

# **BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

## **MEETING MINUTES**

**MONDAY, MAY 11, 2015**

### **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, Norm Leslie, Steve Pflgebraar, Darek Vetsch, and Mike Wallen. Commissioners absent: Dave Gast.

Also present: Consultant Economic Development Specialist John Uphoff, Interim City Administrator Joel Scharf, Finance Director Deb Wegeleben, and Administrative Assistant Sandy Petrowski.

### **3. ADOPT AGENDA**

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

### **4. BLEDA BUSINESS ITEMS**

#### **4A. UPDATE – BLEDA STRATEGIC PLAN**

Consultant Economic Development Specialist John Uphoff briefly reviewed the process to create a BLEDA Strategic Plan. He stated that the first draft of the Strategic Plan has been completed and distributed to the participants for review and comment. Staff expects to have the final draft completed and ready for the BLEDA's review at the June 8, 2015 regular meeting.

#### **4B. UPDATE – SHERBURNE COUNTY EDA REPRESENTATION**

Uphoff reported that he had attended the April 30, 2015 Sherburne County EDA meeting and was nominated as an alternate for three (3) Sherburne County Commissioners (Jared Johnson, Doug Manthei, and Laura Hayes). He stated that he would be representing the City of Big Lake at future Sherburne County EDA meetings and that he would only have a vote when he is standing in as an alternate in the absence of Johnson, Manthei, or Hayes.

Uphoff stated that at the April 30<sup>th</sup> meeting, the EDA talked about solar gardens and that he has met with the County Planning and Zoning staff and Township officials to discuss a zoning ordinance for solar gardens. Also at that meeting, he discussed a City parcel that is being proposed for a potential solar garden but whose land use control lies in with the Township; the Township will be discussing this at their next meeting and their recommendation will be forwarded to the County for review. Uphoff stated that he will forward several model ordinances to the County for consideration. This item for information only; no action required or taken by the Board.

#### **4C. PROJECT/PROSPECT REPORT**

Uphoff provided updates on the following:

- A printing services company, with sites currently in Iowa and Colorado, is planning to expand their business to Big Lake and could be open by the end of June, 2015.
- The City is actively working with Sherburne County and the private sector in an effort to explore options for improving internet connectivity in the Industrial Park.

#### **4D. DISCUSSION – BIG LAKE INDUSTRIAL PARK BUSINESS EXPANSION PROPOSAL**

Uphoff reported that, at the April BLEDA meeting, a discussion was held regarding the potential to utilize TIF to assist a business expansion for a firm currently located in the Industrial Park. At that meeting, Mr. Rusty Fifield, of Northland Securities, clarified that TIF could be used for the purpose of the proposed business expansion.

In a continued effort to work with the business owner on this potential expansion project, staff suggested that a “one-stop shop” joint meeting be held with the business owner and other relevant entities (i.e., City Council, BLEDA, Planning Commission, Township Board, and staff) with the goal of agreeing on a land price, and discussing the land use implications as well as the mechanics of utilizing TIF for the project.

It was the consensus of the BLEDA to recommend that the City Council schedule a joint meeting as discussed.

#### **4E. BLEDA BUDGET**

Finance Director Deb Wegeleben briefly reviewed the presented budget documentation and answered questions of the Board. No action required or taken by the Board.

**5. OTHER** – None.

#### **6. ADJOURN**

Commissioner Wallen motioned to adjourn the meeting at 6:47 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.