

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**MONDAY, FEBRUARY 16, 2006**

**1. CALL TO ORDER**

Acting President Dave Gast called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners present: Doug Hayes (arrived at 8:17 p.m.) Jim Dickinson, Robert Eddy (arrived at 7:52 p.m.), Dave Gast, Lori Kampa, Ewald Petersen, Jim Sanford, and Jim Zwilling. Commissioners absent: Chuck Heitz.

Also present: Community Economic Development Director Jim Thares, Assistant City Administrator Scott Johnson, Finance Director Corey Boyer, City Attorney Soren Mattick, City Planner Annie Deckert, Community Economic Development Assistant Sandy Petrowski, and Community Economic Development Intern Katie Blakeslee.

**3. ADOPT AGENDA**

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

**4. APPROVE BLEDA MEETING MINUTES FROM JANUARY 9, 2006**

Commissioner Dickinson motioned to approve the January 9, 2006 BLEDA minutes with the minor grammatical correction as discussed. Seconded by Commissioner Petersen, unanimous ayes, motion carried.

**5. BUSINESS**

**5A. BIG LAKE PLAZA**

**5A-i. Verbal Update: Interim City Administrator Scott Johnson**

Assistant City Administrator Scott Johnson provided an update on the bids received for the general construction and coolers for the new Liquor Store. He reported that Building Official Fred Patch is moving ahead with setting up the contracts and that a meeting has been scheduled on 02/17/06 with staff, the project architect, and any other Plaza business owners to review the proposed costs for the façade improvements.

**5A-ii. Advertising of Remaining Parcel**

Mr. Johnson reported that staff has not yet received any responses to the advertisements that ran for the remaining parcel and that a sign will be placed along Highway 10 to advertise the available space, at a cost of \$475.00.

Mr. Johnson discussed an additional expense that has been brought to staff's attention because of asbestos being found in some tiles within the site of the new Liquor Store that will have to be removed.

**5A-iii. Sinking Fund**

Community Economic Development Director Jim Thares reported that, at the January BLEDA meeting, the Board discussed the best use of approximately \$54,000 sinking fund for the Lake Plaza Mall. He stated that staff is recommending that the funds be held in the fund for at least six (6) additional months for use on potential unanticipated and unbudgeted items such as repair of the roof at the new Liquor Store site as well as unforeseen repairs at the mall).

Commissioner Dickinson moved to reserve the funds in the Sinking Fund for six (6) months. Seconded by Commissioner Kampa, unanimous ayes, motion carried.

Mr. Thares introduced Katie Blakeslee who will be working in the Economic Development Department as an intern until August, 2006.

**5B. BIG LAKE INDUSTRIAL PARK**

**5B-i. Update: White Bear Clothing Project**

Mr. Thares reported that the White Bear Clothing's 20,000 sq. ft. building is now complete and they are in the process of moving in racking/inventory to become fully operational. The company will bring four employees to the new facility and plans to create one new full-time position in the near future, with plans to add more positions over the next few years.

**5B-ii. Update: Industrial Molded Rubber Project**

Mr. Thares reported that this 28,000 sq. ft. industrial project is complete and Industrial Molded Rubber Products (IMR) is in the process of moving in and setting up for production. He further reported that IMR was able to finalize a draw on the grant loan and City loan funds for equipment in mid-January, with additional draws expected in the future. IMR expects to bring twenty-six full-time employees from their current plant in Plymouth and to also create at least ten new full-time positions over the next two years.

**5B-iii. Property Taxes: Whirl Air Flow**

Mr. Thares provided a brief update on this issue. Finance Director Corey Boyer reported that the back taxes and penalties had been paid in full on January 31, 2006. There was no action required or taken by the Board.

**5B-iv. Cargill/Sunny Fresh Expansion Concept**

Mr. Thares briefly discussed the concept drawings submitted by Cargill/Sunny Fresh's for the proposed expansion plans for their facility in the Big Lake Industrial Park East. He reported that, according to Building Official Fred Patch, the completed square footage of the building with the expansion could possibly be +- 90,000 sq. ft. No action required or taken.

**5B-v. Industrial Park Expansion Project**

Mr. Thares reviewed his February 9<sup>th</sup> memorandum and the prospects included in the report which are currently involved in site searches. He reported that the Industrial Park Expansion Project (IPEP) Subcommittee had not met since the last BLEDA meeting but it is anticipated that a meeting of the Subcommittee will take place in the future.

**5B-vi. Prospects Report**

Mr. Thares discussed the recent prospect, Viper Power Sports, that will be leasing the remaining 36,000 sq. ft. of the John Weicht Triple J building in the BLIPE, with an anticipated relocation timeframe of mid-April 2006. A packet of Viper Power Sports website information was distributed to the Board for their review.

**5C. REMMELE PRE-PLAT**

Mr. Thares discussed the intentions of Remmele Engineering to develop and market a proposed plat to be located between their two existing facilities on the south side of Highway 10. Commissioner Ewald Petersen provided information regarding the present ownership and operating status of Remmele Engineering, noting the company may be for sale for the right buyer and price. This item was for information only; no action required or taken.

**5D. PROJECTS STATUS REPORT**

Mr. Thares reviewed the January 2006 Community Economic Development Projects Status Report and answered questions of the Board. No action required or taken.

**5E. PRESENTATION: BIG LAKE MARKETPLACE & BIG LAKE MARKETPLACE NORTH - DYNAMICS**

Mr. Jim Brown, of Dynamics Design and Land, gave a presentation on the Big Lake Marketplace and Big Lake Marketplace North commercial projects currently being developed east of 172<sup>nd</sup> Street, including the companies that will be locating within these two projects.

Commissioner Robert Eddy arrived at 7:52 p.m.

Mr. Brown discussed the proposed location and plans for a “commerce park”, which will be a multi-use concept (commercial/recreational land use plan) to include a combination of commercial, offices, and a ballpark. A draft development plan for this project was distributed to the Board for their review.

Commissioners Petersen and Sanford left the meeting at 8:12 p.m.

**5F. EDA BUDGET**

For information only; no action required or taken.

**5G. UPDATE: LAKE STREET COTTAGES, PHASE II**

Mr. Thares reviewed the packet information on this project and answered questions of the Board. No action required or taken.

**5H. ACQUISITION/DEMOLITION PROGRAM: 330 ORMSBEE**

City Planner Annie Deckert reviewed the memorandum on the potential acquisition of the property located at 330 Ormsbee and answered questions of the Board. She stated that staff was seeking the Board’s authorization to begin negotiations with the owner to clear the site for redevelopment. The Board discussed several scenarios for this property.

President Doug Hayes arrived at 8:17 p.m.

Commissioner Dickinson moved that the City submit an offer to the owner in the amount of \$75,000, with the demolition costs being covered by the City and, if this offer is not accepted, then staff should strongly encourage the owner to redevelop the property. Seconded by Commissioner Zwilling, unanimous ayes, motion carried.

President Doug Hayes took over the meeting at 8:25 p.m.

**5I-i. Eagle Lake to Fern Street Redevelopment Project**

Mr. Thares reviewed his February 7<sup>th</sup> memorandum regarding staff's meeting with Metro-Plains on a potential redevelopment consisting of Townhomes in the northern end of the redevelopment area (south of the proposed Martin Avenue). He also reported that staff has learned that Oppidan Investments are willing to sell or develop their two vacant commercial parcels that are located near Highway 10 in this redevelopment area.

**220 Eagle Lake Road and 220 Eagle Lake Road:** The Board discussed the requests received from two residential property owners to sell their properties (200 Eagle Lake Road North and 220 Eagle Lake Road North) to the City/BLEDA. It was the consensus of the Board to hold a closed session at the end of this meeting to further discuss the potential purchase of these properties.

**5I-ii. Putnam Avenue South Redevelopment Project**

Mr. Thares reviewed his February 10<sup>th</sup> memorandum on his recent meeting with Ken Tyra to discuss the Putnam Avenue redevelopment issues/ideas and reviewed the information received from Mr. Tyra on a proposed facility (approximately 36,000 sq. ft. total).

It was the consensus of the Board to request that Mr. Tyra do a performa and bring back to the BLEDA at their March meeting for further consideration/discussion.

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

Mr. Thares reviewed the concept elevation sketch plan recently received from D.J. Bakken for a new 12,000 sq. ft. commercial building. Staff will continue to provide information to the BLEDA throughout the next months.

**5J. R-5 DISTRICT REVIEW**

Mr. Thares reported that the Community Economic Development Department will be undertaking the study of the R-5 Housing Zone this year. Four bids on the RFP for this project were received in the spring of 2005; with Northwest Associated Consultants (NAC) providing the lowest quote of \$4,000 to complete the study.

Commissioner Eddy motioned to authorize staff to expend 2006 budgeted funds and direct Northwest Associated Consultants to undertake the study of the R-5 housing Zone per the RFP submittal. Seconded by Commissioner Gast, unanimous ayes, motion carried.

#### **5K. RETAIL MARKET ANALYSIS/STRATEGIC WORKSHOP DATE**

Planner Annie Deckert reviewed her February 2<sup>nd</sup> memorandum on scheduling a Retail Market Analysis Strategic Workshop for Tuesday, April 11, 2006, at a cost of \$8.00 per person.

It was the consensus of the Board to direct staff to provide information on the advertising costs for this workshop to the March BLEDA meeting for further consideration.

#### **5L. BIG LAKE EXPO – COUNCIL/BLEDA BOOTH**

Mr. Thares reported that, at their February 8<sup>th</sup> meeting, it was the consensus of the City Council to share a booth with the BLEDA at the March 12, 2006 Big Lake Expo, with the booth being staffed by Council and BLEDA Members. The BLEDA Members were asked to inform staff of their availability to staff the booth; with a schedule of hours for the Expo being provided at the next meeting.

#### **6. OTHER**

President Hayes closed the meeting at 9:02 p.m. for the purpose of discussing the potential sale of parcels 65-401-0040 and 65-401-0020.

President Hayes reconvened the regular meeting at 9:13 p.m.

#### **200 Eagle Lake Road North and 220 Eagle Lake Road North**

Commissioner Gast motioned to approve the purchase of 220 Eagle Lake Road for \$140,000.00. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

It was reported that, during the closed session, the Board authorized staff to negotiate with the owner(s) of 200 Eagle Lake Road North, as discussed.

#### **Amendment to Vacant land Purchase Agreement – Lake Street Cottages, Phase II**

Commissioner Dickinson moved to the Amendment to Vacant Land Purchase Agreement for Lake Street Cottages, Phase II project with Sprinter Builders, Inc. Seconded by Commissioner Zwilling, unanimous ayes, motion carried.

#### **7. ADJOURN**

Commissioner Kampa motioned to adjourn the meeting at 9:16 p.m. Seconded by Commissioner Zwilling, unanimous ayes, meeting adjourned.