

**BIG LAKE CITY COUNCIL  
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL JOINT WORKSHOP MINUTES**

**MAY 22, 2013**

**1. CALL TO ORDER**

Mayor Danielowski called the meeting to order at 4:30 p.m.

**2. ROLL CALL**

Council Members present: Dick Backlund, Raeanne Danielowski, and Mike Wallen. Nick Christenson (arrived at 4:34 p.m.) Seth Hansen was absent.

BLEDA Members present: Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, and Duane Langsdorf.

Big Lake Township Supervisors present: Bob Hofer, Larry Alford, Norm Leslie, and Steve Pflughar.

Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Police Chief Joel Scharf, City Attorney Soren Mattick, City Engineer Brad DeWolf from Bolton and Menk, Inc., Big Lake Township Treasurer Ken Warneke, and Big Lake Township Clerk Laura Hayes.

**3. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

**4. BUSINESS**

**4A. Economic Development Informational Presentation – WSB, Inc.**

John Uphoff, Economic Development Specialist, and Brian Bourassa, Senior Project Manager from WSB and Associates, Inc. provided information on services they can provide to the City relating to Economic Development Services. Uphoff noted that WSB has been in the economic development business for 17 years. Economic Development services they provide include Data Collection and Market Matching strategies. Deliverables of Data Collection include a market data report, new data sets, data deployment, a system of periodic review of market data, and an information tracker. Uphoff noted that data is collected by WSB and that minimal City staff involvement is needed. Deliverables of Market Matching include Profile of targeted prospects, a system of targeted prospect outreach, deliver leads/assists in closing, an annual bus tour, and an annual open house.

Members discussed concerns with WSB also representing the City of Monticello and questioned how they would represent both municipalities equally. Uphoff explained that they would identify the assets of each community and present the best each City has to offer. Uphoff also discussed the need for the City to allow replatting of current undeveloped residential developments to meet demands of the current market. Uphoff discussed the terms of a potential contract which would amount to a \$4,000 monthly fee and a commitment to a minimum of a one year contract. Discussion was also held on other communities that WSB is targeting for this service. Some of the identified areas included Monticello, St. Michael, Otsego, Foley, Lino Lakes, and Rosemount.

**5. ADJOURN**

Council Member Christenson motioned to adjourn at 5:41 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck  
Recorder

06/12/13  
Date Approved By Council