

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**MONDAY, MAY 9, 2016**

**1. CALL TO ORDER**

President Doug Hayes called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Norm Leslie, Steve Pfliegaar, Darek Vetsch, and Mike Wallen.  
Commissioners absent: None.

Also present: Community Development Director Hanna Klimmek and Administrative Assistant Sandy Petrowski.

**4. ADOPT AGENDA**

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

**5. APPROVE BLEDA MEETING MINUTES OF APRIL 11, 2016**

Commissioner Wallen motioned to approve the April 11, 2016 BLEDA Minutes with the following corrections to Item 6A: 1) in the first paragraph, the text, "to commence on May 30, 2016" is to read, "to commence on or before May 30, 2016; 2) in the second paragraph, the text, "Ms. Mary Ippel, representative for the Bond Council" is to read, "Ms. Mary Ippel, City Bond Council"; 3) correction of the typographical error in the word "commence" in the second paragraph; and 4) in the third paragraph, the text, "staff to work with Ms. Ippel of Metes & Bounds" is to read "staff to work with Ms. Ippel and Metes & Bounds". Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

## **6. BLEDA BUSINESS ITEMS**

### **6A. PRESENTATION: BIG LAKE COMMUNITY PROFILE - MR. JIM GROMBERG OF WSB ENGINEERING**

Community Development Director Hanna Klimmek reported that Mr. Jim Gromberg, of WSB Engineering, was unable to attend as scheduled to discuss the draft of the Big Lake Community Profile created by WSB. She reviewed the first draft, noting that this document would be used by staff as a marketing tool for Big Lake and would be provided to potential developers, etc. Klimmek stated that staff is asking the BLEDA to discuss the document and provide comments/input on any revisions to this draft. Klimmek stated that WSB has created profiles for other communities which had more information than what was included in Big Lake's draft and staff would like Big Lake's profile to have similar product content.

Klimmek provided a breakdown of the \$16,520 package that WSB was hired to provide, which included: the Big Lake Strategic Plan, Big Lake Community Profile, city data table, site flyers, and property maps (including residential, commercial, and industrial). She noted that a grant in the amount of \$2,500 was received from the Initiative Foundation for this project and that staff recently closed out this grant.

After a brief discussion on what the BLEDA would like to have included in a revised Community Profile, it was the consensus of the Board for staff to provide WSB with the following information for inclusion in a revised Community Profile document:

- Add Big Lake area's major employers
- Revise the population projection to include the larger area (i.e., the entire 55309 area including Big Lake Township, etc.)
- Big Lake Industrial Park is "shovel-ready"
- Northstar Commuter Rail
- Jefferson Square Park Veterans Memorial
- Local hospital
- Sherburne Wildlife Refuge
- Better quality of pictures/maps

## **6B. UPDATE: NORTHERN STAR APARTMENTS PHASE II**

Community Development Director Hanna Klimmek provided an update on Phase II of the Northern Star Apartments, noting that Metes and Bounds have confirmed that the 38-unit project will commence on or before July 31, 2016 and that the TIF note will be distributed as of August 1, 2016. Mary Ippel, City Bond Council, is working on the amendment required due to this commencement date change; this amendment will not require a public hearing and will be on the consent agenda of the May 25, 2016 City Council meeting for action. This item is for information only; no action required or taken by the BLEDA.

## **6C. UPDATE: SIGNAGE FOR BLEDA-OWNED PROPERTIES**

Klimmek discussed the two (2) proposed examples of signage to be placed at the sites of the BLEDA-owned properties. She stated that staff is asking for the BLEDA's input/comments on the proposed signage and their placement as follows:

- The 4'x8' "For Sale Industrial Land, Certified Shovel-Ready" signs would be placed on each of the BLEDA-owned industrial sites and along Highway 10 near the Industrial Park entrance. Taking into account that traffic along Highway 10 would be traveling at a higher speed, these signs were made larger so that signs were able to be more easily read.
- The 2'x3' "Land For Sale" signs would be placed on the other BLEDA-owned parcels.

Klimmek stated that staff is working on obtaining the best cost proposal for the signs. This item is for information only; no action required or taken by the BLEDA.

## **6D. BLEDA BUDGET**

Klimmek briefly discussed two (2) items on the presented budget documentation, noting:

1. The Lake Café \$10,000.00 façade improvement loan has been paid in full.

Commissioner Gast motioned to direct staff to execute a Satisfaction of Mortgage for this loan. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

2. A Housing Study Grant in the amount of \$4,000.00 has been received from the Initiative Foundation.

## 6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following items:

### 1. Business Retention & Expansion Visits:

| Date      | Business                   |
|-----------|----------------------------|
| 4/13/2016 | McDonald's                 |
| 4/18/2016 | Heritage Montessori School |
| 4/19/2016 | Keller Lake Commons        |
| 4/20/2016 | Insurance Specialist Team  |
| 4/25/2016 | KleinBank                  |
| 4/28/2016 | Trail's Grill & Sports Bar |
| 5/2/2016  | Options, Inc.              |

### 2. Big Lake Farmer's Market:

Corrie Scott, Farmer's Market Coordinator, started her temporary employment with the City as an intern on 4/29/2016. Corrie is a graduate of Big Lake High School (she served as a Big Lake Ambassador during this time as well) and will be graduating from St. Cloud State University this summer. She will be working 20 hours/week through October 12, 2016 and will provide a closing presentation to the City Council.

The City is still accepting vendor applications (throughout the summer). CentraCare and the Sherburne County Master Gardner's are planning to be involved again this year to share their expertise with vendors and patrons.

\$3,500 has been received from Central Minnesota Arts Board to provide musical talent (local musicians and music geared towards children) during the Farmer's Market.

### 3. Code Enforcement:

In an effort to clean-up the City, Staff is soliciting the complaint-based, re-active code enforcement process. Residents are to report to the City if they have a complaint that is based on a code violation. Trisha Lindahl, Administrative Assistant, is the first point of contact for complaint submittals.

The City has just signed a 1-year service contract with SeeClickFix, which is a web based communication tool that will be set up within the next ten (10) weeks. This tool will provide residents with another option to submit complaints anonymously rather than filling out a form or coming into City Hall.

4. Big Lake Business Palooza!

The Big Lake Chamber of Commerce and Lupulin Brewery are sponsoring and hosting an event on Thursday, May 12<sup>th</sup> at Lupulin Brewery with an intent to spur economic growth for the City. Big Lake business owners, developers, and realtors are encouraged to participate. To-date, 45 RSVP's have been received.

5. Housing Study / SherVision:

Big Lake Comprehensive Housing Study Update kick-off meeting was held on May 3<sup>rd</sup> at City Hall. Staff has been asked to write two (2) separate grants (to BNSF and the Federal EDA) so support the SherVision efforts.

6. Building Permit Activity YTD through April 30, 2016:

- Single-Family New Builds = 15
- Residential Building Permits = 78
- Total Valuation of All Residential Permits = \$8,562,590.17

7. OTHER – None.

8. ADJOURN

Commissioner Vetsch motioned to adjourn the meeting at 6:27 p.m. Seconded by Commissioner Leslie, unanimous ayes, meeting adjourned.