

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, FEBRUARY 11, 2013

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, Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Steve Pflughaar, and Mike Wallen.
Commissioners absent: Dave Gast.

Also present: City Administrator Todd Bodem and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM DECEMBER 10, 2012

Commissioner Dickinson motioned to approve the December 10, 2012 BLEDA minutes. Seconded by Commissioner Leslie, unanimous ayes, motion carried.

5. CITY / TOWNSHIP BLEDA BUSINESS ITEMS

5A. DILL DENTAL FACILITY CONCEPT PLAN REVIEW

City Administrator Todd Bodem stated that the Concept Plan was reviewed by the Planning Commission at their February 6th meeting and it was their recommendation that the City Council approve the proposed plan.

Administrator Bodem also discussed the February 11th memorandum distributed at the meeting pertaining to the following two (2) issues:

Purchase of property not included in original acquisition of Hwy 10/CR 5 parcel:

Bodem stated that in preparing the title commitment for this project, it was discovered that a small parcel (approximately a 3.5 foot strip of land) that had not been acquired and is not owned by the BLEDA.

Commissioner Dickinson provided a brief background on the property acquisition and reported that the BLEDA's Finance Committee had discussed the options available to resolve this issue and recommended that the BLEDA purchase the property.

Administrator Bodem stated that BLEDA Attorney John Kelly has negotiated with the property owner, Mr. John Mrozik, to purchase the 3.5 foot strip of land for the amount of One Thousand Eight Hundred Dollars (\$1,800.00) and a resolution authorizing the purchase of the land has been drafted for the BLEDA's consideration.

Commissioner Dickinson motioned to approve BLEDA Resolution #2013-01, A Resolution Authorizing the Purchase of Property, authorizing the BLEDA Attorney and the BLEDA to complete the purchase of the 3.5 foot strip of land from Mr. John Mrozik in the amount of \$1,800.00. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

Agreement for Purchase of BLEDA-owned Property (Highway 10/County Road 5):

Administrator Bodem discussed the purchase agreement received from Dr. Reed Dill for the property located on the southeast corner of Eagle Lake Road North and Martin Avenue.

Commissioner Dickinson reported that the Finance Committee considered comparables on similar properties in surrounding jurisdictions and the Committee determined the offered price to be satisfactory. Administrator Bodem noted that the BLEDA Finance Committee has discussed the offer of \$3.50 per square foot for the approximately 5/8 acre site and it is the Committee's recommendation that the BLEDA authorize staff to enter into a Purchase Agreement with Dr. Reed Dill for price of \$3.50 per square foot.

Commissioner Dickinson motioned to authorize staff to enter into a purchase agreement with Dr. Reed Dill in the amount of \$3.50 per square foot. Seconded by Commissioner Green, unanimous ayes, motion carried.

Administrator Bodem reported that a public hearing is required to be held by the BLEDA to approve the sale of the property and this hearing will be held at the BLEDA's March 11th regular meeting.

6. CITY / TOWNSHIP BLEDA BUSINESS ITEMS

6A. AMENDMENT TO BIG LAKE INDUSTRIAL PARK EAST COVENANTS

Administrator Bodem reported that it was the consensus of the BLEDA at their November 12, 2012 meeting to amend portions of the Big Lake Industrial Park East Covenants.

Based on the discussions at the November 2012 meeting, Section 3 (Architectural Control) of the Big Lake Industrial Park East Covenants has been amended to reduce the number of persons assigned to the Architectural Review Board from five (5) members to three (3) members. This amendment states that the Architectural Review Board shall consist of one representative from the BLEDA Board, one representative from Big Lake Township, and one City of Big Lake staff member (or City Council Member). Administrator Bodem also noted that other minor housekeeping revisions had been made to the Covenants as well.

Commissioner Dickinson moved to approve the proposed amendments of the Declaration of Covenants, Conditions and Restrictions for the Industrial Park of Big Lake as presented. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

After a brief discussion on who may be willing to serve on the Architectural Review Board, Commissioner Dickinson moved to appoint Commissioner Norm Leslie as the Big Lake Township representative (with Commissioner Steve Pflughaar to serve as alternate), Commissioner Duane Langsdorf as the BLEDA representative, and Administrator Todd Bodem as the City staff representative. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

6B. APPOINTMENTS FOR 2013 BLEDA OFFICER POSITIONS

Administrator Bodem briefly reviewed who held BLEDA Officer positions in 2012 and asked for nominations for the 2013 Officer positions.

After a brief discussion and nominations, Commissioner Langsdorf motioned to appoint Doug Hayes to serve as BLEDA President, Jim Dickinson to serve as BLEDA Vice President, Dave Gast to serve as BLEDA Treasurer, and Todd Bodem to serve as BLEDA Secretary. Seconded by Commissioner Green, unanimous ayes, motion carried.

Commissioner Dickinson left the meeting at 6:20 p.m.

6C. 2013 BIG LAKE BUSINESS EXPO – AUTHORIZE EXPO BOOTH EXPENDITURE

Commissioner Wallen motioned to authorize the BLEDA's participation in jointly funding and staffing a booth with the City Council at the 2013 Big Lake Business Expo at a cost of \$87.50 for the BLEDA's portion of the booth's \$175.00 total discounted fee. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

6D. SCHEDULE A SPECIAL BLEDA GATHERING FOR BIG LAKE CHAMBER OF COMMERCE EXPO EVENT

As there may be a quorum of BLEDA Members in attendance at the upcoming 2013 Big Lake Business Expo, Commissioner Danielowski motioned to schedule a Special BLEDA gathering on Sunday, March 3, 2013, from 11:00 a.m. to 2:00 p.m. at Big Lake High School (501 Minnesota Avenue). Seconded by Commissioner Green, unanimous ayes, motion carried.

6E. RESCHEDULE OCTOBER AND NOVEMBER 2013 BLEDA MEETING DATES

Due to the BLEDA's October and November 2013 regular meeting dates falling on holidays (Columbus Day and Veteran's Day respectively) the BLEDA was asked to reschedule those meetings.

Commissioner Wallen motioned to reschedule the October 14, 2013 regular BLEDA meeting to Tuesday, October, 15, 2013 at 6:00 p.m. and the November 11, 2013 regular BLEDA meeting to Tuesday, November 12, 2013 at 6:00 p.m. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

6F. PROJECT / PROSPECT STATUS REPORT

The Board briefly reviewed the twelve (12) items on the February 2013 Project/Prospect Status Report. This item was for information only; no action required or taken by the Board.

6G. BLEDA BUDGET

After briefly reviewing the BLEDA budget documentation, Commissioner Danielowski asked for clarification on some of the items that seem to be a month or so behind as well as no information being shown for Paragon in 2013; Administrator Bodem stated that he would follow-up with staff. This item was for information only; no action required or taken by the Board.

6H. BLEDA GOALS

After a brief discussion on the listed goals and any potential additions/deletions, it was the consensus of the Board to bring this item to the March 11th regular meeting for a more in-depth discussion. Some of the potential topics discussed were: 1) more activity during next year's Manufacturer's Week (i.e., showcasing of businesses, advertisement/press); 2) BR&E Committee activity; 3) higher-end/luxury apartments/housing projects.

7. OTHER

7A. SHERBURNE COUNTY TOOLS FOR BUSINESS

Administrator Bodem briefly discussed the information on the Tools For Business website (<http://sherburne.toolsforbusiness.info>). Commissioner Danielowski asked if the County could give a presentation to the BLEDA; Administrator Bodem stated that staff will make the inquiry.

Commissioner Wallen left the meeting at 6:35.

Discussion: Potential Assistance with NSP Program

Administrator Bodem reported that staff has discussed the NSP program and how it will be managed when Economic Development Specialist Leslie Dingmann is out on maternity leave. He stated that there have been discussions about hiring someone on a temporary basis to fill in during Ms. Dingmann's leave, noting that one possibility that has been mentioned is Annie Deckert, who had previously worked with the City of Elk River as well as the City of Big Lake. Mr. Bodem further stated that he and Commissioners Danielowski and Hayes had met earlier in the day with Ms. Deckert to discuss this issue and that, in addition to working on the NSP program, the position could possibly also assist with marketing, media, etc. for the City.

Commissioner Langsdorf stated that it would be important that if someone were to come in during this time, they would need to be up to speed on the NSP program. Administrator Bodem stated that Ms. Deckert was well versed in the program. Chair Hayes stated that Ms. Deckert had run Phase 1 of the City of Elk River's NSP program. Commissioner Danielowski reported that TriCap has come on board and will be working on some of the NSP properties. She also stated that it was important to find a solution to staying on top of the remainder of the NSP project to keep the project moving and to make an easier transition when Ms. Dingmann returns from her leave.

It was the consensus of the Board to move forward with bringing in someone on a temporary basis to work with the NSP program and other areas as deemed necessary.

9. ADJOURN

Commissioner Green motioned to adjourn the meeting at 6:45 p.m. Seconded by Commissioner Pflieger, unanimous ayes, meeting adjourned.