

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, APRIL 14, 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, Dave Gast (arrived at 6:07 p.m.), Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Steve Pflgebraar, and Mike Wallen.

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

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF MARCH 10, 2014

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

5. BLEDA BUSINESS ITEMS

5A. DISCUSS POTENTIAL JOINT MARKETING AGREEMENT FOR HIGHWAY 10/COUNTY ROAD 5

Economic Development Manager Heidi Steinmetz reviewed the Staff Report pertaining to the BLEDA-owned commercial property located at the northeast corner of Highway 10 and County Road 5. Staff is requesting BLEDA's input with regards to whether or not a joint marketing agreement should be entered into with the owner of the adjacent property and list the property with their realtor at the same price per square foot and market the properties together. She stated that staff is asking for the BLEDA's comments on the commercial site.

Steinmetz reported that there is a prospect interested in this corner site but they have not yet been successful connecting with the adjacent property owner; staff has provided the owner information to the prospect.

Commissioner Gast arrived at 6:07 p.m.

Staff discussed with the Commissioners the history of the site configuration, prospect interest in the site, any potential plans for a roadway and/or accesses into the parcel, and the potential to include the owners of the Dairy Queen site possible marketing discussions.

Staff suggested that a simple, joint marketing agreement could be drafted for the BLEDA's review prior to presenting it to the adjacent property owner in order to determine if it would be possible to jointly market the parcels at a mutually agreed upon price per square foot. If a marketing agreement was executed, then a search could begin for a listing agent.

It was the consensus of the EDA to direct staff to draft a joint marketing agreement for the property at the northeast corner of Highway 10 and County Road 5.

5B. DISCUSS TIF POLICY IN REGARDS TO HOUSING PROJECTS

Steinmetz reported that a developer has notified staff that they may apply for Tax Increment Financing (TIF) to support a potential multi-family (apartment) project in Big Lake. Staff reviewed the City's draft Tax Increment Financing (TIF) Policy, which has not been adopted by the City/BLEDA. Staff is asking the BLEDA to discuss the draft policy as it relates to the City's current economic development goals, as well as what their thoughts are on using TIF for apartment projects.

Steinmetz stated that the BLEDA and Council can determine how to use TIF as it is not required to use TIF on every potential project. Staff suggested that one thing to consider when reviewing the policy, specifically with regards to housing and multi-family housing, is whether there are enough multi-family facilities in the City or if it would be beneficial to have more.

It was the consensus of the BLEDA to direct staff to revise the draft TIF Policy per the discussion and bring the revised TIF Policy to the next BLEDA meeting for consideration/review.

5C. DISCUSS POSSIBLE SAC & WAC POLICY

Steinmetz reported that the City currently does not have a SAC (Sewer Access Charge) & WAC (Water Access Charge) Policy and that there are times when prospective business owners may ask for a waiver of the SAC/WAC fees or building permit fees. She stated that this issue was being discussed to determine if the BLEDA is willing to waive such fees and if it is interested in creating its own SAC/WAC Policy.

The Commissioners and staff briefly discussed: 1) the Met Council's SAC/WAC fees and how it might not be applicable to a city of Big Lake's population; 2) the purpose of SAC/WAC policy would be to offset incurred costs and not to make a profit; 3) the effects of allowing the waiver of fees (i.e., the subsidy being spread to all taxpayers rather than the requesting business); and 4) options for determining fees (i.e., metering, building size and use, etc.).

It was the consensus of the BLEDA to direct staff to draft a SAC/WAC Policy per the discussion and comments, for review at a future meeting.

5D. VOLUNTEER REQUEST FOR CLEAN UP DAY – MAY 3, 2014

Interim City Administrator Jessica Green briefly discussed the upcoming Clean-Up Day scheduled for Saturday, May 3, 2014, and asked that those who are available to volunteer at the event contact staff by April 15th. No action required or taken.

5E. 2014 BLEDA ACTION PLAN STATUS UPDATE

The Action Plan Status Update was briefly reviewed, including the following: 1) staff is considering scheduling a developer tour of the Industrial Park in May 2014; 2) the next BR&E visit will be at Remmele Medical at 2:30 p.m. on April 30th; 3) staff has been highly concerned with the lack of broadband availability, especially in the Industrial Park, and have been working closely with Sherburne County as well as researching how to approach the issue so that there won't be a loss of jobs/businesses due to a lack of high speed internet availability.

5F. EDA BUDGET

Jessica Green reviewed the budget documentation and answered questions of the Board. This item for information only; no action was required or taken.

5G. PROJECT/PROSPECT STATUS REPORT

Steinmetz briefly reviewed the report; no action required or taken by the Board.

6. OTHER – None.

7. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 7:42 p.m. Seconded by Commissioner Langsdorf, unanimous ayes, meeting adjourned.