

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**MONDAY, DECEMBER 19, 2005**

**1. CALL TO ORDER**

President Doug Hayes called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners present: Jim Dickinson, Robert Eddy, Dave Gast, Doug Hayes, Chuck Heitz, Lori Kampa, Ewald Petersen and Jim Zwilling. Commissioners absent: Jim Sanford.

Also present: Community Economic Development Director Jim Thares, City Administrator Patrick Wussow, Assistant City Administrator Scott Johnson and City Planner Annie Deckert.

**3. ADOPT AGENDA**

Commissioner Dickinson motioned to approve the agenda as presented. Seconded by Commissioner Petersen, unanimous ayes, motion carried.

**4. APPROVE BLEDA MEETING MINUTES FROM NOVEMBER 21, 2005**

Commissioner Heitz motioned to approve the November 21, 2005 BLEDA minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

**5. APPROVE BLEDA SPECIAL MEETING MINUTES OF NOVEMBER 30, 2005**

Commissioner Dickinson motioned to approve the November 30, 2005 special BLEDA minutes. Seconded by Commissioner Heitz, unanimous ayes, motion carried.

**6. BUSINESS**

**6A. UPDATE: BIG LAKE PLAZA**

**6A-i. Sale of West Site Parcel (Eric Zheng and Mike Krutzig)**

Assistant City Administrator Scott Johnson reviewed his December 8 memorandum on the public hearing held November 21, 2005 for the sale of the western portion of the Lake Plaza Mall. Staff recommended accepting Mike Krutzig's offer because it was submitted well in advance of Eric Zheng's.

Commissioner Hayes commented on the HWY 10 improvements and the convenience of relocating Mr. Zheng to the Lake Plaza.

Commissioner Kampa questioned the significance of the chronological order of offers of interest; both offers were received in the designated time frame.

Mr. Zheng noted that Cadillac Carpet's interest in expanding into his current space in his facility, if he should relocate to the Lake Plaza Mall.

Commissioner Eddy motioned to accept the offer by Mike Krutzig to buy the available space in the Lake Plaza Mall. Seconded by Commissioner Dickinson. The vote passed 4 to 2, with Commissioners Dickinson, Eddy, Heitz and Zwilling voting for, Commissioners Kampa and Hayes voting against, and Commissioner Gast abstaining.

Commissioner Kampa left the meeting.

**6A-ii. Remaining Parcel (4,013 sq. ft)**

Mr. Thares reviewed Mr. Johnson's December 15<sup>th</sup> memo on the remaining Lake Plaza space. The Big Lake City Council at their December 14<sup>th</sup> meeting directed staff to lease out the remaining 4,013 portion of this facility. Staff would like the EDA's direction on how much to charge per square foot for the lease of the space.

Commissioners discussed current market prices and commented on the necessary improvements for the tenants for façades and decided on a benchmark of \$14 per square foot with room for negotiations.

Staff has a list of possible tenants for this available space and will research to see if anyone is interested; if not, staff will discuss advertising options.

**6B. Big Lake Industrial Park East**

**6B-i. Update: White Bear Clothing Project**

Mr. Thares reviewed his December 14<sup>th</sup> memorandum and photographs of the project, reporting that the building is completely enclosed. John Weicht expects to be complete about January 15, 2006, due to the windstorm that hit the building. No action required or taken.

**6B-ii. Update: Industrial Molded Rubber Project**

Mr. Thares reviewed his December 14<sup>th</sup> memorandum and photographs of the project, and reported that it is expected that the project will be ready for occupancy on January 15, 2006. Staff met with IMR to sign all loan documents and finalize process for fund draw downs from the DEED loan and City/EDA Loan. No action required or taken.

**6B-iii. Sale of Triple J2 (John Weicht Project)**

Mr. Thares reviewed his December 14<sup>th</sup> memo about the sale of John Weicht's Triple J2 building to one of his partners and the end of 2005. He will still be involved in this property. The BLEDA is being asked to approve the transfer of ownership for this sale.

Commissioner Dickinson motioned to approve the sale of John Weicht's Triple J2 space in the Industrial Park. Seconded by Commissioner Heitz, unanimous ayes, motioned carried.

**6B-iv. IPEP Committee Update – Potential Joint Industrial Park**

Mr. Thares reviewed his December 14<sup>th</sup> memorandum and reported that the IPEP Committee had not met since the last Council meeting and that staff is in the process of gathering information that the Committee requested at their last meeting and will contact Committee Members to schedule meeting.

**6B-v. Prospects Report**

Mr. Thares briefly reviewed the report; no action required or taken.

Commissioner Heitz inquired about the status of Mills Fleet Farm locating to Big Lake, Mr. Heitz suggested taking initiatives to encourage them here.

Commissioners discussed various possibilities and will report back at the next EDA meeting.

Commissioner Hayes left the meeting at 7:39 p.m. Commissioner Heitz took over the meeting at 7:40 p.m.

**6B-vi. Revolving Loan Update**

Mr. Thares reviewed finance director Corey Boyer's December 14<sup>th</sup> memorandum on all the revolving loans with businesses in the Big Lake Industrial Park East as of December 14, 2005. He noted that Industrial Molded Rubber has since closed on their revolving loan. No action required or taken.

**6C. PROJECTS STATUS REPORT**

Mr. Thares will be providing the status report to all commissioners after the meeting. No action required or taken.

**6D. MEETING DATES & REMINDER- JANUARY & FEBRUARY 2006 MEETING CHANGES**

Staff asked the BLEDA members to discuss the best day and time to hold the regular EDA meetings because of a conflict with the City Attorney to attend the current Monday evening meetings.

Commissioners discussed possible days.

Commissioner Petersen motioned to reschedule the regular BLEDA meetings to the second Tuesday of each month. Seconded by Commissioner Dickinson, unanimous ayes, motioned carried.

**6E. EDA BUDGET**

Mr. Thares reviewed Mr. Boyer's November 30, 2005 budget information. No action required or taken.

Commissioners Petersen left the meeting at 7:50 p.m.

**6F. UPDATE: LAKE STREET COTTAGES, PHASE II**

Mr. Thares reviewed his December 14<sup>th</sup> memorandum; reporting that Scott and Sue Springer are on the agenda for the December 19<sup>th</sup> Planning Commission meeting. No action required or taken.

**6F-i. Amended Purchase Agreement**

Mr. Thares reviewed an Amendment to the Purchase Agreement between the City and Springer Builders. The purpose of this amendment is to extend the purchase date from December 31, 2005 to on/before January 31, 2006.

Commissioner Dickinson motioned to approve the Amendment to the Purchase Agreement. Seconded by Commissioner Zwilling, unanimous ayes, motioned carried.

**6G. SINGLE FAMILY HOUSING AFFORDABILITY PROGRAM (SFHAP) GUIDELINES AMENDMENT**

City Planner Annie Deckert reviewed her December 15<sup>th</sup> memorandum on amending the SFHAP procedural guidelines. She noted the guidelines were completed several years ago and do not reflect the significant rise in Big Lake home values.

Commissioner Eddy motioned to approve the SFHAP procedural guideline amendment. Seconded by Commissioner Dickinson; unanimous ayes, motion carried.

**6H. SINGLE FAMILY HOUSING AFFORDABILITY PROGRAM (SFHAP) LOAN REQUEST**

Ms. Deckert reviewed her December 15<sup>th</sup> memorandum on a SFHAP loan application staff received from Zachary Navarro and Joy Springer. The couple is planning on purchasing a new home in the Lake Street Cottages Phase II project.

Commissioner Dickinson motioned to approve the loan application contingent to the BLEDA and City Council approval of the amended SFHAP procedural guidelines reflecting the revisions. Seconded by Commissioner Zwilling; unanimous ayes, motion carried.

**6I. DOWNTOWN REDEVELOPMENT**

Mr. Thares reviewed his December 14<sup>th</sup> memorandum on the following projects:

**6I-i. Eagle Lake to Fern Potential Redevelopment Project** – The City Engineer provided an update to council members at the December 14<sup>th</sup>, 2005 City Council meeting regarding the progress of the Martin Avenue Phase II Improvements, as well as a map showing a preliminary layout of Trunk HWY 10 and Eagle Lake Road Intersection Improvements.

**6I-ii. Putnam Avenue South Potential Redevelopment Project** – Staff met with Ken Tyra, Principal, City Places, LLC about his interest in pursuing a redevelopment project in this area contingent on the development rights of the City owned lots on the west end of the area; Mr. Tyra feels it's important to obtain visibility from TH25 and City/BLEDA approval of Tax Increment Financing (TIF) to assist with development costs. No action required or taken.

**6J. CITY-OWNED PARCEL: 550 JEFFERSON BLVD (FORMER IVERS PROPERTY)**

Mr. Thares met with D.J. Bakken, Bakken Building, to discuss the above noted lot, his property, 530 Jefferson Blvd, and the vacant lot along Eagle Lake Road South. Mr. Bakken is interested in pursuing a multi-parcel redevelopment project in this area. He also stated that he had met with Dan Zimmerman, owner of the parcel on the corner of Eagle Lake Road and HWY 10, to discuss future redevelopment in this area. No action required or taken.

**6K. COMMERCIAL DEVELOPMENT MARKETING ANALYSIS**

Mr. Thares reviewed Business & Industrial Development information provided to us by Sherburne County.

**6. OTHER**

Commissioner Heitz inquired about the progress of Victory Sports Bar. Mr. Heitz suggested having a representative from Big Lake Marketplace come to an EDA meeting to discuss the current status and progress of Marketplace.

Mr. Thares reviewed the proposed Twin Peaks building, showing a map of the retail area.

**7. ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 8:09 p.m. Seconded by Commissioner Zwilling, unanimous ayes, meeting adjourned.