

# **BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

## **MEETING MINUTES**

**MONDAY, JULY 11, 2016**

### **1. CALL TO ORDER**

President Doug Hayes called the meeting to order at 6:00 p.m.

### **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **3. ROLL CALL**

Commissioners present: Raeanne Danielowski, Jim Dickinson, Greg Green, Doug Hayes, Norm Leslie, Steve Pflagher, and Mike Wallen. Commissioners absent: Dave Gast and Darek Vetsch.

Also present: Community Development Director Hanna Klimmek, and Administrative Assistant Sandy Petrowski.

### **4. ADOPT AGENDA**

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

### **5. APPROVE BLEDA MEETING MINUTES OF JUNE 13, 2016**

Commissioner Dickinson motioned to approve the June 13, 2016 BLEDA minutes. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

### **6. BLEDA BUSINESS ITEMS**

#### **6A. DISCUSSION: FINAL DRAFT OF BIG LAKE COMMUNITY PROFILE**

Klimmek reported that the final draft of the Big Lake Community Profile had not been received prior to tonight's meeting and that staff will present the Profile at the August 8<sup>th</sup> meeting for review. She noted that all of the revisions directed by the BLEDA at the July 2016 meeting have been included in the upcoming final draft.

#### **6B. BLEDA BUDGET**

Klimmek reviewed the budget documentation, noting that there were no items of concern noted by Finance Director Deb Wegeleben. This item was for Information only; no action required or taken by the Board.

## **6C. REVIEW OF DRAFT 2017 BLEDA BUDGET**

Klimmek reviewed the first draft of the 2017 budget, noting that the only change made for the proposed budget from last year's budget is the transfer of the \$2,000 listed under the line item "Other Consultants" to a new line item "Training".

Commissioner Dickinson stated that it would be good to sell some of the BLEDA-owned properties in order to reduce the interfund loan balance. Klimmek reported staff has received the "for sale" signs for the industrial park (Public Works is in the process of installing the signs) and the "for sale" signs for the residential BLEDA-owned properties were received as well and will be installed.

Commissioner Dickinson motioned to recommend approval of the 2017 BLEDA budget to City Council as presented. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

## **6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

Klimmek reviewed the following items:

- Business Retention & Expansion Visits: Staff has visited the Town Square Luxury Apartments on June 23<sup>rd</sup>.
- Development Activity:
  - Single-Family New Construction Permits Issued: 34
  - Total Valuation of Issued Permits: \$6,782,000.00
  - Two (2) permits are in review and will be issued soon.
  - Kwik Trip opened at 5 a.m. on Thursday, July 14, 2016.
  - Northern Star Apartments Phase 2 (38 units) is schedule to commence on or before 07/31/16.
- Code Enforcement:
  - SeeClickFix has launched and the City has received complaints through the system. This platform has been well received by residents and Staff.
  - Year to Date:
    - Violation letters have been sent to 42 properties.
    - 31 of the 42 properties have been brought into compliance.
    - Remaining 11 properties are either delinquent (2<sup>nd</sup> letter of violation sent) or have worked out extended deadlines with Staff.
- Farmer's Market:
  - Soliciting for more vendors at \$10 per week.
  - Car count for the month of June was 95 to 100 cars per week; Kids Day was on June 22<sup>nd</sup>, which jumped the car count to 173 cars.

- Social Media - Facebook – At the beginning of the Farmer’s Market season there were 816 Likes...this number has increased to 983.
- Starting last week, the West Sherburne Tribune newspaper will announce the musician of the week and the Farmer’s Market Coordinator is working on advertising throughout the surrounding area.

➤ Regional Active Transportation Plan:

- Big Lake has been invited to submit a RFP to participate in a partnership with Sherburne County’s Statewide Health Improvement Program (SHIP) grant that is focused on Minnesota’s first ever Regional Active Transportation Plan that identifies a set of strategies designed to increase walking and biking in a four county area (Benton, Sherburne, Stearns, and Wright).
- This partnership is timed well as the City will soon obtain an updated housing study and a strategic plan. Also, the City is embarking on the Comprehensive Plan process.
- Staff has submitted the RFP and will be informed of acceptance mid-August.

➤ DEED – Border to Border Grant:

- Sherburne County is heading up a partnership to submit an application for funding through DEED and their Border to Border Broadband Initiative. There’s \$25 Million available statewide.
- The application will request the full \$5 Million maximum amount; applications are accepted through October 3, 2016.
- Staff will provide support wherever needed and has committed to obtaining letters of testimonial from the business community (Industrial Park) as well as residents. Letters will include how the lack of broadband is affecting productivity, pocket books, school projects, health care needs, etc.

➤ Big Lake Community Development Representation:

- EDAM Semi-Annual Conference in Duluth.
- LMC Annual Conference in St. Paul.

7. **OTHER** – None.

8. **ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 6:21 p.m. Seconded by Commissioner Wallen, unanimous ayes, meeting adjourned.