

**THE REGULAR MEETING OF THE EDA BOARD HELD ON SEPTEMBER 24, 2013, AT 6:00 P.M.,  
AT CITY HALL COUNCIL CHAMBERS**

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Mary Chapman called the meeting to order at 6:00 P.M. Members present were Charles Snustead, Genny Reynolds, and Cindy Riddle. Staff present were Carie Fuhrman and Mary Lou DeWitt.

Absent were Thom Walker, Grady Clark, and Victoria Hallin.

**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON AUGUST 15, 2013**

RIDDLE MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES OF AUGUST 15, 2013. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Chapman would like to add to the agenda under Miscellaneous: Rum River Health Services

**UNFINISHED BUSINESS:**

**A. Manufacturer's Week**

Fuhrman said after preliminary discussion last month with the EDA, the EDA and Chamber are joining efforts in recognizing the manufacturing businesses in the Princeton community:

1. October 8<sup>th</sup> Chamber Luncheon: Acknowledgment of Industrial businesses (Chamber and non-Chamber members)
  - a. Chamber President will provide some statistics on our manufacturing businesses in Princeton specifically and introduce the businesses that responded to the request to join us.
  - b. A business representative will be asked to provide a brief description of what they do, how many jobs they provide, etc.
  - c. We will present them with an appreciation plaque.
  - d. We will hopefully offer two free lunches to show appreciation to those businesses.
2. Two manufacturing businesses (Inline packaging and Biomatrix) responded that they would like to be included in a tour during MN Manufacturing Week (October 20-26<sup>th</sup>).
  - a. Further details will be forthcoming as arrangements are made with the businesses.
  - b. Students will be invited to tour the facilities.
  - c. Staff would strongly suggest the EDA members try to attend the tours if possible.
3. Appreciation of Princeton's Manufacturing businesses will be printed in the October Chamber Focus.
4. City Council will be asked to pass a letter of support in recognition of MN Manufacturer's Week.

Fuhrman said if you happen to see an owner or employee of a Princeton manufacturing business during the month of October, please take a moment to say thank you to them. They are the backbone of our community.

## **NEW BUSINESS**

### **A. Electric Vehicle Charging Station – Chuck Andrews Presentation**

Fuhrman introduced Chuck Andrews who wanted to give a presentation to the EDA Board for Electric Vehicle Charging Stations. Andrews spoke of the cost savings to have a hybrid electric vehicle. The number of electric and plug-in hybrid cars is beginning to increase and Andrews would like to see Princeton has a charging station. He believes if there were a charging station in Princeton it would bring people to Princeton to stop and charge up their vehicles. It would bring customers into businesses to shop and eat while their vehicle is charging.

Genny Reynolds commented that she has a regular gas powered Nissan and drove his electric powered Nissan and she could not tell the difference between the two.

Andrews said a charging station cost \$2,000 and could be located downtown. There are other cars that will be introduced shortly.

Chapman said it is \$2,000 to install the charging station, but how much to hookup to electricity.

Andrews said it depends where they put the charging station. If by a building with electricity the connection would not be as costly because a power source is already there and they would just need to run an electrical connection. The utilities would need to answer that question.

Fuhrman said she had met with Mr. Andrews earlier and listened to his presentation. She was impressed with the concept of having a charging station and wanted him to give his presentation to the EDA Board. Mille Lacs Casino is putting one in and St. Cloud has one. There is a range you can go before needing to stop and charge up your vehicle. Pine City is looking into getting one. Rick Nolan's office is positive on the concept and is seeing if Regional funds may be available. The utilities plant in Rochester has put three in. Fuhrman contacted them and they said the equipment cost was \$4,000 and to install them was \$3,500. They will not be adding anymore. They are in non-commercial locations and are not used as much. Fuhrman would like to see one put in downtown Princeton.

Andrews commented that if the locations Rochester put them in are not being used, then they should move them. The downtown area would be great.

Chapman thanked him for coming and giving his presentation.

Fuhrman suggested to Andrews that he should do a presentation to the Princeton Public Utilities Board.

Andrews thanked the EDA Board for their time and left.

Fuhrman asked the EDA Board if there is funding available for a charging station should she

pursue it.

Snustead said the utilities would be a great place that may want to invest in this.

CHAPMAN MOVED, SECOND BY RIDDLE, TO HAVE STAFF PURSUE GRANTS FOR AN ELECTRIC VEHICLE CHARGING STATION. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**B. Trade Learning in High School – Discussion requested from last meeting**

Fuhrman said this was discussed at the August 15, 2013 EDA meeting. She would like more clarification from the EDA Board on this.

Snustead said he called Tony Vesledahl a teacher at Milaca Public Schools who is involved with teaching students in the high school trades. Vesledahl said there are some Federal funds available, but they are starting to dry up. He suggested getting businesses and the school together for a meeting and see if they can get something started. Snustead also tried getting in touch with Kielty who is a teacher at the Princeton High School, but he has not been able to talk with him. Snustead had gotten some information off the internet and gave each of the EDA members a copy.

Riddle said Princeton High School does have a program.

Snustead said “Lead the Way” is the program.

Riddle said what she heard is the students are not dedicated to the program.

Reynolds said Congressman Nolan’s office sent her information on a technical training grant for 10 million dollars. She would like Princeton to receive some of those funds.

Fuhrman said she has been working on contacts for tech schools. She will contact Central Lakes and Pine Tech schools and see if something could be started for community training.

Reynolds said Cambridge has jobs training.

Fuhrman would like a program for high school students and workforce people.

Snustead said to introduce our businesses to our schools would be a good start.

Chapman said Erdmann Manufacturing and Glenn Metal Craft are doing that.

Fuhrman said we need to contact businesses that are not doing the program and see if they would be interested.

Snustead said start first in the high school and build to the tech schools.

Chapman said whoever runs Pine Tech maybe they would come here and speak on what they are doing. Maybe businesses would allow night classes in their buildings.

Fuhrman will follow up with Pine Tech and see if they would do a presentation.

### **C. Regional Housing Study**

Fuhrman informed the EDA Board that Lakes and Pines Community Action Council, along with Minnesota Housing Partnership (MHP), is looking at doing a regional Housing Study in East Central Minnesota. The study would encompass cities, counties, and non-profit organizations.

With the recent up-swing in the residential market as our economy begins to turn around, it is crucial to have a clear understanding of the housing needs of our community (backed up by data). It will help in establishing priorities and projects. Not to mention, it should help greatly with our NSP projects, other future development projects, and potentially open the doors for additional funding that we are missing out on as we do not have this type of study/plan. This will provide the data needed to help solve housing related issues.

In order to capitalize on potential funding opportunities this spring, they would like to get the study started in late fall/winter, and so they are looking for a financial commitment from communities and counties that are interested in participating. Keep in mind that the City of Princeton could easily spend between \$10-15,000 in conducting their own study, and so sharing in the costs makes fiscal sense. At this time, Fuhrman is recommending the City allocate \$2-3,000 towards the Housing Study.

Keep in mind that Sherburne County would not be included in the regional study. However, I did verify that the information obtained could be used in a further in-depth study if Princeton were to choose to do so at a future date.

Fuhrman spoke to the City Finance Director and since she did not budget for this she could allocate the funds from an Industrial Park Study or from the Contingency Fund. The Contingency Funds are for any of the City Departments to use and the Industrial Park Study Funds are for looking into expanding the Industrial Park. Fuhrman suggest using the Industrial Park Study Funds and they would be put back in next year.

The EDA's recommendation will be brought before the City Council for final approval.

Riddle said people will come here for jobs, not housing. We need to keep jobs here. Let's keep the focus on the jobs.

Fuhrman said the study for Industrial Park expansion will continue to proceed. We would be borrowing these funds and they will be put back in next year. Having the Housing Study done will help the City for future NSP Funding.

CHAPMAN MOVED, SECOND BY REYNOLDS, TO ALLOCATE \$2,000-\$3,000 FROM THE INDUSTRIAL PARK STUDY FUND AND PUT IT TOWARDS THE REGIONAL HOUSING STUDY. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

#### **D. Greater MSP Introduction**

Fuhrman informed the EDA Board that Mille Lacs County is now part of the 16-County Metropolitan Statistical Area (MSA) of Minneapolis-St. Paul, meaning we fall into the service area of the 501c.3 organization, Greater Minneapolis St. Paul Regional Economic Development Partnership (Greater MSP). The reason Mille Lacs County is now included is because according to the Office of Management and Budget (OMB), 25% or more of the workforce travels into one of the core counties of an MSA on a daily basis to work, automatically qualifying the County.

Fuhrman joined Richard Baker, Mille Lacs County Community Development Coordinator, at a meeting on September 20<sup>th</sup> to learn more about the organization. The mission of Greater MSP is to accelerate job growth and capital investment in the Greater MSP region. Greater MSP sells the Minneapolis-St. Paul greater region across the country and internationally as a great place to operate a business.

Greater MSP provides a wealth of information to its members, including, but not limited to:

- Research (Data collection, mapping services, etc.)
- Site selection services/Communicate site opportunities
- Business lists
- Marketing Tools

Fuhrman is becoming more familiar with the services provided. There is a website that they could visit for more information: [www.greatermsp.org](http://www.greatermsp.org). She did include portions of the Powerpoint Presentation for the EDA Board to review. Fuhrman liked the sheet that showed strategies for bringing businesses into the community. She would like to put together a packet that would be available to encourage businesses. The only problem is the packet would need to be updated.

Chapman suggested having information on the City website and it would be easier to update.

**OLD BUSINESS:**

**A. Small Cities Development Program Advertising**

Fuhrman said she has given a flyer to the Princeton Public Utilities to put in their utility billings regarding this program. She has received some interest on this program and hopes more will come with this information being sent out.

**B. Capital Improvement Program Planning**

Fuhrman added this item to the EDA agenda. It is the City budgeting time and Capital Improvement Program (CIP) planning time. The CIP looks out five years ahead. Fuhrman is planning to include the following items in the CIP related to economic development:

- 21<sup>st</sup> Avenue Extension South into Industrial Park
- Highway 95 & 21<sup>st</sup> Avenue Intersection
- 13<sup>th</sup> Avenue/West Branch Water Looping
- Western Bypass Road
- Industrial Park Expansion Study
- Hangar Purchase/Removal
- Sewer/Water Extension to the South

Over the past year, the EDA has discussed a few projects that will need to be included in the CIP and budget:

- Sign Across from Walmart (with the Chamber of Commerce)
- Electronic Sign at Princeton Wine & Spirits

Fuhrman gave a quick synopsis of each item. The intersection improvements are being looked at with the County and City. MnDOT is encouraging the City to move the intersection away from the off ramp. The western bypass road where the public could access and hopefully where the Industrial Park expansion would happen. There are two old hangars left to be purchased, Roxbury's and Hanson's. Sherburne Mobile Home Park has new owners and they are having problems with their septic system. This had been discussed in the past and Fuhrman has it on the list in case something will need to be done. She is not sure what is happening with that. The last two items that have been added is joining with the Chamber on putting up a sign across from Walmart and an electronic sign at Princeton Wine & Spirits. This list is not in order of priority.

**C. Results of Former Gas Station Phase II Environmental Study (NSP) at 903 9<sup>th</sup> Ave. N.**

Fuhrman added this on to the EDA Agenda. West Central Environmental Consultants (WCEC) completed their Final Report of the Phase II Environmental Assessment:

**Findings:**

- No reportable levels of environmental contaminants were found.
- No underground tanks were found.
- A small amount of asbestos and lead paint was detected in the building.
- A well was located under the basement stairs.
- An onsite sewage disposal system appears to be on the property.
- No detection of target compounds was found in the soil samples or groundwater, suggesting that a significant release of petroleum has not occurred on the site.
- Several Volatile Organic Compounds (VOCs) were detected in the soil gas samples in various locations. These were generally below applicable regulatory criteria, except in the probe located between the building and the former pump island. The investigation did not indicate that a petroleum release had occurred, and other soil gas samplings did not encounter these compounds, indicating the soil gas impact is limited.
  - This is indirect evidence that some petroleum impacts to soil could exist beneath the concrete surface.
  - Additional environmental responses could be required as redevelopment activities would include removal of this slab and surrounding sapling growth, which would provide an opportunity to explore the soils in this area for potential impacts. Further responses would need to follow MPCA guidance. (Risks posed by localized soil vapor impacts on the site could be reduced through use of vapor barrier on future building construction, which is a common requirement for reduction of moisture intrusion into the building envelope).

**Recommendations:**

- The well must be sealed prior to demolition work by a licensed Water Well Contractor and notification sent to the Minnesota Department of Health.
- Any unused septic tank/cistern and related features must be abandoned by a licensed Contractor. Recommended that the contractor explore around the system for possible connection to the adjacent property.
- Demolition of the building be completed by a licensed firm in the near term to remove potential safety hazards that exist due to currently unsecured status of the building.
- Additional investigation beneath the slab to explore for petroleum impacts to the soil.
- Construction Contingency Plan (CCP) be prepared for Site demolition (and the redevelopment work).
  - CCP would establish the actions to take in response to identified potential site conditions, such as encountering contaminated soil or other unanticipated conditions. It would likely recommend that a technician be hired to monitor the soils during demolition and redevelopment, particularly in the specific area.
  - Very rough estimate of a stand-alone CCP is \$3,000.

Prior to redevelopment, the Construction Contingency Plan and demolishing of the building will need to take place. Keep in mind that the property is still in the County's hands. The EDA Board may want to consider moving the obtainment process along with the County, as well as the RFP for the Construction Contingency Plan and building demolition. Approximately \$3,000 would be needed and the NSP Funds would cover the expense. Fuhrman said she has not worked further with the County in obtaining this property.

Reynolds said she spoke with Phil Thompson, Mille Lacs County Auditor and he believed the maximum amount the City would have to pay is \$500 for this forfeiture property. There are just a few costs that the City would need to pay and that could be under the \$500.

SNUSTEAD MOVED, SECOND BY RIDDLE, TO HAVE STAFF CONTINUE WORKING WITH MILLE LACS COUNTY IN OBTAINING 903 9<sup>TH</sup> AVENUE NORTH. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**Former Arcadian Homes Site** - Fuhrman said she has no new information to share on this.

**908 9<sup>th</sup> Avenue North (Former Bergstrom Home)**

Fuhrman said the Request for Proposals to demolish the home were sent out, and no responses were received. Fuhrman will be calling the companies individually to request proposals.

Fuhrman has made her initial case with MN Housing staff in regards to a larger overall redevelopment of that area. She is still working with the DNR staff in clarifying the requirements for redevelopment on the property.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

The EDA Board had no comments.

**B. Rum River Health Services**

Mary Chapman added this item to the agenda because she heard Rum River Health Services closed. It will be a loss to the area to have them gone. They had gotten the Revolving Loan from the City to purchase computer software equipment and they did not purchase it. Chapman knows someone who worked there and that person said they never got the software.

Fuhrman will contact them and see if this is true. If so, she will contact the City Attorney on how to collect on the loan they had gotten from the City. They were making the payments on the loan.

**C. Verbal Report**

**1) County Market Area Profile**

Fuhrman said that Richard Baker, Mille Lacs County Community Development Coordinator, is looking at starting up a County Market Area Profile where he will look what the surroundings areas have currently for businesses and what they could use. It will be very helpful information that we would receive once he has it completed.

**2) Chamber Downtown Committee**

Fuhrman informed the EDA Board that City staff along with City officials met with members of the Downtown Committee to go over who is responsible for what in the downtown area, such as sidewalks snow removal and weeding etc.

**3) Former Bergstrom House Demolition RFP**

Fuhrman said she received no Request for Proposals back that had been sent out to demolish the property on this site. She will continue to work on it.

**D. City Council and Planning Commission Minutes for August, 2013**

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY RIDDLE, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:40 P.M.

ATTEST:

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Mary Chapman, Vice President

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Mary Lou DeWitt, Comm. Dev. Assistant