecting on this year, that we were not last year. Jackson said they had been discussing that and there are some large properties that will now be on the tax rolls. He added that the tax capacity listed on this preliminary will change, as we do not get those numbers from the county for a while yet.

Whitcomb stated he would like to use the \$100,000 from the reserves. Hallin and Dobson agreed. Jackson said he and Karnowski talked and they think it would be a good idea as well. Karnowski commented that we had always kept a higher fund balance than what is recommended, as there was always fear that the LGA would disappear.

Walker asked if that \$100,000 would be put back in reserves. Jackson said if the year goes well and the departments are fiscally responsible, we may not need to use that \$100,000.

Jackson said he will have a Resolution at the next meeting for the Council to approve the preliminary levy.

### **Central MN Co-op – Art by Amy Cunningham Invoice Approval**

Jackson reported that this is an invoice that came in for the art mural, and the funds will come out of the grant that we are administering for the Art Co-op.

WALKER MOVED TO APPROVE THE ART BY AMY CUNNINGHAM INVOICE FOR \$5000 FOR THE CENTRAL MN ART CO-OP MURAL DESIGN AND PRODUCTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Community Development Director**

Karnowski reported that he has received Carie Fuhrman's resignation letter and that her last day will be Friday September 26<sup>th</sup>. However, she will be here to participate in the design team visit. She is scheduled to begin working for Vadnais Heights on Monday, September 29<sup>th</sup>. Fuhrman stated that this was a very difficult decision for her, but she feel this opportunity is a very good one for her.

Dobson said he hates to lose her and that she has been a real asset to the community.

HALLIN MOVED TO ACCEPT CARIE FUHRMAN'S RESIGNATION AND TO AUTHORIZE STAFF TO ADVERTISE FOR CANDIDATES FOR THE POSITION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 5:45 pm. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

\_\_\_\_\_  
Shawna Jenkins  
City Clerk  
ATTEST:

\_\_\_\_\_  
Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
AUGUST SEPTEMBER 11, 2014 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Acting Mayor Vicki Hallin called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker and Dick Dobson. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Investigator Todd Frederick, Liquor Store manager Nancy Campbell, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney's Dick Schieffer and Damien Toven. Absent was Mayor Paul Whitcomb, Council Member Jules Zimmer and Community Development Director Carie Fuhrman

**AGENDA ADDITIONS/DELETIONS**

Karnowski removed Ordinance 711 from the Agenda, as that requires a 4/5 vote and there are only 3 in attendance.

**CONSIDERATION OF MINUTES**

- A. Study Session Minutes of September 4, 2014

WALKER MOVED TO APPROVE THE STUDY SESSION MINUTES OF SEPTEMBER 4, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
- B. **Personnel**
  - 1. Finance – Karen Hodge Step 5 Increase to \$23.78 effective 9-27-14
- C. **Donations / Designations**

DOBSON MOVED TO APPROVE THE CONSENT AGENDA. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**OPEN FORUM**

**PUBLIC HEARINGS**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. EDA Minutes of August 21, 2014
- B. Fire Board Minutes of September 2, 2014
- C. PAVC Board Minutes of September 8, 2014

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

- A. Resolution 14-29 – Supporting Legacy Grant App for Riverside / Riebe Parks

Karnowski said Fuhrman apologizes for not being here this evening, but her grandmother passed away and the funeral was this afternoon. He reported that the City has been working with the Park Board and Princeton Area Visionary Committee over the past few years to obtain funding for improvements to Riverside and Riebe Parks. The initial grant applications concentrated on obtaining funding for the amphitheatre alone. Based on comments received from grant

reviewers, feedback received from the public, staff/Park Board discussions, and discussions with the PAVC, the project has morphed into improvements to Riverside and Riebe Parks in general, and not including the amphitheatre project at this time.

DNR staff has agreed that Riverside Park is indeed a regional park and offers regional significance (one of the criteria for the grant): 2012 campground registration records indicated visitors from all over Minnesota, as well as Arizona, Colorado, Rhode Island, Illinois Washington, Missouri, Oklahoma, and Canada. In addition, the nearest public campground along the Rum River to the north is in Mille Lacs Kathio State Park, approximately 62 river miles away, and there are no public campgrounds along the Rum River to the south and east of Riverside Park (according to the *Rum River State Water Trail Guide*). Staff views Riverside and Riebe Parks as one regional park due to their close proximity to one another, especially once the pedestrian bridge is constructed. We truly have a rare gem in Princeton.

If approved for submittal, the following improvements are proposed with this grant application:

Facility	Description	Location	Estimated Cost	Expected Completion Date
Riverside Park Restroom Upgrades	Demolish existing restrooms; Add fill to elevate above floodplain; Construct new restrooms with showers and handicap accessibility; Architect Review	Riverside	\$65,000	Summer 2015
	Installation of guard rail behind retaining wall for adjacent commercial business	Riverside	\$1,950	
	Update sanitary sewer (new pump, lift station, electricity updates)	Riverside	\$13,000	
	Retaining Wall behind restroom to prevent further erosion of bank	Riverside	\$10,000	
Riebe Park General Upgrades	Vault Toilet	Riebe	\$5,000	
	Pave Parking Area	Riebe	\$25,000	
	Picnic Shelter	Riebe	\$25,000	
Campground Updates	Utility Updates (electricity & storm sewer)	Riverside	\$15,000	Summer 2015
	Add bituminous to enlarge campsites	Riverside	\$5,000	
Miscellaneous	Replace existing campground grills, new garbage receptacles, new fire pits, benches, and picnic tables	Riverside & Riebe	\$16,650	Summer 2015
Picnic Shelter	Re-roof and electricity/lighting updates	Riverside	\$7,700	Summer 2015
Pedestrian Bridge	Pedestrian (walking & biking) bridge and abutments connecting Riverside and Riebe Parks – design and installed	Riverside & Riebe	\$315,000	Spring/Summer 2016
	Structural Engineer Design	Riverside & Riebe	\$50,000	Summer 2015
Trail	Bituminous trail approximately 1,750 lineal feet	Riverside & Riebe	\$50,000	Spring 2016
Landscaping	Native re-vegetation at bridge entrances	Riverside & Riebe	\$30,000	Summer 2016
Signs	2 new Riverside Park signs near streets; replace existing sign in Riverside Park; and 2 interpretive signs in Riverside & 2 in Riebe Park	Riverside & Riebe	\$10,000	Summer 2016
Licensed Survey	Hire licensed surveyor to survey both parks	Riverside & Riebe	\$5,000	Summer 2015
	<b>Subtotal</b>		<b>\$649,300</b>	

	<b>10% increase</b>		\$64,930
	<b>Total</b>		\$714,230

The existing canoe/boat launch is difficult to access - this may be added to the improvement list as well, but staff is first reaching out to the DNR to see about other funding sources as a possibility.

There is no match required, but additional consideration in the selection process is given to applicants that provide a non-state cash match. *Match equal to 10-25% of total cost will receive low consideration. Match greater than 25% of total cost will receive high consideration.* (\$178,557.50 would be 25% of the total costs). The request at this time is for the City Council to consider utilizing a portion or all of the \$90,000 set aside as a match for this grant application for the improvements to Riverside and Riebe Parks.

In an effort to continue improving the park and trail facilities offered in the Princeton community, the Park Board has recommended approval of the submittal of the 2014 Park Legacy grant for improvements to Riverside and Riebe Parks.

The 2014 Park Legacy Grant application is due September 26, 2014. If the City Council is in favor, a motion approving Resolution 14-29 to authorize staff to submit for the 2014 Legacy Grant would be in order. If they should choose, a motion to utilize a portion or all of the \$90,000 set aside as a match would also be in order.

DOBSON MOVED TO APPROVE RESOLUTION 14-29 AUTHORIZING STAFF TO SUBMIT FOR THE 2014 LEGACY GRANT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WALKER MOVED TO APPLY THE \$90,000 SET ASIDE FOR A MATCH FOR THIS GRANT. HALLIN SECONDED. MOTION CARRIED UNANIMOUSLY

~~B. Ordinance 711 – Amending Fences – FINAL READING~~

C. Resolution 14-30 – Approving the Preliminary Levy

Jackson reported that as discussed at the last meeting, they will be using \$100,000 to keep the levy down slightly this year. This is to adopt the preliminary general fund budget for 2015 and proposed levy. It will be a 2.03% increase. This is establishing a ceiling, we can always make alterations to decrease the budget when the final levy is approved in December.

MOVED TO APPROVE RESOLUTION 14-30 CERTIFYING A TOTAL PRELIMINARY TAX LEVY AND DESIGNATING PUBLIC INPUT MEETING. SECONDED THE MOTION.

Karnowski said they are trying to create budgets that reduce the levy, but this does generate an increase numerically. However, we do not know what the valuation of the properties are at this point. Also, Walmart and USDP are coming on for full taxes in 2015 and staff is confident that we still may end up with a tax decrease for the city. We will know before the final levy is adopted, so adjustments can be made if requested.

THE MOTION CARRIED UNANIMOUSLY.

**D. Ordinance 712 – Amending Transient Merchant / Vendor Licensing – FIRST READING**

Karnowski reported that at the August Study Session the Council discussed amending the city's Vendor Licensing Ordinance to try and get away from having vendors paying a fee to both the Chamber and the City.

The language in the ordinance is what's called a 'strike everything' amendment in that the proposed language totally replaces the current language.

As noted in the "Purpose" section of the proposed language, the purpose is to not regulate sales at craft shows, flea markets, farmer's market, trade shows, fairs or similar events sponsored by a bone fide civic group, club or organization being held on non-public property. But similar events (like the Block Party) being held on public municipal property must have the prior permission of the City Council. The attached language is pretty much the same as the Vendor Licensing Ordinance used by the city of Red Wing.

The City Attorney has reviewed the proposed language and suggested a revision which was added as suggested.

**DOBSON MOVED TO INTRODUCE ORDINANCE 712 AMENDING THE TRANSIENT MERCHANT AND VENDOR LICENSING ORDINANCE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**UNFINISHED BUSINESS**

**A. SCDP Policies and Procedures Manual Approval**

Karnowski reported that the Small Cities Development Program is requesting that the City Council adopt the Policies and Procedures Manual as it is required for the grant.

**WALKER MOVED TO APPROVE THE SMALL CITIES DEVELOPMENT PROGRAM POLICIES AND PROCEDURES MANUAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**B. Results of the Outdoor Community Night**

Karnowski said Fuhrman compiled a list from the discussions at the Outdoor Community Night last month. They include what the residents like about the City, What they would like to see, and what they envision the City will look like in 20 years.

Hallin said it was an excellent event and it was a great experience for the community. She said she is very proud of the youth that participated in the committees.

**C. Final Streambank stabilization Erosion project bid**

Karnowski reported this afternoon the city opened up the bids submitted by five (5) different contractors to do the final streambank erosion control project that is being done in conjunc-

tion with the city's efforts to reduce the amount of phosphorus that gets discharged into the Rum River.

Those bids were as follows:

Aspen Construction:	\$378,438.56
Cobalt Contracting:	\$603,112.50
Minnesota Native Landscape:	\$329,490.00
Morgan Construction:	\$364,680.00
New Look Contracting	\$441,272.50

The engineer's estimate was right around \$400,000, so Minnesota Native Landscape's bid, being about 20% under the engineer's estimate is a good bid.

Staff still needs to double check the low bid to make sure there were no mathematical errors and then have USDA review and approve awarding the bid.

Therefore, staff is recommending the Council adopt a motion to pass the appropriate resolution awarding the job to Minnesota Native Landscapes for the bid price of \$329,490.00 (contingent on the engineer's review and the USDA's approval).

Two streambank projects have been completed so far, and this is the last of the projects. Hallin asked if we have stayed in the budget on them. Karnowski responded that we are within the budget. Also, the loan funds are required to be spent first, then the grant funds.

Walker asked is there is phosphorus monitoring before and after the project. Karnowski replied that there was, and there is a calculation to determine how much phosphorus would come from so many feet of land.

Hallin said she can't believe that there is such a large difference. Karnowski replied that some of it can be companies that bid high in the thoughts that they could sub contract it out and still make some money.

**DOBSON MOTIONED TO AWARD THE BID TO MINNESOTA NATIVE LANDSCAPES FOR THE BID PRICE OF \$329,490.00, CONTINGENT ON THE ENGINEERS REVIEW AND APPROVAL, AND THE USDA'S APPROVAL. WALKER SECONDED THE MOTION.**

Walker asked if they submitted any change orders on the last 2 projects. Karnowski and Jackson replied that if they recall correctly, there was one but it was to slightly lower the cost.

THE CARRIED UNANIMOUSLY

## **NEW BUSINESS**

## **MISCELLANEOUS**

### **BILL LIST**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$78,152.04 AND THE ITEMS

LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70588 TO 70709 FOR A TOTAL OF \$375,002.17. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:29 PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor

**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON SEPTEMBER 15, 2014, AT  
7:16 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:15 P.M., by Jack Edmonds. Members present were Jeff Reynolds, Eldon Johnson, and Jim Kusler (Princeton Twsp. Rep.). Staff present were Carie Fuhrman (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent were Mitzi Mellott and Chad Heitschmidt.

**APPROVAL OF MINUTES OF REGULAR MEETING ON AUGUST 18, 2014**

REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF AUGUST 18, 2014. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS/DELETIONS:**

Edmonds would like to add to the agenda under Old Business where he has a couple questions on the Sign Ordinance.

**PUBLIC HEARING:** None

**OLD BUSINESS:**

**A. Sign Ordinance Discussion:**

Edmonds said he got a call from someone regarding if a Building Permit application needs to be taken out for a sign. He was not sure and asked Fuhrman.

Fuhrman said yes. The Building Inspector signs off on them.

Edmonds said the caller intends to put a window sign in and when he was talking with the person, he was unsure of the procedure.

Fuhrman said when he gets those questions, to have the person contact City Hall, and we would be happy to answer them.

**NEW BUSINESS:**

**A. Family Pathways Pylon Sign**

**Community Development Director Memo:**

Background: Troy Rheaume, on behalf of Family Pathways Thrift Stores, is requesting review of a proposed digital pylon sign at 605 Rum River Drive South. This site is legally described as Lots 1, 2, and 3, Holiday Village Addition. The property is zoned B-2 Neighborhood Business District.

Pylon Sign: The pylon sign will be placed in the grass area of the front of the building facing Rum River Drive. A detailed site plan indicating the exact location of the sign has not been

submitted – the applicant is aware the sign must be located inside the property lines. In addition, the sign cannot extend over public sidewalks or streets.

The Zoning Ordinance allows pylon signs with a maximum sign area of 75 square feet and height of 20 feet. The applicant has proposed two different sign sizes and both would be within the 75 square feet sign area. The applicant indicated that the sign height would be under the 20 foot maximum height requirement. In addition, ten feet of clearance is required between grade levels and the bottom of the sign.

The sign will contain an LED electronic message center as part of the sign face. This type of sign is not allowed within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc.) according to the recently adopted Ordinance. There are single family homes and an apartment building directly across Rum River Drive. It would be the applicant's responsibility to prove that the sign would meet this setback requirement. This information would be required on the site plan.

The brightness standards of the Sign Ordinance shall be required to be met as a condition of approval. In addition, flashing signs are prohibited. As well, in the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City.

**Conclusion/Recommendation:** Staff would recommend approval of the proposed pylon sign, subject to the following conditions:

1. The sign is required to be located inside the property lines.
2. The sign cannot extend over public sidewalks or streets.
3. It is the applicant's responsibility to prove that the sign meets the 125 foot setback requirement from residences.
4. The sign shall meet the size (75 square feet) and height (20 feet) requirements.
5. Ten feet of clearance is required between grade levels and the bottom of the sign.
6. A detailed site plan shall be submitted prior to Building Permit issuance.
7. A Building Permit must be applied for and approved prior to sign placement.
8. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during the daylight hours, and a maximum illumination of 500 nits between dusk to dawn, as measured from the sign's face at maximum brightness:
  - a. The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.
  - b. The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.
  - c. Signs shall have an automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.

9. Flashing signs are prohibited.
10. In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City.

\*\*\*\*\* End of staff memo\*\*\*\*\*

Edmonds asked Fuhrman if we do have the wording in the Ordinance in regards to a license agreement supplemental.

Fuhrman said yes it is in the Ordinance. It is located under Chapter VII-Signs, Page 20, Brightness Section 4b-2.

Edmonds asked Troy Rheume if he had any issues with the conditions.

Troy Rheume said he read the conditions and how do you measure brightness. Cities are writing the rules, but how do you measure them. Nighttime is the most concerning. 5,000 nits is hard to read during the daytime. Rheume said he did the Neighbors sign. You can turn the signs off at night and that helps the longevity of the sign. He recommends the orange yellow color at night. He said if people complain it is the best to turn the sign down. Has there been any issues with the Neighbor's sign.

Fuhrman said there were a few complaints and she has asked them to turn it down. The red lettering was the most objectionable.

Wendy Rheume said when the business is closed the sign should be shut off and that is helpful.

Troy Rheume said go to a black screen is what you can do to shut it off.

Edmonds said across the street from Family Pathways has a lot of trees so it might not bother them as much.

Troy Rheume said he drove down Rum River Drive and noticed ACE Hardware has a red letter electronic sign.

Edmonds asked what if the conditions for the nit numbers had to be changed.

Fuhrman said that would require a variance to be changed.

Johnson said if he needs to set the light higher because of the street light, just make sure it is okay with the neighbors.

Reynolds asked on day light hours what would he like to have it set at.

Troy Rheume said 8,000 nits. Some states have the capability of 10,000 nits. Nits reading changes with white background and black text.

Edmonds questioned how you set conditions on the lighting.

Johnson said it is common sense. They understand day and night brightness.

Troy Rheume said the Board seems receptive to listen to sign technology. The Ordinance seemed fair except for the nit value.

Fuhrman said she believes with this technology the City **does** not have the funds to buy the nits tool and that is the reason the Ordinance reads the owner of the sign has to be responsible to provide an accurate field method of ensuring the light levels.

Troy Rheume said it can be brought down to a very low quality. He spoke of another sign he installed with majority of it having a white background and red letters. It is very bright and he does not agree with that because you cannot read it. Static cabinet sign is the best.

Wendy Rheume said to educate consumers is to tell them the white takes full power for the background use. If they had the black background with white lettering it would show so much better.

Troy Rheume said if this sign is facing north and south it would be best.

Edmonds said as more digital signs are in use, we probably will define it better in the Ordinance.

Reynolds asked if they know which of the two signs examples they would like to use.

Troy Rheume said yes, he believes so. He will now bring the proposed signage to Family Pathways and see if they would like to place one on their site.

**EDMONDS MOVED, SECOND BY REYNOLDS, TO APPROVE THE FAMILY PATHWAYS PYLON SIGN LOCATED AT 605 RUM RIVER DRIVE SOUTH WITH THE FOLLOWING CONDITIONS:**

- 1. THE SIGN IS REQUIRED TO BE LOCATED INSIDE THE PROPERTY LINES.**
- 2. THE SIGN CANNOT EXTEND OVER PUBLIC SIDEWALKS OR STREETS.**
- 3. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVE THAT THE SIGN MEETS THE 125 FOOT SETBACK REQUIREMENT FROM RESIDENCES.**
- 4. THE SIGN SHALL MEET THE SIZE (75 SQUARE FEET) AND HEIGHT (20 FEET) REQUIREMENTS.**

5. TEN FEET OF CLEARANCE IS REQUIRED BETWEEN GRADE LEVELS AND THE BOTTOM OF THE SIGN.
6. A DETAILED SITE PLAN SHALL BE SUBMITTED PRIOR TO BUILDING PERMIT ISSUANCE.
7. A BUILDING PERMIT MUST BE APPLIED FOR AND APPROVED PRIOR TO SIGN PLACEMENT.
8. THE SIGN MUST NOT EXCEED A MAXIMUM ILLUMINATION OF 5,000 NITS (CANDELAS PER SQUARE METER) DURING THE DAYLIGHT HOURS, AND A MAXIMUM ILLUMINATION OF 500 NITS BETWEEN DUSK TO DAWN, AS MEASURED FROM THE SIGN'S FACE AT MAXIMUM BRIGHTNESS.
  - A. THE SIGN OWNER SHALL BE REQUIRED TO PROVIDE AN ACCURATE FIELD METHOD OF ENSURING THAT MAXIMUM LIGHT LEVELS ARE NOT EXCEEDED IF REQUESTED BY CITY OFFICIALS.
  - B. THE SIGN OWNER SHALL SIGN A LICENSE AGREEMENT SUPPLEMENTAL TO THE BUILDING PERMIT AGREEING TO OPERATION OF A SIGN IN CONFORMANCE WITH THESE REGULATIONS. VIOLATION OF THESE REGULATIONS SHALL RESULT IN FORFEITURE OF THE LICENSE, AND THE CITY SHALL BE AUTHORIZED TO ARRANGE DISCONNECTION OF ELECTRICAL SERVICE TO THE FACILITY.
9. FLASHING SIGNS ARE PROHIBITED.
10. IN THE EVENT OF A MALFUNCTION, THE SIGN SHALL BE DESIGNED TO FREEZE THE DISPLAY, AND THE OWNER SHALL DISCONTINUE THE DISPLAY IMMEDIATELY UPON MALFUNCTION, OR UPON NOTICE FROM THE CITY.

UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**B. Zoning Ordinance General Update Discussion**

Staff has been accumulating a list of updates needed to the Zoning Ordinance. Most are general updates that are needed due to industry and general construction changes, as well as responses to local needs. The changes are generally in relation to landscaping, swimming pool fencing requirements, traffic visibility, and R-1, R-2, and R-3 front yard setback standards. Fuhrman said she has been making a list of items that need to be changed in the Ordinance and wanted the Planning Commission to review the changes she put together and have it on October's Planning Commission meeting.

Fuhrman said in Section One, Landscaping requirements for single-family, two-family dwellings, twinhomes, and townhomes the wording has been changed slightly. The landscape requirements for the Business Districts she has added HC-1, Health Care District. She also added to the wording for landscaping in the Industrial Districts to have the landscaping along

the front of the building. It was fifty percent of the exterior footprint of the building needed to be landscaped and that is excessive so she can see that going down.

In Section Two, Swimming Pools requirements has changed where no pool shall be located beneath any overhead utility line or over any underground utility line of any type. Fuhrman said the above ground are more popular. The current Ordinance reads that no pool shall be located within 18 feet from any underground or overhead utility line. The Building Inspector said he believes that wording was in there for those that use the long handle cleaning tool so if the pool was not directly under a power line that it should be okay. There is a change in the setback requirements where swimming pools shall meet accessory structure setback regulations. The current code requires a six foot fence and surrounding communities require a four foot fence. Fuhrman said she changed the wording to a structure or safety fence at least four feet in height, but not greater than eight feet in height, shall enclose the pool to inhibit children from gaining uncontrolled access. There is wording added to address the safety issues such as gates and the latching of them. Wording has been added that an automatic pool cover could be an alternative to a fence. For an above ground pool the pool wall may count as the safeguard if it meets the height requirements as stated in the Ordinance and the removable ladder is installed and removed when not in use.

Jim Kusler informed Fuhrman that the wording needs to be corrected from automotive pool cover to automatic pool cover.

Fuhrman thanked him for pointing out the correction. She continued on to Section Three, Traffic Visibility the wordage has changed to read that no fence, wall, hedge, screen, sign, structure, vegetation, planting, snow pile, or other obstruction shall be higher than three (3) feet above grade on any corner lot within the triangular area formed by the intersecting street right-of-way lines and a straight line joining the two street lines at points which are thirty feet distance from the point of intersection, measured along or within twenty feet distant from the point of intersection. Fuhrman had a graphic for an example.

In Section Four, Five and Six, Yard Requirements changes are in R-1, R-2, and R-3 Districts addresses the front yard setback. Wording has been added that if 50% or more of the then existing dwellings having frontages on the same side street or road for three blocks have an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that average front yard depth as a minimum. She explained that if you are wanting to put a house up or an addition, 50% of the dwelling can meet the average setback. The Ordinance currently reads that on the street or road it has to meet the predominant front yard setback which would be the majority of the setbacks in that block. She believes the wording should be changed from predominant to average. She also added three blocks to the wording. She has not had the City Attorney review the changes yet. This would just help administer the Ordinance.

Kusler said the intention is to maintain the natural look of the neighborhood.

Fuhrman said yes, that is what it was written for. Some of our right-of-ways are so wide like 80 feet. She understands why this Ordinance was written because of the different widths in right-of-ways.

Edmonds said it is nice to be a little flexible in that area of the required front yard setback.

Fuhrman said it mostly is staff to make the determination. She suggest this Ordinance amendment comes back next month to the Planning Commission for a Public Hearing.

Reynolds asked on the three foot height for the triangle of visibility if a snow pile is the land owner's responsibility.

Fuhrman said yes it is. If it is the City plowing who made the snow pile, then it is not the property owner's responsibility.

Johnson said to take the snow word out of there. If there was an accident it should not be the home owner's responsibility if the City plowed the snow that high.

Edmonds questioned if the pool area has an underground power line. He has so many underground lines by his house that you cannot dig underground if there are utilities there.

Fuhrman said fences could be over utility easements and if utility work is needed to be done, it is at the owner's expense to remove the fence.

Kusler said even an above ground pool needs to have the ground underneath it dug down 12 – 14 inches so the water does not press so much on the walls of the pool.

Fuhrman will suggest to Mark Karnowski to have this Ordinance amendment brought back for further discussion.

Johnson and Edmonds agreed that they would like to have a public hearing on the Ordinance amendment at the October meeting.

Fuhrman will get it ready for staff to have it on the October Planning Commission agenda for a public hearing.

#### **COMMUNICATION AND REPORTS:**

##### **A. Verbal Report**

##### **1) Fence Ordinance Updates (City Council Action)**

Fuhrman said the City Council passed the first reading of the Fence Ordinance amendment, but there was not enough Council members to pass it for the second reading so it will be on the next Council meeting.

## **2) Small Cities Development Program Update (Lakes & Pines)**

Fuhrman said Dana from Lakes and Pines, who is administrating the Small Cities Development Program is back after maternity leave and will keep the City posted on the program. The Policy & Procedure manual was approved by the City Council. This program pertains to the homeowners and businesses that have applied to the program for improvements of their property.

## **3) Regional Housing Study Update**

Fuhrman said they are providing a draft on Wednesday and she will be able to review it then. When the results are completed, she will have it shared with the Planning Commission Board.

## **4) MN Design Team Visit – Invitation to Participate**

Fuhrman informed the Planning Commission Board that the MN Design Team's visit is September 26<sup>th</sup> and 27<sup>th</sup>. On Friday will be the informational meeting with a "Community Potluck and Town Meeting" and Saturday night at the High School Performing Arts Center is the final reveal of the MN Design Team ideas. Fuhrman encourages the Planning Commission Board to attend. She would like a lot of input from people.

The turnout from the outdoor theatre night was very good. In order to keep people engaged in this process, they need to see small changes. She encourages the Downtown Committee to prioritize the changes from the MN Design Team. None of the projects are on a budget list because we do not know what they are. She invited the townships to join the visit also. Fuhrman would like to see a lot of input.

## **5) Community Development Director Position Update**

Fuhrman said this will be her last meeting. She has enjoyed working with them on all the changes in the last year on the Zoning Ordinance. She has brought the changes to them slowly and they have done a good job making the changes. Mark Karnowski will cover the next meeting if no one is hired. She will be here till September 27<sup>th</sup>, 2014.

Edmonds told Fuhrman that she worked hard on getting things setup and he hopes that others will pick up the slack.

Fuhrman said it will be up to the City, Planning Commission, and EDA Board to help make the changes move forward in the future.

Edmonds said he served with three directors and Fuhrman has done by far the best job. Hopefully some of the applicants have history with us already and can fill the job.

Johnson said he appreciates Fuhrman's work and her knowledge and abilities.



**DRAFT**

**B. City Council Minutes for August, 2014**

The Planning Commission Board had no comments.

REYNOLDS MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:19 P.M.

ATTEST:

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Jack Edmonds, Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant