

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**WEDNESDAY, AUGUST 19, 2013**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners present: Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Duane Langsdorf, Norm Leslie, Bob Hofer (for Steve Pfliegaar), and Mike Wallen (arrived at 6:36 p.m.). Commissioners absent: Raeanne Danielowski and Duane Langsdorf.

Also present: City Administrator Todd Bodem, Finance Director Jessica Green, and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

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

**4. APPROVE BLEDA MEETING MINUTES OF JULY 8, 2013**

Commissioner Dickinson motioned to approve the July 8, 2013 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

**5. APPROVE BLEDA SPECIAL MEETING MINUTES OF JULY 30, 2013**

Commissioner Green motioned to approve the July 8, 2013 BLEDA minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

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

**6A. EXTENSION OF EDA LEASE REVENUE BONDS FOR INDUSTRIAL EXPANSION AREA**

Finance Director Jessica Green provided an overview of the history of the lease revenue bonds that were issued by the EDA in 2008 on behalf of the City and Township to acquire land for the expansion of the Big Lake Industrial Park.

Green discussed with the Commissioners the two options provided by Klein Bank for an extension: 1) 4.25% fixed for 36 months; or 2) 4.75% fixed for 60 months. She further noted that as the terms are finalized with the bank, staff will return to the EDA for approval of a resolution to amend the lease/purchase agreement, the loan agreement, and the mortgage related to this transaction. Staff asked for the BLEDA's direction on the two options.

After a brief discussion, Commissioner Dickinson motioned to recommend extending the bonds at 4.75% fixed for 60 months. Seconded by Commissioner Hofer, the motion passed on a vote of 5 to 1, with Commissioners Dickinson, Green, Hayes, Leslie and Hofer voting aye and Commissioner Gast abstaining.

#### **6B. DISCUSSION: PROPOSED BLEDA LEVY AUTHORITY**

Administrator Todd Bodem provided stated that discussions have taken place over the years of having the BLEDA consider levy authority to pursue and enhance the economic development program budget. He reported that through the recent work done with The Decklan Group, a conclusion was discussed showing that there are many people who are enthusiastic about the Big Lake community which results in proactive initiatives as it relates to planning, marketing, future development, and community events.

Bodem also stated that one of the primary new initiative objectives that came out of the City's Strategic Planning Session held in February 2013 was to create a community that will entice growth, expansion ,and community development. The Board was asked to discuss what level of financial commitment it finds appropriate in order to provide the tools necessary for the Economic Development department to be successful in obtaining the desired outcomes.

Commissioners and staff discussed various scenarios regarding percentages to levy and rates, the deficit of the current BLEDA budget, and the need for a draft of a 2014 BLEDA budget in order to recommend an amount to cover the deficit,

Mike Wallen arrived at 6:36 p.m.

Finance Director Jessica Green noted that the BLEDA needs to be clear on what active items the EDA expects to take place in 2014.

After further discussion, it was the consensus of the BLEDA to recommend that the BLEDA budget be increased to \$70,000 to \$75,000, which would cover the operating expenses as well as the existence of the BLEDA.

**6C. EDA BUDGET**

The Board briefly reviewed the budget. This item for information only, no action required or taken by board.

**6D. PROJECT/PROSPECT STATUS REPORT**

Administrator Bodem briefly reviewed the ten (10) items s in the August 2013 report and answered questions of the Board. This item for information only; no action required or taken by the Board.

**7. CITY BLEDA BUSINESS ITEMS**

**7A. DISCUSSION: ECONOMIC DEVELOPMENT POSITION**

Administrator Bodem requested input from the BLEDA on what requirements and duties they would like to see for an economic development position as well as an appropriate title for such a position.

It was the consensus of the Board that the person hired for the economic development position should be someone who: 1) can make things happen; 2) has a go-getter attitude; 3) has tools available to perform the required duties; 4) is a marketer who is willing to go out and seek potential prospects; 5) is familiar with what an EDA needs; and 6) is familiar with financial management;

**8. OTHER – None.**

**9. ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 7:10 p.m. Seconded by Commissioner Leslie, unanimous ayes, meeting adjourned.