

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, MAY 13, 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, Dave Gast, Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Steve Pflgebraar, and Mike Wallen. Commissioners absent: Jim Dickinson.

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

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM APRIL 8, 2013

Commissioner Danielowski motioned to approve the April 8, 2013 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

5. CITY BLEDA BUSINESS ITEMS

5A. WEBSITE UPDATE: INVEST BIG LAKE – ECONOMIC DEVELOPMENT WEBSITE

Administrator Todd Bodem reported that the City contracted with the Decklan Group in March 2013 to provide an analysis and recommendations for the City website as well as the Invest Big Lake website. A full report of what the Decklan Group has been working on will be provided in June. Also, upon Economic Development Specialist Leslie Dingmann's return from leave, the Decklan Group will work with Dingmann on the moving forward with the work on the websites and other social media. This item was for information only; no action was required or taken by the Board.

5B. BUSINESS RETENTION & EXPANSION – GREATER MSP PARTNERSHIP

Administrator Bodem introduced Megan Barnet-Livgard, Business Retention and Expansion Manager for GreaterMSP.

Ms. Barnet-Livgard provided an overview of GreaterMSP, which is a public-private non-profit partnership committed to accelerating job growth and capital investment in Minnesota's 13-county Minneapolis-St. Paul metro area. Also discussed were ways in which GreaterMSP can partner with the BLEDA to conduct Business Retention & Expansion (BR&E) visits within Big Lake. It will be a collaboration of the City and GreaterMSP to identify businesses that would benefit from BR&E program and scheduling visits. Ms. Barnet-Livgard will follow-up with staff to work towards reconvening the BR&E group.

This item was for information only; no action was required by the Board.

5C. PROPOSAL FOR ECONOMIC SERVICES – WSB & ASSOCIATES

Mr. John Uphoff, of WSB & Associates was present to provide an overview of WSB proposal which is to provide information on general economic development services that WSB can offer which focuses on providing support and solutions for the City's on-going economic development efforts. He stated that the proposal focuses on two major tasks:

1. Data Gathering - The goal of this task would be to get Big Lake engaged, get access for Big Lake, and get information out to the business community (i.e., marketing the community's unique attributes to a wide array of potential market entrants), and to bring developers/businesses in the community to the table.
2. Market Matching – To strategically and directly market Big Lake's assets to prospective market entrants by utilizing WSB's team and network to connect with prospects within their varied areas of expertise. Each member of WSB's team is assigned to a market sector and systematically markets the City's assets within their respective network.

Mr. Uphoff noted that WSB's services would not replace City staff but would work in conjunction with existing personnel to manage reporting and day-to-day economic development data.

A full presentation of WSB's economic services proposal will be presented at an upcoming Joint Council/BLEDA workshop to be held on Wednesday, May 22, 2013 at 4:30 p.m.

6. CITY / TOWNSHIP BLEDA BUSINESS ITEMS

6A. SET A SPECIAL JOINT WORKSHOP WITH CITY COUNCIL/BLEDA

Commissioner Wallen motioned set a Joint Council/EDA workshop on Wednesday, May 22, 2013 at 4:30 p.m. in the City Council Chambers for an economic development services presentation by WSB & Associates, Inc. Seconded by Commissioner Gast, unanimous ayes, motion carried.

Commissioner Danielowski asked if the Big Lake Township Board Members would be interested in attending the May 22nd Joint Council/EDA workshop as well. Both Commissioner Leslie and Commissioner Pflughhaar stated that they thought it would be of interest to the Township Board. Commissioner Pflughhaar stated that he would contact the Township Clerk about notifying the Township Board Members.

6B. CALL FOR A SPECIAL BLEDA GATHERING FOR THE OPEN HOUSE FOR RIVER OAKS PARK

Commissioner Danielowski motioned schedule a special BLEDA gathering on Sunday, June 2, 2013 from 1:00-4:00 p.m. at 21353 County Road 5, Big Lake, Minnesota, for the open house for River Oaks Park. Seconded by Commissioner Wallen, unanimous ayes, motion carried. No action will be taken by the BLEDA at this event.

6C. PROJECT/PROSPECT STATUS REPORT

Administrator Bodem briefly reviewed the nine (9) items in the May 2013 report and answered questions of the Board. This item for information only; no action required or taken by the Board.

6D. BLEDA BUDGET

The Board briefly reviewed the budget. This item for information only, no action required or taken by board.

7. OTHER – None.

8. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 7:22 p.m. Seconded by Commissioner Langsdorf, unanimous ayes, meeting adjourned.