

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, JUNE 8, 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, and Mike Wallen. Commissioners absent: Dave Gast and Darek Vetsch.

Also present: Consultant Economic Development Specialist John Uphoff, City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, 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 MINUTES

4A. APPROVE BLEDA SPECIAL WORKSHOP MINUTES OF APRIL 14, 2015

Commissioner Dickinson motioned to approve the April 14, 2015 BLEDA special workshop minutes. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

4B. APPROVE BLEDA MEETING MINUTES OF MAY 11, 2015

Commissioner Dickinson motioned to approve the May 11, 2015 BLEDA minutes. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. UPDATE: 2015 BIG LAKE EDA STRATEGIC PLAN

Consultant Economic Development Specialist John Uphoff reported that the Strategic Plan is mostly complete and it is anticipated that the final draft of the Strategic Plan will be available for the BLEDA's review and approval within the next month. Uphoff asked that any additional comments or questions to be forwarded to him.

5B. KWIK TRIP REQUEST TO AMEND OFFER TO EXTEND CONTINGENCY AND CLOSING DATES

Uphoff reported that Kwik Trip submitted a letter requesting to amend the offer to extend the contingency date and closing date from June 1, 2015 to July 13, 2015.

Commissioner Dickinson motioned to extend the contingency date and closing date from June 1, 2015 to July 13, 2015, as requested by Kwik Trip. Seconded by Commissioner Green, unanimous ayes, motion carried.

5C. UPDATE – BIG LAKE INDUSTRIAL PARK EXPANSION PROPOSAL

Uphoff reported that a joint session of the Big Lake City Council and Big Lake Township has been scheduled for 4:30 p.m. on Wednesday, June 10, 2015 to discuss TIF, options available to sell parcels and use TIF as financing tool, and to discuss a selling price for the land in the Big Lake Industrial Park Phase 2. This item for information only; no action required or taken by the Board.

5D. PROJECT/PROSPECT STATUS REPORT

Uphoff reviewed the following:

- SSI Digital Print Services – The company is continuing with its plans to expand their business to the City of Big Lake. Both Uphoff and Mayor Danielowski have been invited to visit their plant in Storm Lake Iowa for a tour their facility and to discuss long range expansion plans into the Big Lake Industrial Park.

Danielowski asked if there is an opportunity for other Council Members and/or BLEDA Commissioners to attend. Uphoff stated that the owner has extended an invitation to anyone that would be interested in visiting the Iowa facility.

- Broadband/Internet in the Industrial Park – The City is continuing to work with Sherburne County and the private sector to explore options for improving internet connection in the Industrial Park.
- Acucraft Fireplaces – Acucraft Fireplaces sustained a catastrophic fire at their plant and is working on plans to rebuild and expand on their current site in Big Lake Township. They have contacted the City for assistance in their rebuilding and expanding efforts; staff is connecting them with the proper resources at the County and State levels. Acucraft plans to hire up to fifty (50) additional employees in the next 12 to 24 months.

5E. BLEDA BUDGET

Finance Director Deb Wegeleben briefly reviewed the budget documentation and reported that the balance of the awning loan for Lillyann's Bar has been paid in full. No action required or taken by the Board.

6. OTHER

Newly appointed City Administrator Clay Wilfahrt was introduced and welcomed by the Board. Wilfahrt briefly reported on the City's plans to begin the search for a full-time a Community Development Director/Economic Development Manager as well as a full-time Planner. Staff will keep the BLEDA updated during this process.

7. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 6:22 p.m. Seconded by Commissioner Wallen, unanimous ayes, meeting adjourned.