

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, OCTOBER 9, 2007

1. CALL TO ORDER

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

2. ROLL CALL

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

Also present: Community Economic Development Director Jim Thares, City Administrator Scott Johnson, and City Planner/Community Development Assistant Leslie Chmielewski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM AUGUST 13, 2007 AND SEPTEMBER 10, 2007

Commissioner Kampa motioned to approve the August 13, 2007 BLEDA minutes as presented and the September 10, 2007 BLEDA minutes with the minor revision to paragraph 3 of page 3 as discussed. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

5. BUSINESS

5A. BIG LAKE INDUSTRIAL PARK EAST

5A-i. Update: Paragon Store Fixtures

Community Economic Development Director Jim Thares reported that staff has received the signed loan documents from Paragon for their two (2) secured loans for equipment but that the TIF documentation has not yet been received.

5A-ii. White Bear Clothing – Proposed Expansion

Mr. Thares reported that the White Bear Clothing (WBC) expansion site plan and variance proposal was approved by the City Council at their September 26, 2007 meeting and that WBC will be applying for a “parking deferment” which will be reviewed through a CUP at an upcoming JPB meeting.

5A-iii. Prospects Report

The Board briefly reviewed the revised Prospects Report. No action required or taken.

5A-iii.a Subcommittee

Mr. Thares stated that some industrial prospects may request information on the type of incentive packages (i.e., TIF, Site Prep Assistance, etc.), if any, may be available to them and staff has been providing them with the appropriate information. He further stated that it may be beneficial to form a subcommittee of several BLEDA Members for the purpose of meeting on an as-needed basis to review potential incentive packages and direct staff on the type of information to provide to each prospect.

Commissioner Dickinson noted that it would be beneficial in determining what information to provide to the prospect if there was a form for the prospect to fill out which indicates specific details of their proposed project. Mr. Thares indicated that staff would draft a sample form for the BLEDA’s review at a future meeting.

The following Commissioners volunteered to serve on the Prospect Subcommittee: Jim Dickinson, Chuck Heitz, Lori Kampa, and Jim Sanford (with Mr. Leslie filling in during Mr. Sanford’s absence, and Mr. Larry Alfords being designated to fill in when both Mr. Sanford and Mr. Leslie are unavailable).

5A-iv. Industrial Park Expansion

Mr. Thares reported that the Industrial Park Expansion Project (IPEP) Committee recently met to review the proposed infrastructure plans and funding scenario for the Industrial Park expansion. He further stated that following authorization by the City Council and Town Board for the IPEP Committee and City staff to negotiate with Bruggeman Properties for the joint purchase and development of an additional 38.5 acre parcel located north of the current park, the purchase and infrastructure negotiations are concluding and it is anticipated that the Council and Town Board reviewing the Bruggeman proposal/timeline at a joint meeting on October 24th and that both Boards will each formally consider the expansion proposal (including land acquisition and infrastructure) in the form of a P.A. at subsequent meetings in November.

5A-iv.a Parks Committee Statement

Community Economic Development Director Thares reviewed the Parks Committee's proposal for the Bruggeman property. He noted that when the discussion was entered into with Bruggeman, their representative Greg Schlink stated that, as this would be a joint application (Bruggeman, the City, the Township, and BLEDA) he would ask that a member of the BLEDA attend the Parks Committee meeting with him for his presentation to the Committee; Mr. Thares stated that he had volunteered to attend the Committee meeting with Mr. Schlink and will report back to the BLEDA at a future meeting. For information only; no action required or taken by the Board.

5A-v. Update: Ataboy Building

Mr. Thares briefly reviewed Finance Director Corey Boyer's comparison of the projected tax increment collections and the actual increment taken in to date; which shows that a shortfall still exists and that the tax capacity appears to be increasing probably due to a county-wide increase in property values. He further reported that the City Attorney is researching a strategy to present a reasonable counter offer to the two co-debtors, which will be brought for the Board's review at a future meeting.

5B. MANUFACTURER'S WEEK DISCUSSION

Mr. Thares reported that the State of Minnesota has designated the week of October 22-26, 2007. He further stated that in past years, Big Lake has deviated from the State's timeframe for Manufacturer's Week and has designated a week in the month of November as Big Lake Manufacturer's Week. Mr. Thares noted that there are several industrial presentations scheduled in November that could fit into a Manufacturer's Week format.

It was the consensus of the BLEDA to schedule the Big Lake Manufacturer's Week in November, 2007 and to coordinate events for this week accordingly.

5B-i. Presentation: Big Lake Marketplace – Jim Brown

Jim Brown, of Dynamics Design and Land Company, provided an update on the Big Lake Marketplace project and answered questions of the Board.

Community Economic Development Director Jim Thares reviewed the memo handed out pertaining to various options for economic development marketing/partners to assist in designing a marketing campaign for Big Lake and he asked for the Board's input.

It was the consensus of the Board to form a Committee to discuss this issue further. The Commissioners that have agreed to serve on the Marketing Committee are Chuck Heitz and Lori Kampa as an alternate.

5C. RESCHEDULE NOVEMBER BLEDA MEETING

Mr. Thares reported that, due to the November 2007 BLEDA meeting date falling on Veteran's Day, which is a holiday that is observed by City Hall, staff is asking the BLEDA to reschedule their November 12th regular meeting.

Commissioner Dickinson motioned to reschedule the November 12th meeting date to Tuesday, November 13, 2007 at 7:00 p.m. at City Hall. Seconded by Commissioner Heitz, unanimous ayes, motion carried.

5D. UPDATE: BIG LAKE PLAZA/LAKE SHOPPING CENTER

5D-i. Update: Sale of East End of Shopping Center

Community Economic Development Director Jim Thares reviewed his October 4th memorandum pertaining to status of the negotiations with Dr. Sealock on the purchase of the property and the September 12th letter forwarded to Dr. Sealock.

5E. DOWNTOWN REDEVELOPMENT (HIGHWAY 10 & COUNTY ROAD 5)

5E-i. Update: Redevelopment Project

Mr. Thares reported that Nelson Development had recently informed City staff that they would no longer be involved in any negotiations on this development site. He further stated that it was staff's suggestion that other potential developers be interviewed for this redevelopment site and to also post signage along the site indicating the availability for a redevelopment project. The Board briefly discussed removing the trees from the project site for the purpose of selling the properties and also sending out RFP's for the redevelopment of the site. It was the consensus to direct staff to post signage at the project site as discussed and to also prepare a draft RFP for the Board's review at the next meeting.

5E-ii. 210 Eagle Lake Road – Lease Extension Request (Curtis & Maria Hed)

Mr. Thares discussed with the Board his October 3rd memorandum pertaining to the September 15th request from Curtis and Maria Hed to extend their lease with the BLEDA until the end of the calendar year for the property located at 210 Eagle Lake Road North.

Commissioner Heitz motioned approve an amendment to the Lease with Curtis and Maria Hed for 210 Eagle Lake Road North to extend the term of the lease to January 3, 2008, at a rental rate of \$350.00 for the period of November 3, 2007 to December 3, 2007, and \$500.00 for the period of December 3, 2007 to January 3, 2008. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

5F. PROJECTS STATUS REPORT

Community Economic Development Director Jim Thares briefly reviewed the September 2007 Project Status Report and answered questions of the Board.

5G. POTENTIAL FUTURE ACQUISITION/DEMOLITION PROPERTY

Mr. Thares and City Planner/Community Development Assistant Leslie Chmielewski reviewed the October 4th memo on the unoccupied property located at 1030 Hennepin Avenue which has been identified as a potential future site for the acquisition/demolition program but further explained that funds for this potential acquisition/demolition project would not be available until the City sells the property located on Ormsbee Street. Mr. Thares also briefly discussed the recent listing of foreclosed properties within Sherburne County. No action required or taken by the Board.

5H. HOUSING MARKET ANALYSIS & DEMAND ESTIMATE FOR BIG LAKE

Mr. Thares reviewed his October 3rd memorandum pertaining to the BLEDA Members' invitation to the October 10th City Council Meeting during which the Council will hear the presentation of the Big Lake Housing Study by Maxfield Research, Inc., and at which City staff will be recommending that the Council accept the findings and recommendations in the Housing Study. This item is for information only; no action required or taken by the Board.

5I. EDA BUDGET

Staff briefly reviewed the budget and answered questions of the Board. No action required.

5J. NORTHSTAR TRANSIT ORIENTED DEVELOPMENT (TOD)

5J-i. Budget Adjustment

Mr. Thares reported that the City Council, at their last meeting, authorized the pre-planning services contract for the Transit Oriented Development (TOD) area with Northwest Associated Consultants (NAC) at a total cost of \$16,000. He further stated that the Big Lake Transit Oriented Development (TOD) Committee has reviewed a pre-planning proposal at the TOD site from Northwest Associated Consultants (NAC) and the Committee recommended that the City move forward with the pre-planning process which should define the land use basics through a public participation format; this will be

a beginning step and the results of establishing a comp plan land use designation, zoning, density and design for the TOD area will help reduce the scope and cost of any potential master-planning done at the site in the future. Staff has submitted the \$5,000 planning grant to the Initiative Foundation for review and approval. No action required by the Board.

Commissioner Dickinson motioned to authorize the contribution of the \$5,000 from the existing 2007 BLEDA TOD budget to the planning effort as discussed. Seconded by Commissioner Heitz, unanimous ayes, motion carried.

5K. NEW MN-DEED COMMUNITY- ECONOMIC DEVELOPMENT INITIATIVES

Mr. Thares briefly reviewed the two (2) new MN-DEED initiatives that will be addressed at the upcoming workshop that he and Ms. Chmielewski attended on October 8th.

5L. BR&E COMMENCEMENT EVENT

Mr. Thares reviewed the information provided regarding the upcoming Big Lake Business Retention & Expansion (BR&E) Commencement Event scheduled for October 15th. For information only; no action required or taken by the Board.

6. OTHER- None.

7. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 9:52 p.m. Seconded by Commissioner Kampa, unanimous ayes, meeting adjourned.