

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

WEDNESDAY, JUNE 12, 2013

1. CALL TO ORDER

President Doug Hayes called the meeting to order at 4:00 p.m.

2. ROLL CALL

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Bob Hofer (Township Representative sitting in for Steve Pflighaar), and Mike Wallen (arrived at 4:04 p.m.). Commissioners absent: none.

Also present: City Administrator Todd Bodem, Economic Development Specialist Leslie Dingmann, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES FROM MAY 13, 2013

Commissioner Danielowski motioned to approve the May 13, 2013 BLEDA meeting minutes. Seconded by Commissioner Gast, unanimous ayes, motion carried.

5. APPROVE BLEDA SPECIAL MEETING MINUTES FROM MAY 22, 2013

Commissioner Dickinson motioned to approve the May 22, 2013 BLEDA Special Meeting minutes with the minor wording change to the 2nd paragraph of Item #4A as discussed. Seconded by Commissioner Gast, unanimous ayes, motion carried.

6. APPROVE SPECIAL JOINT WORKSHOP MINUTES OF MAY 22, 2013

Commissioner Leslie motioned to approve the May 22, 2013 Special Joint Workshop minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

7. CITY BLEDA BUSINESS ITEMS

7A. CONTRACT FOR PRIVATE DEVELOPMENT – DILL DENTAL FACILITY

Administrator Bodem reviewed the June 12th memorandum pertaining to the proposed Contract for Private Development which would need to be entered into by the BLEDA, City of Big Lake, and Dill Properties, LLC, prior to the acquisition of land for the construction of a dental office building at the southeast corner of Eagle Lake Road North and Martin Avenue.

Bodem further noted that the developer is waiting for the appraisal for their financing which will delay closing date to July 10th and staff would revise the document to extend the completion date accordingly.

Commissioner Dickinson also suggested a revision on the title of Article III, of the proposed contract should be revised to read: “Conveyance of Property” (removing “Tax Increment Assistance” from the title).

Commissioner Danielowski motioned to approve the Contract for Private Development between the Big Lake Economic Development Authority (BLEDA), the City of Big Lake, and Dill Properties, LLC, with the revision to the title of Article III of the document and the extension of the completion date, as discussed. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

7B. CALL FOR SPECIAL MEETING TO CONSIDER PROPSALS AND AWARD THE SALE OF BONDS

Economic Development Specialist Dingmann asked the BLEDA to call for a Special Meeting on Wednesday, June 26, 2013, at 4:45 p.m. for to consider proposals for and awarding the sale of \$1,580,000 Public Project Revenue Refunding Bonds, Series 2013A.

Commissioner Green motioned to schedule a Special BLEDA meeting on Wednesday, June 26, 2013, at 4:45 p.m. for the purpose of considering proposals for and awarding the sale of \$1,580,000 public project revenue refunding bonds, Series 2013A. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

8. CITY/TOWNSHIP BLEDA BUSINESS ITEMS

8A. CALL FOR SPECIAL GATHERINGS FOR THE FARMER'S MARKET AND MUSIC IN THE PARK EVENTS

Dingmann reported that staff is requesting that the BLEDA call for a Special Gatherings for both the Farmer's Market and the Music In The Park events scheduled to be held throughout the summer, noting that no BLEDA action will be taken at these events.

Commissioner Wallen motioned to schedule Special BLEDA gatherings for the 2013 Farmer's Market vents (Thursday, May 9th through October 10th, from 3:00-7:00 p.m. at Lakeside Park) and the 2013 Music In The Park Events (Thursdays, June 6th through August 29th, from 7:00-8:30 p.m. at Lakeside Park). Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

8B. PROJECT/PROSPECT STATUS REPORT

Dingmann briefly reviewed the June 2013 report, including:

- Cargill Kitchens – recently notified staff that they will be looking at a minor expansion (approx. 3,600 sq. ft.) of their facility but no timeline has been set.
- TOD Market & Implementation Strategy Report – staff attended the 06/06/13 meeting in Anoka for the final Retail Analysis presentation; staff found out that housing will be the main driver at the Big Lake Station. When the full report is available, it will be brought to a BLEDA meeting for review/discussion.
- Sherburne County-City Economic Development Marketing Meetings – staff met with Sherburne County cities to discuss on-going collaborative marketing. Another County-wide newsletter will be developed and sent to MN CAR members in mid-July, in which Big Lake can highlight our current projects, as there is expansion taking place. Also, as there has been interest for tax abatement from other Sherburne County cities recently and, in order to be proactive and prepared for such future inquiries in Big Lake, staff will discuss revising the City's tax abatement application to align with the County's application.
- Business Retention & Expansion (BR&E) Meetings – staff started scheduling meetings with local businesses, with the most recent meeting being with Industrial Molded Rubber (IMR). A meeting has been scheduled with MPI, which is the second visit in three years.

- Rail Park - Bodem provided a brief update on the Rail Park, noting that a subcommittee will be attending the County Board meeting to give a status update on the Rail Park (i.e. the TIGER and TED grant applications have been submitted). He also reported that Planning Consultant Ben Wikstrom gave a presentation to the Planning Commission on a potential Rail Zoning Ordinance; the revised proposed ordinance (based on the discussion and comments at the Planning Commission level) will be forwarded to the next City Council meeting for review.
- Marketing – Dingmann reported that one (1) information packet had been sent to local manufacturing prospect who contacted City staff directly regarding available space. She also reported that staff has recently contacted Phil Rondeau, of CentraSota, who reported that they have not seen any movement/prospects. Staff has asked Mr. Rondeau to attend a future meeting to provide a status update to the BLEDA on their outreach/marketing efforts. The BLEDA discussed the initial presentation given by CentraSota where it was noted that there had been a lack of communication with the prior broker and that it was the BLEDA'S expectation to receive regular (bi-monthly) updates.

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

9. OTHER

Commissioner Danielowski reported that the newly hired Finance Director will be starting on Monday, June 17, 2013, and that it is hoped that the BLEDA budget will be available at the next meeting.

10. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 4:16 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.