

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

THURSDAY, JANUARY 14, 2016

1. CALL TO ORDER

President Doug Hayes called the meeting to order at 6:00 p.m.

2. ROLL CALL

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Norm Leslie, Steve Pfliegaar, Darek Vetsch, and Mike Wallen.
Commissioners absent: none.

Also present: Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF DECEMBER 14, 2015

Commissioner Dickinson motioned to approve the December 14, 2015 BLEDA minutes. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. 2016 BLEDA OFFICER APPOINTMENTS

It was reported that at the City Council's regular meeting on January 13, 2016, the Council unanimously voted to appoint Doug Hayes to another 6-year term on the Big Lake Economic Development Authority. Also, as part of the Council's 2016 Committee Appointments, the Community Development Director was appointed to serve as the BLEDA's Executive Director.

President Hayes stated that each year, the BLEDA is to elect a President, Vice-President, and Treasurer and asked for volunteers or nominations for these positions in 2016.

Commissioner Danielowski motioned that the Commissioners who held the BLEDA Officer positions in 2015 (i.e., President – Doug Hayes; Vice-President – Jim Dickinson; and Treasurer – Dave Gast) hold the same positions in 2016. Seconded by Commissioner Vetsch, unanimous ayes, motion carried.

5B. EDA BUDGET

The Commissioners briefly reviewed the BLEDA budget. This item is for information only; no action required or taken by the Board. As Finance Director Deb Wegeleben was not in attendance, President Hayes suggested that the Commissioners e-mail Wegeleben with any questions on the budget documentation.

5C. CONSIDER PARTICIPATION IN 03-06-16 CHAMBER BUSINESS EXPO AND SCHEDULE A SPECIAL BLEDA GATHERING FOR EXPO EVENT

As there may be a quorum of BLEDA Members in attendance at the upcoming 2016 Big Lake Business Expo, Commissioner Danielowski motioned to schedule a Special BLEDA gathering on Sunday, March 6, 2016, from 11:00 a.m. to 2:00 p.m. at Big Lake High School (501 Minnesota Avenue). Seconded by Commissioner Gast, unanimous ayes, motion carried.

5D. RESCHEDULE OCTOBER 2016 BLEDA MEETING DATE

Due to the BLEDA's October 2016 regular meeting date falling on the Columbus Day holiday, staff was asking that the meeting date be rescheduled.

Commissioner Dickinson motioned to reschedule the October 10, 2016 regular BLEDA meeting to Tuesday, October 11, 2016 at 6:00 p.m. Seconded by Commissioner Gast, unanimous ayes, motion carried.

6. OTHER

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE: The Commissioners briefly reviewed the Community Development Department Update (distributed at the meeting), which included the following:

- 1) BR&E Visits: Staff has visited six (6) businesses since December 15, 2015 (i.e., M&M Express Sales & Service; Flour City Bending; Ultra Image Powder Coating; Industrial Molded Rubber Products; CentraCare; and Kelco Supply Company).
- 2) Training Opportunity: Staff is scheduled to attend the Economic Development Association of MN (EDAM) Winter Conference on late January as well as an Economic Development Finance course through the National Development Council in early February.
- 3) Broadband: Staff is reaching out to internet providers to find options for the businesses in the Industrial Park.

- 4) Farmer's Market: Planning on submitting a grant application to the Central MN Arts Board (CMAB) for the 2016 Farmer's Market (for a maximum request amount of \$7,000 with a 30% match). The grant would support the City in scheduling local musicians at the weekly event. The first meeting of the Farmer's Market Committee is scheduled for January 29th.
- 5) Initiative Foundation Letter of Inquiry: Staff submitted a Letter of Inquiry to the Initiative Foundation for funding to assist with the cost of an update to the Housing Study that was done in 2007.
- 6) Filled Positions: 1) Administrative Assistant – This open position has been filled since January 6th by Ms. Jennifer Haag, who was hired through Atlas Staffing; and 2) Planner – Mr. Michael Healy has been hired for this position and will begin working for the City on January 25th.

This item for information only; no discussion or action taken by the Board.

POLICE DEPARTMENT OPEN HOUSE: Commissioner Danielowski reminded the Commissioners of the Open House being hosted by the Police Department at their facility (790 Minnesota Avenue) on Thursday, February 11, 2016, from 2:00-6:00 p.m.

7. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 6:10 p.m. Seconded by Commissioner Danielowski, unanimous ayes, meeting adjourned.