

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**MONDAY, FEBRUARY 10, 2014**

**1. CALL TO ORDER**

President Doug Hayes called the meeting to order at 6:01 p.m.

**2. ROLL CALL**

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Bob Hofer (attending for Steve Pflughaar), Norm Leslie, and Mike Wallen. Commissioners absent: Duane Langsdorf and Steve Pflughaar.

Also present: Economic Development Manager Heidi Steinmetz and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

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

**4. APPROVE BLEDA MEETING MINUTES OF JANUARY 13, 2014**

Commissioner Dickinson motioned to approve the January 13, 2014 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

**5. BLEDA BUSINESS ITEMS**

**5A. RETAIL TRADE ANALYSIS REPORT PRESENTATION**

- **Mr. Adeel Ahmed, U of M Extension Center for Community Vitality**

Economic Development Manager Heidi Steinmetz introduced Mr. Adeel Ahmed, who provided an overview Retail Trade Analysis Report, noting that the analysis in the report strictly looks at retail data from 2011, which is the most recent data available. No action required or taken by the EDA.

**5B. INDUSTRIAL PARK PHASE II PROSPECT REPORT**  
**- Phil Rondeau, Welsh Construction**

Steinmetz reported that the EDA owns six (6) industrial parcels in the Big Lake Industrial Park Phase II, totaling approximately 34 acres, which need to be sold to generate tax revenue and jobs for the Big Lake area. The BLEDA currently has an exclusive listing agreement with Phil Rondeau, formerly of CentraSota Real Estate Services, to market these parcels through August 31, 2014.

Mr. Rondeau was present to discuss the Industrial Park Phase II Prospect Report and answer questions of the Board.

**5C. BUSINESS RETENTION & EXPANSION COMMITTEE**

Steinmetz reported that the purpose of the Business Retention & Expansion Committee is to bridge the gap between Big Lake businesses and City Hall by forming relationships with Big Lake businesses through monthly facility visits and/or tours, which are referred to as "BR&E visits".

Past BR&E Committee Members had been Big Lake Mayor Raeanne Danielowski, Big Lake Township Supervisor Norm Leslie, Big Lake Chamber of Commerce President Tricia Skodje, former City Economic Development Specialist Leslie Dingmann, and City Administrator Todd Bodem. After a brief discussion, it was the consensus of the BLEDA that the following would be on the BR&E Committee: Raeanne Danielowski, Norm Leslie, Heidi Steinmetz, and possibly Tricia Skodje.

Steinmetz stated that the first BR&E visit in 2014 is scheduled with MPI on February 13<sup>th</sup> and that the Committee Members would be asked to participate in the visit.

Commissioner Dickinson motioned to formalize the 2014 Business Retention & Expansion Committee to consist of City Staff, Big Lake Mayor Raeanne Danielowski, and Big Lake Township Supervisor Norm Leslie, to extend an invitation to Big Lake Chamber President Tricia Skodje to serve as a BR&E Member, and to also include all BLEDA Members in all invitations to attend future BR&E visits. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

**5D. 2014 BLEDA ACTION PLAN STATUS UPDATE**

The Action Plan Status Update was briefly reviewed/discussed; no action required or taken by the Board.

**5E. EDA BUDGET**

The budget documents were reviewed by the Board; no action required or taken by the Board.

**5F. PROJECT/PROSPECT STATUS REPORT**

Steinmetz reviewed the items on the report. She noted that staff had received an inquiry from a prospect for a potential gas station/convenience store at the NE corner of Highway 10/Country Road 5 (Eagle Lake Road North). The Board was asked for their input on the potential of having another gas station in the City as there are currently five (5) in the City, and to provide direction to staff.

It was the consensus of the Board for staff to move forward with the potential prospect.

**6. OTHER**

**6A. 2014 BIG LAKE EXPO SIGN-UP**

Steinmetz reminded the Board of the Big Lake Expo scheduled from 11:00 a.m. to 2:00 p.m. on Sunday, March 2<sup>nd</sup> and asked the Members to contact staff if they are able to participate at the City/BLEDA booth.

**7. ADJOURN**

Commissioner Wallen motioned to adjourn the meeting at 7:46 p.m. Seconded by Commissioner Dickinson, unanimous ayes, meeting adjourned.