



**Minutes
Citizens Advisory Panel
June 27, 2001**

The meeting was called to order by Chairman McNeill.

Members present: Steve Verhelst Carolyn Lee, Renee Hayden, Leroy Noreen, Allan Saunders, Ray Millett, Brian McNeill, and Barry Jungwirth
Members absent: Jan Lundebrek, Lynette Hofland, Bill Lee, and Bruce Holgate
Also present: Terry Walmsley, Greg Langmo, Nina Butcher, City Manager Rob Wolfington, City Attorney Don Wilcox and Marge Scheffler

Approve Minutes of May 30, 2001 CAP Meeting

It was moved by Noreen, seconded by C. Lee and carried unanimously to approve the May 30, 2001 minutes as presented.

Mission Statement

A discussion about establishing a mission statement for the Panel was discussed. The following preliminary mission statement was drafted:

Citizens and Fibrominn working together to transmit and receive information and provide feedback to ensure community ownership and awareness.

Members were asked to review the mission statement and come back to the next meeting with ideas so that a final statement can be adopted.

Airport Update

The City Attorney informed the Panel about the zoning issue at the airport and the need to submit a variance application due to the height of the smoke stack. Before a variance application can be submitted, the zoning board needs to be activated. The zoning board is to consist of two representatives from the county and two from the city with those four individuals then selecting a fifth member. The county has appointed John Baker and Dick Hanson and the City Manager informed the Panel that the City Council is expected to appoint two members at their July 9 meeting. There then needs to be a Board of Adjustment established and the City Attorney said it makes sense that the five members of the zoning board appoint themselves to the Board of Adjustment. The Board of Adjustment can then take action on the variance application.

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Update on Engineering Procurement Construction (EPC) Contract

Terry Walmsley informed the Panel that requests for engineering proposals have been received and they have narrowed the number of engineering firms to five. These firms are touring the England plants the week of July 16 and it is anticipated that these firms will be in Benson on August 2 to view the site and see what Benson has to offer. Mr. Walmsley informed the Panel that permitting and financing will need to be in place before construction starts.

Booklet / Website

Nina Butcher brought up that she would like to have a booklet put together to distribute to the EPC contractors. Leroy Noreen mentioned that the Benson Chamber of Commerce is in the process of updating a booklet they have put together. Nina will check with the Chamber Manager to see if the Chamber's booklet will have what she was talking about.

Member C. Lee mentioned that Jan Lundebrek had a son who may be interested in helping with working on a web site. It was also mentioned that a local firm, Back Street Media, may be another source. The following items were mentioned as possible items to be placed on a web site:

- CAP minutes
- History of project
- Project status / time line
- Job opportunities
- Frequently asked questions

Nina Butcher announced that she has resigned and will be leaving Fibrominn. Kris Amundson from Goff and Howard will be filling in until they hire someone to replace Nina.

Site Layout

Terry Walmsley presented and reviewed a proposed site plan for the Fibrominn project. There was discussion of where the wetlands were in relation to the site plan. The City Manager informed the Panel that the County has secured a perpetual easement for the wetland mitigation. Mr. Walmsley mentioned that the soil is good for construction and that they have done a geotechnical study of the site.

Other Business and Adjournment

Member Hayden thought there should be some up front education for the community to inform them of things they should and shouldn't do in regard to construction workers.

There was mention of the need for temporary housing during the construction phase of the project. The Panel was informed that some contractors will set up some type of temporary housing for the workers.

The City Manager informed the Panel that the developers agreement is almost complete. There will be three types of agreements: 1) developers agreement, 2) utility extension agreement, and 3) lease agreement.

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Mr. Walmsley mentioned that over the next month he anticipated that the permit application will be submitted.

It was mentioned the need to begin putting together a list of those to be invited to the groundbreaking ceremony.

Some items for the next agenda:

- Traffic Map
- Budget for this group
- Term limits
- Revisit the Mission Statement
- Permit update
- Groundbreaking

The City Manager informed the Panel that because we don't have a full-time building official on staff that the state can provide the service or we can contract with a building official. These fees are high but we are trying to obtain a retired building official to work with the City.

The next meeting was scheduled for Wednesday, August 29, at 6:30 p.m.

The meeting was adjourned at 8:35 p.m.