

# **BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

## **MEETING MINUTES**

**MONDAY, AUGUST 11, 2014**

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

President Doug Hayes called the meeting to order at 6:01 p.m.

### **2. ROLL CALL**

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Steve Pflighaar, and Mike Wallen.  
Commissioners absent: none.

Also present: Economic Development Manager Heidi Steinmetz, Finance Director/Interim City Administrator Jessica Green, and Administrative Assistant Sandy Petrowski.

### **3. ADOPT AGENDA**

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

### **4. APPROVE BLEDA MEETING MINUTES OF JULY 14, 2014**

Commissioner Dickinson motioned to approve the July 14, 2014 with the following corrections: 1) under Roll Call, the addition of Interim City Administrator/Finance Director Jessica Green as being present; and 2) the second sentence in the second to the last paragraph on page two is to read: Commissioner Dickinson suggested making an offer of \$1.00 plus the special assessments, and to also structure a purchase agreement with appropriate earnest money and project timeframe for the approval process/permit; which would require the project to move forward or forfeit the earnest money. Seconded by Commissioner Danielowski, unanimous ayes, Minutes approved.

### **5. BLEDA BUSINESS ITEMS**

#### **5A. SALE OF TAX FORFEITED PARCEL IN BIG LAKE INDUSTRIAL PARK – PHASE II**

Economic Development Manager Heidi Steinmetz reviewed the Staff Report regarding a tax forfeited parcel (#65-120-1401) located in the Big Lake Industrial Phase II which has been approved by Sherburne County to be sold as a tax forfeited parcel for an approximate price of \$5,600, which is half of the current taxable value. She reported that the City has the option to remove this parcel from the sale only if the City plans to

use the parcel for a public purpose. Steinmetz stated that staff is recommending that this parcel not be purchased by the City or BLEDA because potential use of the parcel for any public purpose would be very limited due to a pond/wetland area covering a large portion of the parcel.

Commissioner Dickinson motioned to recommend that the City Council not purchase the tax forfeited parcel, #65-120-1401, due to the fact that the parcel is already encumbered by water or drainage easements. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

#### **5B. REMOVE PARCEL (65-525-0105) FROM TOD AREA**

Steinmetz discussed staff's recent discussion with a representative from Riverwood Bank regarding their concern with one of the parcels owned by the bank, parcel #65-525-0105, which is located within the "Midway Zone" of the City's Transit Oriented Development (TOD) area. The bank's representative told staff that the parcel's inclusion in the TOD area has limited potential buyers (i.e., light industrial/manufacturing companies) due to the intended uses for the Midway Zone, which is specifically for a mix of commercial and high density residential housing.

Steinmetz reported that staff is asking the BLEDA to recommend that the Planning Commission discuss either the removal of the parcel from the TOD area or a modification to the Ordinance to allow for light industrial within in the Midway Zone.

Commissioner Wallen left the meeting at 6:28 p.m.

After a discussion on the overlay guidance of the TOD zone, Commissioner Danielowski motioned to recommend that the Planning Commission consider modifying the Midway Zone section of the Transit Oriented Development (TOD) Ordinance to accommodate light industrial uses which, in turn, would support job opportunities. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

#### **5C. 2014 BLEDA BUDGET UPDATE**

Interim Administrator Jessica Green reviewed the presented BLEDA budget documentation and answered questions of the Board.

It was noted that at last month's meeting, the School Street Development delinquency was discussed and it was the consensus of the Board to write off this delinquency and to have the line item removed from the budget documentation. J. Green reported that in order to remove the delinquency from the budget documentation, staff is asking the BLEDA to make a formal motion requesting that the School Street Development delinquency be removed.

Commissioner Danielowski motioned to remove the School Street Development delinquency from the BLEDA budget documentation. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

#### **5D. 2014 BLEDA ACTION PLAN STATUS UPDATE**

Steinmetz provided a brief overview of the Action Plan Status Update, including:

- Broadband Survey: provided information on the final results from the recent county-wide on-line broadband survey conducted by Sherburne County; Sherburne County will be scheduling a community-wide meeting in September to present the survey results and will be open to Sherburne County residents/business owners.

Commissioner Danielowski asked if the City was a member of the Greater Minnesota Coalition of Cities and, if not, would it be beneficial to look into joining such a group in order to possibly expand the City's lobbying power. Steinmetz stated that staff could check into whether or not membership would be open to the City as well as the advantages of membership and report back to the BLEDA at a future meeting.

#### **5E. PROJECT/PROSPECT STATUS UPDATE**

Steinmetz briefly reviewed the nine (9) items on the Project/Prospect Status Update, including:

- Business Retention and Expansion (BR&E) Visits: Fourteen (14) BR&E visits have been held to-date in 2014; the next visit will be with Russell's On The Lake in September.
- Becker/Big Lake Ice Association: Clearing of their site has begun; A permit is expected to be submitted to the City in the near future for the temporary land use of dry land training; staff will continue to monitor.
- EDA-Owned Parcel East of Former KleinBank Building: A local business owner has contacted staff to inquire if the BLEDA would consider selling this site for a laundromat. It was the consensus of the BLEDA to be open to market the site but to encourage the other BLEDA-owned parcel that is located to the north of the bank building for a potential Laundromat.
- Kwik Trip: At the July BLEDA meeting, the asking price for the BLEDA-owned parcel located at the northeast corner of Eagle Lake Road North/Highway 10 was lowered and Kwik Trip representatives were satisfied with new pricing; since that time Kwik Trip has presented a verbal offer to the adjacent property owner.

- Farmer's Market: there are only nine (9) Wednesdays remaining of the 2014 season.
- Industrial Park Expansions: two (2) companies in the Big Lake Industrial Park have expressed interest in expanding into Phase II of the Industrial Park. In July, the EDA discussed a potential land donation request for one of the potential expansion projects but instead of a land donation offered to sell the parcel at \$1/sq. ft. plus special assessments, which would bring the sale price to approximately \$1.50 sq. ft. The prospect was not willing to pay that amount; staff believes that negotiations are still open but staff does not recommend that the BLEDA donate the land.
- Flour City Bending Relocation: Flour City Bending, a company currently located in Becker, has signed a purchase agreement for the former Stone Company building and they have submitted their site plan to the City for review. This company will be bringing fourteen (14) employees to Big Lake and anticipate adding more jobs in the future.

6. **OTHER** – None.

7. **ADJOURN**

Commissioner Langsdorf motioned to adjourn the meeting at 6:55 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.