

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, MARCH 10, 2014

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 Pflieger, and Mike Wallen. Commissioners absent: Dave Gast.

Also present: Economic Development Manager Heidi Steinmetz, Interim City Administrator/Finance Director Jessica Green, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF FEBRUARY 10, 2014

Commissioner Dickinson motioned to approve the February 10, 2014 BLEDA minutes. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. DISCUSS PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM

Economic Development Manager Heidi Steinmetz reported that Sherburne County will be considering a joint powers agreement with the St. Paul Port Authority to allow the Port Authority to implement and administer the Property Assessed Clean Energy (PACE) program for Sherburne County, noting that PACE allows cities and counties to establish voluntary contractual assessment programs to fund energy efficient/renewable energy projects proposed by property owners.

Steinmetz stated that Sherburne County has indicated that a local developer/owner of multiple County properties has shown an interest in the PACE program and the County has asked representatives from the cities within the County if they would support the PACE program.

Steinmetz reported that, after attending a joint informational meeting, City staff is in support of the program because it would provide Big Lake with another unique economic development financing tool. Staff asked if the BLEDA would be in support of the program and participating in administering such a program.

Interim City Administrator/Finance Director Jessica Green reported that the City would act as a pass-through agent between the Port Authority, who provides the funding, and Sherburne County, who receives the assessments.

Commissioner Dickinson motioned that the BLEDA sees value in the PACE Program and recommends participation at the City Council level. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

5B. CONSIDER SUBSIDY AGREEMENT TERMINATION REQUEST – DUDLEY FAMILY, LLC

Steinmetz provided background information on the 2004 Business Subsidy Agreement between the EDA and Dudley Family, LLC as part of the Development Agreement which was executed to assist with the construction of a then new industrial building (now known as the former Stone Company building) located in the Industrial Park.

Steinmetz reported that TSC Development, LLC (formerly Dudley Family, LLC) still owns the property and is trying to refinance the property. In order to do so, one of the two (2) documents required by the title company is a Termination of the Business Subsidy Agreement, which representatives from the City's bond counsel, Briggs & Morgan, have stated would not be an issue to provide as the Development Agreement automatically terminated on February 1, 2014. Staff asked the BLEDA to consider the request and authorize Briggs & Morgan to draft the termination document. A copy of the "Termination of Business Subsidy Agreement" was handed out at the meeting.

Commissioner Dickinson motioned to approve the termination of the business subsidy agreement and authorize the execution of the Agreement. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

5C. REVIEW 2011 RFP – HIGHWAY 10 AND COUNTY ROAD 5

Steinmetz reported that this is a follow-up to the discussion at the January 2014 BLEDA meeting on whether or not to redistribute the Request For Proposals (RFP) for the redevelopment of the northeast corner of Highway 10 and County Road 5; an RFP for this site was originally distributed in October 2011 with very few respondents. She further stated that, at this time, staff is not recommending that an RFP is redistributed until the entire site is owned by one owner or some type of agreement is reached between the current owners. Staff asked for the BLEDA's direction. It was the consensus of the BLEDA to direct staff to contact the adjacent property owner(s) to schedule a meeting to discuss the site.

5D. 2014 BLEDA ACTION PLAN STATUS UPDATE

The Action Plan Status Update was briefly reviewed.

Steinmetz reported that staff is working with the Industrial Park's Listing Agent to schedule an event to bring developers and brokers to Big Lake to view available properties and the Industrial Park in the near future. The Commission discussed possible incentives for prospective attendees (luncheon, mileage reimbursement, etc.) with Steinmetz noting that any expenditures for the event would come out of BLEDA funds and which would be brought to the Board for approval. It was the consensus of the BLEDA to support a luncheon for attendees of a developer/broker tour/visit.

5E. EDA BUDGET

Finance Director Green reviewed the budget documentation and answered questions. No action required or taken by the Board.

5F. PROJECT/PROSPECT STATUS REPORT

Steinmetz reviewed the following from the report; 1) potential prospect for Hwy 10/CR 5; 2) status of Lupulin Brewing proposal; 3) BR&E; 4) community videos – staff recently reviewed draft of videos which need many edits and is working with the video producers to make necessary changes/edits; 5) the opening of Lake Dental Care is scheduled for 04-06-14 at The Commons building on Rose Drive.

6. OTHER – None.

7. ADJOURN

Commissioner Langsdorf motioned to adjourn the meeting at 7:10 p.m. Seconded by Commissioner Dickinson, unanimous ayes, meeting adjourned.