

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, DECEMBER 8, 2008

1. CALL TO ORDER

President Doug Hayes called the meeting to order at 7:01 p.m.

2. ROLL CALL

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

Also present: Community Economic Development Director Jim Thares, City Administrator Scott Johnson, and Economic Development Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM NOVEMBER 10, 2008

Commissioner Heitz motioned to approve the November 10, 2008 BLEDA minutes. Seconded by Commissioner Zwilling, unanimous ayes, motion carried.

5. BUSINESS

5A. PROSPECTS REPORT

Community Economic Development Director Jim Thares reviewed the four (4) new prospects listed in the report and answered questions of the Board.

5B. PROJECTS STATUS REPORT

Mr. Thares reviewed the December 2008 Project Status Report and answered questions of the Board; no action required or taken by the Board.

5C. DISCUSSION: BLEDA MEMBER TERM EXPIRATIONS

Mr. Thares stated that the terms for Commissioners Dickinson, Gast, and Zwilling will expire at the end of the year and that City Council would be appointing a Council Member to the seat currently held by Commissioner Kampa in January, 2009.

Mr. Thares reported that Commissioner Dickinson and Commissioner Gast have submitted correspondence indicating their desire to continue to serve on the BLEDA Board and that Commissioner Zwilling has submitted correspondence stating that he would not be seeking another term on the Board. He further noted that an advertisement for the seat being vacated by Commissioner Zwilling would be placed and any letters of interest would be forwarded to the City Council for official appointment at their January 14th meeting.

5D. RESCHEDULE JANUARY 2009 BLEDA MEETING DATE

Mr. Thares reported that due to the BLEDA members' terms expiring on 12/31/08, there may be quorum issues at the currently scheduled January 12th BLEDA meeting (City Council would be appointing new members at their January 14th meeting) and staff is suggesting that the BLEDA reschedule their January meeting sometime following the January 14th Council meeting.

President Hayes motioned to schedule the January 2009 BLEDA meeting for 7:00 p.m. on Tuesday, January 20, 2009. Seconded by Commissioner Gast, unanimous ayes, motion carried.

5E. MARKETING UPDATE

Mr. Thares reviewed Planner Leslie Chmielewski's Memo on the quarterly report for the Economic Development website (www.investbiglake.com), noting that the next report will be presented at the May 2009 BLEDA meeting.

5F. UPDATE: BLEDA-OWNED SPACE ON EAST END OF LAKE SHOPPING CENTER

Commissioner Gast reported that it is anticipated that the closing on the sale of the BLEDA-owned space will take place by or shortly after December 19, 2008. For information only; no action required or taken by the Board.

5G. UPDATE: JANICE'S VILLA SALON FAÇADE LOAN

Mr. Thares reviewed Finance Director Corey Boyer's memorandum on the status of the façade loan between the owner of Janice's Villa Salon and the BLEDA, noting that discussions have taken place and, if payment is not received by within the next month, the issue will be brought back to the BLEDA at their January 2009 meeting for further review/consideration.

5H. DOWNTOWN REDEVELOPMENT

5H-i. Update: Highway 10 & County Road 5

Mr. Thares reported that staff has been in contact with the developer, John Weicht, who has stated that he is continuing to work on retaining tenants for the redevelopment project. He further stated that staff is working with the City Attorney on revising the Memorandum of Understanding (MOU), noting that a more informal or scaled-down version of the previous draft MOU will be available for the BLEDA's review/comment at their January 2009 meeting. Mr. Thares indicated that staff is anticipating that a closing on the sale of the property will take place in early 2009 (i.e., January/February).

5H-ii. Potential Funds for Update of Business Awnings

Mr. Thares stated that staff had met with one of the owners of the building located at the southwest corner of Highway 10 and Lake Street South/Hwy 25, and had provided the owner with documentation on the City's façade loan program. It was also reported that two (2) other owners of the building have shown an interest in the upgrade of the awnings and that staff will attempt to schedule a meeting with the one owner who does not currently have an awning above their entrance to discuss the potential installation of an awning which is cohesive to the rest of the building.

5I. UPDATE: REDEVELOPMENT OF FORMER AMERICAN LEGION PARCEL

Mr. Thares reported that Mr. Mike Krutzig has submitted additional information for the BLEDA's consideration regarding his request for TIF assistance to help in offsetting some of the high costs associated with the redevelopment of the property which is located at the northeast corner of Highway 10 and County Road 43 (the old American Legion site); the request is for TIF in the amount of \$1,200,000, which is approximately 12.9% of the total project cost.

Mr. Thares reported that it was staff's recommendation to adhere to the guidance which Ehlers suggests in their report regarding TIF as well as Ehlers' December 8th memo that was distributed at the meeting which recommends assistance of \$127,000 at this time. Mr. Thares also reviewed comments provided by Commissioner Dickinson in a 12-06-08 e-mail to Mr. Thares.

The Board discussed the potential annexation of the property and a phasing of the proposed project, and the Board recommended the following: 1) the information pertaining to this meeting discussion be forwarded to the applicant; 2) the developer submit all correct information to Ehlers; 3) Ehlers to prepare and provide an updated report to staff; and 4) staff to bring all information back for further BLEDA consideration at their January 2009 meeting.

5J. BLEDA BUDGET

Mr. Thares briefly reviewed the budget information provided by Finance Director Corey Boyer.

It was the consensus of the Board to direct staff to provide a breakout of potential uses of the proceeds from the sale of the east end of the Lake Shopping Center at a future meeting for review.

5K. NORTHSTAR TRANSIT ORIENTED DEVELOPMENT (TOD)

Mr. Thares reviewed Senior Planner Katie Larsen's memorandum, noting that on November 19th, the TOD Committee met separately, then jointly with the Planning Commission, to discuss the draft TOD Design Standards and Zoning Ordinance. Also noted was that the Planning Commission held a public hearing on December 3rd regarding the Design Standards and Zoning Ordinance and that the City Council would be presented the information for adoption at their December 10th meeting.

Commissioner Heitz provided a brief update on the recent NCDA meeting as well as the status of the production/delivery of the locomotives/cars.

6. OTHER

6A. SCHEDULED 2009 BLEDA MEETING DATES

It was noted that the October 2009 BLEDA meeting would need to be rescheduled at a future meeting as that date falls on Columbus Day, which is recognized by the City as a holiday and City offices will be closed. Mr. Thares stated that this meeting will be brought to the January 2009 BLEDA meeting for consideration.

IMEDC:

Mr. Thares asked for the Board's direction on a recent e-mail received from IMEDC requesting a letter of support for the project.

It was the consensus of the BLEDA that they could not provide a letter of support at this time as there has not been enough information provided on the project to-date to make an informed decision to support the proposed project.

7. ADJOURN

Commissioner Sanford motioned to adjourn the meeting at 8:18 p.m. Seconded by Commissioner Zwilling, unanimous ayes, meeting adjourned.