

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**MONDAY, AUGUST 8, 2011**

**1. CALL TO ORDER**

Vice-President Chuck Heitz called the meeting to order at 6:00 p.m. President Doug Hayes arrived at 6:05 p.m.

**2. ROLL CALL**

Commissioners present: Richard Backlund, Raeanne Danielowski, Dave Gast, Doug Hayes, Mike Hayes, Chuck Heitz, Jerry Parks and Jim Stahlmann. Commissioners absent: Jim Dickinson.

Also present: Community Development Director Jim Thares, City Administrator Scott Johnson and City Planner Leslie Dingmann.

**3. ADOPT AGENDA**

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

**4. APPROVE BLEDA MEETING MINUTES FROM JULY 11, 2011**

Commissioner Backlund motioned to approve the July 11, 2011 BLEDA minutes. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

**5. CITY BLEDA BUSINESS ITEMS - No items.**

**6. CITY / TOWNSHIP BLEDA BUSINESS ITEMS**

**6A. UPDATE: BIG LAKE RAIL PARK**

Thares stated the status of the Regional Rail Park efforts is unchanged since last month.

**6B. PROSPECTS / PROJECT STATUS REPORT**

Dingmann noted that a Purchase Agreement had been received for 1120 Powell Street and closing is expected to take place mid-September should the homebuyer meet all NSP requirements.

A walk-through is scheduled for 5300 Pond View Lane tomorrow for contractors to view the property.

Maxfield Research has been chosen by the housing sub-committee to complete the update of the multi-family housing section of the 2007 Housing Study. The report will be completed by the end of September.

#### **6C. BLEDA BUDGET**

Thares stated a reminder has been given to the Tim Cox and John Weicht regarding their late payments. It was noted that payment has been received from Mike Krutzig.

#### **6D. REVIEW OF BLEDA 2011 GOALS**

Thares provided an in-depth review of the 2011 goals and progress that has been made to date. No action taken, information only.

#### **6E. REVIEW OF TWIN CITIES MSP ED EFFORTS & UPCOMING SHERBURNE COUNTY INFORMATIONAL MEETING**

Thares noted on September 8<sup>th</sup>, staffs along with elected officials are invited to a meeting with the representatives from the Greater Twin Cities Economic Development Corporation. The meeting will provide an opportunity to learn about the new group and provide information on Sherburne County cities.

#### **7. OTHER**

##### **7A. DISCUSSION: PROCESS FOR APPOINTMENT OF INTERIM CITY ADMINISTRATOR**

Scott Johnson, City Administrator, noted that nine applications for the interim position were received. The City Council will discuss the applications and interviews will take place the following week.

##### **7B. JERKY SHOPPE LEASE AGREEMENT TERMS**

Thares reviewed changes to the purchase option of the proposed lease agreement.

Commissioner Heitz motioned to approve the inclusion of the sale/purchase price for the 2,886 sq ft of Unit #2 in CIC at Lake Shopping Center at \$198,932 for years 1 and 2 of the Lease Agreement and by an acceptable appraisal for Years 3, 4 and 5. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

##### **7C. MULTI-FAMILY UPDATE AND CONSENSUS OF POTENTIAL CITY/BLEDA ASSISTANCE**

Thares gave a brief update on the two proposed multi-family projects. BLEDA members noted there are many factors that would need to be reviewed if assistance would be approved. For information only; no action was taken.

**7D. BLEDA REDEVELOPMENT SITE AT HIGHWAY 10 AND COUNTY ROAD 5**

Thares noted staff will be moving forward on the RFP packet and mailing it out in the next few weeks. The RFP will be sent to an in-house list of contacts plus a list provided by Ehlers and Associates.

**7E. SHORT-TERM EXCLUSIVE COMMISSION AGREEMENT FOR A SPECIFIC RETAIL ENTITY FOR SALE OF A PORTION OF THE BLEDA 5 AND 10 REDEVELOPMENT SITE**

Thares noted that Alex Wikstrom, realtor, has proposed a joint marketing effort to bring a specific retail entity to the Highway 10 and County Road 5 parcel.

Commissioner Gast motioned to authorize the BLEDA to enter into a commission agreement capped at no more than 4% for a term of 120 days with Alex Wikstrom. Seconded by Commissioner Backlund, unanimous ayes, motion carried.

**7F. 2012 BUDGET AND PROSPECTIVE EDA LEVY**

Thares discussed the potential inclusion of an EDA levy as part of the 2012 budget and asked BLEDA members for feedback. The BLEDA directed Staff to bring back information on whether or not area communities levy for EDA purposes.

**8. ADJOURN**

Commissioner Heitz motioned to adjourn the meeting at 7:25 p.m. Seconded by Commissioner M. Hayes, unanimous ayes, meeting adjourned.