

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, FEBRUARY 8, 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 Pflughaar, Darek Vetsch, and Mike Wallen. Commissioners absent: none. Also present: Community Development Director Hanna Klimmek and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF JANUARY 14, 2016

Commissioner Vetsch motioned to approve the January 14, 2016 BLEDA minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. DISCUSSION: NORTHERN STAR APARTMENTS – PHASE II

Community Development Director Hanna Klimmek provided an update on Phase II for Northern Star Apartments project and noted that Mr. Duncan Susee, representative for the developer/investors, was in attendance to answer questions.

Klimmek stated that in December, staff was contacted by Metes and Bounds, the developer of the Northernstar Apartments Phase II, and was presented with a concept change to Phase II of the Northern Star Apartment project which would omit the 3rd standalone building which was meant to house a community room and fitness center. The developer is proposing that: 1) the fitness center be included in the common areas of the already completed building; 2) the community room be included in the Phase II building; and 3) a play structure and picnic area be constructed outside between the two buildings. Klimmek stated that the proposed change would not affect the TIF agreement as long as the project commences no later than May 30, 2016 and the plan includes 38 units into the second building.

Klimmek reported that she, Commissioner Dickinson, and Commissioner Gast met to discuss the proposed concept change to Phase II and that they requested that the developer submit a site plan and proforma, which was distributed to the Commissioners at tonight's meeting.

Mr. Duncan Susee, representative for the developer and the investors of the project, stated that instead of having a separate stand-alone building between the two buildings for the fitness center and community room, the developer believes it makes more sense to have the fitness center and community room occupy the large open common spaces (which weren't being used) in each building and that it would also be more convenient for the residents to utilize those rooms. He further stated that the current issues for the investors were: 1) the additional costs of the original requirement for a third stand-alone building to house a fitness center and community room; and 2) finding TIF income-qualified tenants for Phase II.

No action required or taken by the BLEDA.

5B. DISCUSSION: BLEDA GOALS AND ACTION PLAN FOR 2016

Klimmek stated that, as in past years, the BLEDA is being asked to review the BLEDA goals and action plan from 2015 and to discuss/re-prioritize them for 2016.

After discussing the 2015 Goals and Action items, it was the consensus of the Commission for each Commissioner to forward their top three (3) action items for each of the goals to Klimmek, and for staff to compile the submitted information into a final draft of the 2016 Goals and Action items for review at the March BLEDA meeting.

5C. BLEDA STRATEGIC PLAN

Klimmek briefly reviewed the finalized version of the BLEDA Strategic Plan, noting that the documentation included the minor language revisions that were part of the BLEDA's approval at their October 13th meeting. This item is for information only; no further action required by the Board.

5D. BLEDA BUDGET

Klimmek reviewed the presented budget documentation and answered questions of the Board. The Commissioners discussed the current BLEDA-owned properties and working more aggressively at selling some of these properties would help in reducing the amount of BLEDA debt.

5E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek briefly reviewed the following items:

- 1) BR&E Visits: Staff visited with Alcoa Remmele Medical Solutions on January 25th.
- 2) Training Opportunity: Staff attended the Economic Development Finance course through the National Development Council from February 1st through the 5th.
- 3) Broadband: Staff is reaching out to internet providers to find options for the businesses in the Industrial Park. Until fiber is installed along Highway 10, the City of Big Lake will benefit from assisting existing businesses in finding a better interim option. Staff sent a letter of inquiry to the USDA for an opportunity to apply for the Cool and Connected Grant, which is a pilot program.
- 4) Farmer's Market: Planning has started for the 2016 Farmer's Market, including staff working on hiring an intern for 20 hours per week to coordinate this series event. Staff has applied for an internship scholarship through the Minnesota Economic Development Foundation, which would provide a match to the CMAB grant for which staff is also applying. The 2016 Big Lake Farmer's market will be held at Lakeside Park on Wednesdays from 3-7 pm (June 1st through September 28th).
- 5) Initiative Foundation Letter of Inquiry: Staff has been informed that the letter of inquiry which was submitted to the Initiative Foundation for funding to assist with the cost of updating the City's 2007 Housing Study was approved and staff has been asked by the Initiative Foundation to write a full proposal to request up to \$4,000.
- 6) Planner Position: Michael Healy began his position as City Planner on Monday, January 25th.

6. OTHER

6A. 2016 BIG LAKE CHAMBER BUSINESS EXPO SIGN-UP

Klimmek briefly reviewed the memorandum on the upcoming 2016 Big Lake Business Expo which is scheduled to be held from 11:00 a.m. to 2:00 p.m. on Sunday, March 6, 2016, at the Big Lake High School. The City Council and BLEDA participate in funding and staffing a joint booth at the Expo each year and staff is asking the Commissioners to review the sign-up schedule and provide their available hours to staff by February 26th. No action required or taken by the Commission.

7. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 6:56 p.m. Seconded by Commissioner Danielowski, unanimous ayes, meeting adjourned.