

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, JANUARY 9, 2006

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, Jim Sanford, and Jim Zwilling.

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

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM DECEMBER 19, 2005

Commissioner Dickinson motioned to approve the December 19, 2005 BLEDA minutes with the one minor correction as discussed. Seconded by Commissioner Kampa, unanimous ayes, motion carried.

5. BUSINESS

5A. 2006 BLEDA ORGANIZATIONAL APPOINTMENTS

Commissioner Eddy motioned to approve the following appointments for 2006: Doug Hayes as President, Chuck Heitz as Vice President, Dave Gast as Treasurer, and Patrick Wussow as Secretary. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

5B. BIG LAKE PLAZA

5B-i. Verbal Update: Assistant City Administrator Scott Johnson

Assistant City Administrator Scott Johnson provided an brief update on the Big Lake Plaza: 1) tear out work began on December 27, 2005; 2) the architect is working on the design, and bidding on the project is expected to take place in the near future; and 3) the architect's engineer will inspect the Plaza roof problem and staff will provide further information to the Board at the February meeting. No action required or taken.

5B-ii. Advertising: Remaining Parcel

Mr. Johnson reported that staff is continuing to search for a tenant for the remaining space in the Big Lake Plaza (4,013 sq. ft. bay in the high roofed portion of the old Coborn's site next to the new Municipal Liquor Store). As there has not been any response from a local ad, Mr. Johnson reviewed the following staff suggestions to further advertise for the lease of the remaining 4,013 sq. ft. space: 1) place a 3"x3" color ad in the Business Journal at a cost of \$280.00; 2) place a 1"x2" ad in the Elk River Star News at a cost of \$63.00; and place a 2" box ad in three (3) consecutive January editions of the St. Cloud Times at a cost of \$369.10.

Commissioner Eddy motioned to approve the advertising in the Business Journal, the Elk River Star News, and the St. Cloud Times as presented by staff. Seconded by Commissioner Kampa, unanimous

5C. BIG LAKE INDUSTRIAL PARK EAST

5C-i. Update: White Bear Clothing

Economic Development Director Jim Thares briefly updated the Board on the White Bear project: 1) the 20,000 sq. ft. building is near completion, with an anticipated move in date of mid-January 2006; and 2) will bring 4 FTE employees and create at least one new FTE position next year, with the expectation of a total employment of 30 employees over the long term. For information only; no action required or taken.

5C-ii. Update: Industrial Molded Rubber Project

Mr. Thares provided an update on the status of the Industrial Molded Rubber project: 1) executed final loan documents on 12/27/05; 2) fund disbursement on both the DEED and City loans is expected in the new few weeks; and 3) the 28,000 sq. ft. building is near completion, with an anticipated move in date of approximately January 16, 2006; and employment is expected to total approximately 30 position, with an additional 10 permanent employees being added in the next two years.

5C-iii. Property Taxes: Whirl Air Flow

Mr. Thares reviewed Finance Director Corey Boyer's January 3rd memorandum pertaining to the delinquency of the 2nd half property taxes for Whirl Air Flow. He reported that staff was requesting the Board's direction on how they would want staff to proceed with this issue.

The Board discussed the process of handling delinquent taxes by the City, County, and Lender, potential default of the development agreement, and the effects a delinquency may have on being identified as a TIF district. Mr. Thares stated that staff will follow-up on the discussed concerns and provide further information at the February meeting.

5C-iv. Industrial Park Expansion Project

Mr. Thares reported that the Industrial Park Expansion Project Committee has not yet met in 2006 but that staff has completed the research on other City industrial Parks and this information will be available at the next meeting. Staff has spoken with Mr. Glines about his interest in the project and he has stated that he is awaiting a counter proposal. Mr. Thares also stated that Big Lake is on a list of sites being considered for a site search for a large distribution center calling for 25-30 acres for a 300,000-350,000 sq. ft. facility. No action required or taken.

5C-v. Approve Transfer to TIF District 2-1

Mr. Thares reviewed Finance Director Corey Boyer's January 5, 2006 memorandum regarding staff's request for the BLEDA to approve a transfer in the amount of \$1,618.20 from TIF District 2-2 to TIF District 2-1 in order to cure the deficit in TIF District 2-1.

Commissioner Dickinson approved the transfer of \$1,618.20 from TIF District 2-2 to TIF District 2-1. Seconded by Commissioner Heitz, unanimous ayes, motion carried.

5C-vi. Prospects Report

Mr. Thares reviewed the three recent prospects as well as a recent prospect, Great West Mechanical. He also reviewed his January 6th memorandum pertaining to Mills Fleet Farm. No action required or taken.

5D. BLEDA MEETING DATE CHANGE

Mr. Thares briefly reviewed the documentation that is to be presented to the City Council at their January 11th meeting; however, due to the City Attorney's schedule and inability to attend meetings on the day being proposed to the Council (the second Tuesday of each month), the Board discussed other options for meeting days.

Commissioner Dickinson motioned to change the regular BLEDA monthly meetings to the third Thursday of each month at 7:00 p.m., beginning in February, 2006. Seconded by Commissioner Kampa, unanimous ayes, motion carried.

Staff will provide revised documentation reflecting the new meeting day recommendation to the City Council for their consideration at their January 11th meeting.

5E. PROJECTS STATUS REPORT

Mr. Thares briefly reviewed items contained in the November-December 2005 report. No action required or taken.

Year 2006 Goals for BLEDA

Mr. Thares handed out a memo on BLEDA Goals for 2006 and asked Commissioners to submit their input for 2006 goals to staff on the provided form.

Commissioner Petersen and Commissioner Sanford left meeting at 7:47 p.m.

5F. EDA BUDGET

The Board briefly reviewed the Budget as presented, with staff answering questions of the Board.

5G. UPDATE: LAKE STREET COTTAGES, PHASE II

Mr. Thares reviewed his January 4th memorandum on the progress of Phase II of the Lake Street Cottages project. The applications for a comp plan amendment, rezoning, CUP-PUD, pre-plat, and final plat will be considered by the City Council at their January 11th meeting. No action required or taken.

5H. DOWNTOWN REDEVELOPMENT

5H-i. Eagle Lake to Fern Street Redevelopment Project

Mr. Thares provided an update on this project, including the documentation that was provided to the City Council at their January 4th workshop. No action required or taken.

5H-ii. Putnam Avenue South Redevelopment Project

Mr. Thares reviewed his January 4th memorandum including the information that was provided to the Council at their January 4th workshop. He also discussed staff's recent contact with an interested developer who is working with Alex Wikstrom. No action required or taken.

5H-iii. Potential Redevelopment Area: Twin Peaks, Zimmerman-Bakken-City Lot

Mr. Thares reported that the information contained in his January 4th memorandum was also provided to the Council at their January 4th workshop. He briefly reviewed the three (3) parcels within the potential project area: 1) Twin Peaks parcel; 2) Red Barn property; and 3) Zimmerman-Bakken-City property. No action required or taken.

President Hayes asked staff about the possibility of a joint workshop of the City Council, Planning Commission, and BLEDA. Administrator Wussow stated that such a workshop would need to be at the direction of the City Council.

6. OTHER

Mr. Thares reviewed the FYI items in the packet and asked the BLEDA Members to contact staff if they are interested in attending the winter EDAM conference.

Retail Market Analysis/Strategic Workshop Dates

Mr. Thares reviewed the January 5th memorandum from City Planner Annie Deckert regarding holding a retail market analysis/strategic workshop. Staff requested that the BLEDA designate two (2) potential dates in April of 2006 to hold such a workshop as well as a cost for attending. It was the consensus of the Board for staff to research the possibility of holding a Retail Market Analysis/Strategic workshop on either Tuesday April 4th, Thursday, April 6th, or Tuesday, April 11th, and report back to the Board at the February meeting.

7. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 8:21 p.m. Seconded by Commissioner Kampa, unanimous ayes, meeting adjourned.