



**THE MEETING OF THE EDA BOARD HELD ON FEBRUARY 20, 2020, AT 6:00 P.M.,  
AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order by Victoria Hallin. Members present were Brad Schumacher, Sharon Sandberg, Charles Snustead, Genny Reynolds, Jack Edmonds, and Thom Walker. Staff present were Robert Barbian (Administrator), Stephanie Hillesheim (Comm. Dev. Specialist) and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent: Jack Edmonds and Brad Schumacher. (Schumacher arrived at 6:12 P.M.)

**OATH OF OFFICE:**

Jack Edmonds was not present to take the Oath of Office.

**ELECTION OF OFFICERS:**

WALKER MOVED, SECOND BY SANDBERG, TO NOMINATE VICTORIA HALLIN FOR THE EDA BOARD PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON VICTORIA HALLIN FOR THE EDA BOARD PRESIDENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

WALKER MOVED, SECOND BY SANDBERG, TO NOMINATE GENNY REYNOLDS FOR THE EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON GENNY REYNOLDS FOR THE EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

SANDBERG MOVED, SECOND BY SNUSTEAD, TO NOMINATE THOM WALKER FOR THE EDA BOARD SECRETARY. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON THOM WALKER FOR THE EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

WALKER MOVED, SECOND BY SANDBERG, TO NOMINATE CHARLES SNUSTEAD FOR THE EDA BOARD TREASURER. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON CHARLES SNUSTEAD FOR THE EDA BOARD TREASURER. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**APPROVAL OF MINUTES FROM REGULAR MEETING ON DECEMBER 19, 2019**

REYNOLDS MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES FROM DECEMBER 19, 2019. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**UNFINISHED / OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Request for Façade Grant at 513 First Street**

Stephanie Hillesheim, Comm. Dev. Special Memo:

**Background**

The City of Princeton has received an application for the Downtown Façade Grant Program

from Dennis Johnson of DZ Properties LLC for the Insurance Shoppe. When the City commissioned MacDonald and Mack Architects to conduct case studies of properties in the downtown business district. The Insurance Shoppe was identified as one of the buildings.

**Analysis**

The application that has been submitted is following the recommendations made by MacDonald and Mack Architects to repair the stucco on the front and sides of the building, replace existing front windows and install a new sign.

The total project budget is estimated to cost \$12,500, with additional expenses anticipated for the new sign. The grant amount requested is \$2,500.

The Planning Commission approved the designs, stating they are in line with the Design Guidelines set forth by the City of Princeton.

**Action Required**

Based upon the facts provided, it is the duty of the Economic Development Authority to decide where or not to award the applicant the requested funding for the project.

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

Hillesheim said the request is fore \$2,500 on replacing the windows, new stucco, and new sign. The Planning Commission approved the design.

Snustead asked if the windows will be taller.

Hillesheim said yes.

Walker asked if he understands that all work has to be done with how the grant works. He would need appropriate building permits for the work and signage.

Hallin likes the design.

SNUSTEAD MOVED, SECOND BY SANDBERG, TO APPROVE THE DOWNTOWN FAÇADE GRANT OF \$2,500 FOR DENNIS JOHNSON’S INSURANCE SHOP LOCATED AT 513 FIRST STREET. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Schumacher arrived at 6:12 P.M.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

Barbian said that he is going to see if there is a method of the City to address the negative balance.



**DRAFT**

**B. Report**

**1) Concept for Apartment Development**

Community Development Memo:

**Background:**

The development of two apartment building is proposed as shown on the attached map labeled exhibit 1. Note a public road is shown indicating an intersection on County Rd. 31. The new road is proposed to be 32' wide with a pedestrian trail, 10' wide on the west side of the road. The proposed right of way is 60'.

The Developer, Patrick Briggs, Brigg's Properties Inc. is looking for feedback on the project and design. Please see the following comments gathered from City and Public Utilities supervisors on the concept. The comments are made to provide the developer direction in order to move forward in deciding the directions to pursue for the development.

The site proposed and other lands owned by Briggs Properties were subject to development discussion in the past. The plan from the past is attached as exhibit 2. Also attached as exhibit 3 is a map depicting the lands owned by the Developer. None of the plans proposed were finalized or platted. In addition, discussion of the establishment of the Tax Incremental Financing (TIF) District occurred around 2007. At that time the district included all of his lands plus lands to the west adjacent to 21<sup>st</sup> Avenue. A 25-year TIF District has been requested for the project.

At this time the consideration for site plan is to center on the two apartment buildings shown on exhibit 1. It has been presented that building 1 will be along 1<sup>st</sup> Street and the other behind. Building 1 is proposed to start in 2020 with occupancy in 2021 and building 2 proposed to start in 2022 and occupancy in 2023. Each building is to have 49 units. The three-story building is to have some inside parking available.

\*\*\*\*\*End of Staff Memo\*\*\*\*\*

Hallin said what about parks for the site.

Barbian is not sure. He just is aware of the two apartment buildings. 20% of the units would need to be low income to be approved by TIF. They hope to start this fall.

Schumacher said a Flow Study is installed on Smith System Road right now.

Barbian said we will know what capacity is on that road.

Schumacher said he talked with the Developer and seen his site in Elk River by the park. He also built one in Monticello and he keeps the developments. In Zimmerman he owns the ones by the school and the Catholic Church. Next to Applebee's in Elk River he owns the buildings across the street from them.

Walker asked if this is a good time to take care of the old hangers of the airport lots.

Barbian said in the past it was a redevelopment TIF. He has to see what the cash flow will be for him and justifies TIF support. There are two hangers left, one has a title issue. The other is vacant land. City would own the space between the road and hanger. The City could step in and overpay and we would never get the money out of it. They did have an access agreement for that one hanger and it is expired. If there is excess revenue from the TIF maybe it can be required. A lot needs to be cleaned up with the FAA.

Schumacher asked if he is going to get a permit this year.

Barbian believes it could be a month or so before he starts getting the applications in. Fall would be hopeful to start building.

Sylva Corp:

Barbian mentioned that Sylva Corp. is buying the Westling property that is connected to their site. They want to expand their outside storage. The City and Sylva are looking at a BPI funding to help with infrastructure for Airport Road. This will give road access to their site also. The BPI grant will help pay for the road. It is a matching grant and the matching portion would come from the City since we own land on the other side of the road.

Marshall Property:

The Marshall property is adjacent to First Avenue. There is 42 acres that the City is looking at for an Industrial Park expansion. Our existing park is full. The price is unknown right now. Barbian said they would meet with Mille Lacs County on the ECRDC grant to assist on this. He has a draft design that he put together that some of the lots would be bigger. There is a possibility that the Sylva funding could be used on this also.

Schmacher said the vision would be to expand the businesses.

Hillsheim said inquiries have been for 2-3 acre lots for light industrial.

Barbian said there could be a possible connection to 21<sup>st</sup> Avenue South if it were to work out.

Walker asked how big of an acre does a lift station take.

Barbian said a quarter acre. We would not need additional lift station. It can all be gravity fed. Further west would have an issue. The first step would be to purchase the land. We would hold back on doing the roads until we get funding. This is just a concept plan. They are working with Mille Lacs County Engineer on the process. This will save at least two to three weeks. Then they will get the City Engineer involved. It would be a nice benefit for Mille Lacs County.

Walker asked on the northwest corner area of 40 acres is still proposing to build.



Barbian said yes.

**C. City Council and Planning Commission Minutes for January, 2020**

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY SANDBERG, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYES. MOTION CARRIED. THE MEETING ADJOURNED AT 6:59 P.M.

ATTEST:

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Victoria Hallin, President

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist