

DRAFT

**THE MEETING OF THE EDA BOARD HELD ON FEBRUARY 16, 2023 AT 5:30 P.M.,
AT THE PRINCETON CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 5:30 P.M., by Carrie Petersen. Members present at City Hall were Genny Reynolds, Vickoria Hallin, and by Zoom was Thom Walker. Staff present were Stacy Marquardt (Comm. Dev. Planner) and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was: Sharon Sandberg

ELECTION OF OFFICERS:

REYNOLDS MOVED, SECOND BY HALLIN, TO NOMINATE CARRIE PETERSEN FOR EDA BOARD PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON CARRIE PETERSEN FOR EDA BOARD PRESIDENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PETERSEN MOVED, SECOND BY HALLIN, TO NOMINATE GENNY REYNOLDS FOR EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON GENNY REYNOLDS FOR EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY PETERSEN, TO NOMINATE VICTORIA HALLIN FOR EDA BOARD SECRETARY. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON VICTORIA HALLIN FOR EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY PETERSEN, TO NOMINATE THOM WALKER FOR EDA BOARD TREASURER. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON THOM WALKER FOR EDA BOARD TREASURER. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM THE EDA BOARD MEETING ON NOVEMBER 17TH, 2022

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF NOVEMBER 17TH, 2022. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

BILLS AND COMMUNICATIONS:

Marquardt said she wanted to share with the EDA Board the information of East Central Minnesota Regional Business Assistance Directory, Child Care Business Directory, and Transportation Directory.

Reynolds commented that 911 Mille Lacs County Dispatch is finding it hard to find possible workers that can type 60 words per minutes.

The EDA Board thought that might be something of interest for the schools to be aware of.

REPORTS: None

FORUM FOR IDEAS: None

UNFINISHED BUSINESS:

A. Strategic Plan

Marquardt said she made the revisions the EDA Board recommended.

Petersen said she liked the changes made.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE REVISED ECONOMIC DEVELOPMENT STRATEGIC PLAN AND FORWARD IT TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. EDA Board Bylaws

Marquardt said the EDA Bylaws have been changed to have the meeting time begin at 5:30 P.M.

HALLIN MOVED, SECOND BY WALKER, TO APPROVE THE BYLAWS OF THE PRINCETON ECONOMIC DEVELOPMENT AUTHORITY WITH THE START TIME OF THE MEETINGS AT 5:30 P.M. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. Invite Samples & Business Questionnaire (BRE)

Marquardt said she had two different business interview questioners in the packet. One was from Cloquet and the other is from the U of M. The U of M is quite extensive. The Cloquet interview questioner is more in line with our type of businesses in general.

Petersen said she liked the U of M questioner, but it is too lengthy.

Marquardt said she went to a class and what she learned from that was do not have too many questions, not personal items being asked, keep it simple.

Petersen asked if anyone knew the population of Cloquet is.

Walker thought around 11,000.



Marquardt said the presentation was good she went to on interviewing businesses, but we could make up our own questions. We do need to reach out to our businesses, but not sure what procedure to use.

Petersen liked some of the questions about what do they want in regards to their business. Leave out the personal questions.

Hallin liked the Cloquet questions. Years ago, the EDA Board had done the BR&E questionnaire with businesses.

Petersen liked the examples, but we could come up with our own questions.

Marquardt questioned how many times do we want to do business visits. She does not want to put a label on a number of times. She thought maybe a business could be invited here also.

Petersen said maybe even email the business.

Walker said not to make it a burden for the business in the questions we are asking, but he would like to have the question asked on what does the business need from the City. Maybe a forum with the schools for a technical issue such as typing skill.

Marquardt said some schools are bringing in construction equipment to teach the students a different trade. We could invite someone from the schools to come to a meeting and see if they have ideas to share on what they are doing.

Petersen said some people do not want to work outside their house and that is an issue now.

Hallin said a good question is what are some fundamental skills missing from your applicants.

Marquardt said the EDA Board members could email her suggestions for questions and she will put those in a format for the next meeting.

Petersen said the schools are trying to look outside the box and are working with businesses. She would like Marquardt to let Sandberg aware of emailing questions that would be good on a questionnaire where Sandberg could share some ideas.

C. Business Assistance Directory

Marquardt said this is informational piece only and they can give the information to someone wanting to start a business. The only downfall is we are in two counties and this does not have Sherburne County in it. Just Mille Lacs County.

Reynolds said ECRDC did an updated directory.

Marquardt said she just received it and will email it to the EDA Board members.

D. Lodging Tax Ordinance

Marquardt said there were a lot of questions at the last EDA Board meeting for nonprofits on this Lodging Tax. Statue does not allow us to exempt nonprofits. The only way to have flexibility is to refund that portion. We cannot not charge the Lodging Tax per Statue. This Lodging Tax Ordinance was adopted in December, 2022 by the City Council. The City Attorney said refunding the nonprofit is what would need to be done after they have been charged.

Reynolds said Lakes and Pines puts people up who are homeless and they could ask for a refund for the Lodging Tax. Maybe make it a quarterly or every six months refund.

Marquardt said they would have to request it and then would receive the refund.

E. Princeton Business Park 2nd Addition

Marquardt said Princeton Business Park 2nd Addition plat was approved by the Planning Commission and City Council. The Mylar will need to be signed by the EDA President since they are listed as the property owner. Elemet Group will be in Lot 1, Block 1 and the City has a potential buyer for another lot. The City is asking \$50,000 per acre

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE PRINCETON BUSINESS PARK 2ND ADDITION PLAT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

F. Open EDA Board Membership

Charles Snustead's term was up December 31, 2022 and he did not wish to reapply. We will now have two open seats on the EDA Board.

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:05 P.M.

ATTEST:

Carrie Petersen, President

Mary Lou DeWitt, Comm. Dev. Zoning Specialist