

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, SEPTEMBER 12, 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, Dave Gast, Greg Green, Doug Hayes, Norm Leslie, Darek Vetsch, and Mike Wallen. Commissioners absent: Steve Pflughaar.

Also present: Community Development Director Hanna Klimmek, City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Council Member Seth Hansen, Planning Commissioner Ketti Green; Planning Commissioner Larry Sundberg, Planning Commissioner Scott Zettervall, and Administrative Assistant Sandy Petrowski.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF AUGUST 8, 2016

Commissioner Wallen motioned to approve the August 8, 2016 BLEDA minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. COMPREHENSIVE HOUSING STUDY UPDATE: MAXFIELD RESEARCH & CONSULTING, LLC

Community Development Director Hanna Klimmek introduced Ms. Mary Bujold, of Maxfield Research and Consulting, LLC, who was in attendance to present the Comprehensive Housing Study Update.

Ms. Bujold provided an overview of the Big Lake Housing Needs Study update which was recently completed by Maxfield Research and Consulting and which was funded in part by the Initiative Foundation. She noted that the last full comprehensive housing study was completed by Maxfield in 2008.

Ms. Bujold reported that the objective of the Housing Study is to:

- Identify existing and future housing needs for the residents of Big Lake that will provide a framework for future housing development.
- Develop a basis for community leaders, stakeholders, and decision-makers to guide future housing needs initiatives in Big Lake.

In addition to providing information on the Big Lake market area's historic, current and projected figures on growth, household incomes, employment, housing starts, homes sales, vacancy rates, new construction, housing demands, and development recommendations, Bujold also discussed some of the benefits that the Study will provide:

- Guide policy making decisions
- Assist the with the Comprehensive Planning process
- Assist area banks/lending-institutions to streamline the financial component
- Solicit interest from builders/developers
- Help raise funding for housing/community development programs
- Better define the relationship between housing and economic development
- Create a framework for accommodating future growth
- Help deliver strategic housing priorities

Ms. Bujold stated that the updated Comprehensive Housing Study is not yet finalized and any comments/recommendations of the Commission will be included in a finalized document.

6B. BLEDA BUDGET

Klimmek reviewed the budget documentation, noting that the Finance Department has reported that: 1) the Ohana properties were paid in full and that staff is working on a satisfaction for them; and 2) another invoice was sent to China Inn.

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

6C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following items:

1. Business Retention & Expansion Visits:

Date	Business
08/11/16	AutoStop, Inc.
08/24/16	The Crossing at Big Lake Station - Townhomes
08/26/16	Kwik Trip
09/01/16	Big Lake Area Veterinary Hospital
09/08/16	Rock Star Sports & Apparel

2. Development Activity:

- Single-Family New Construction Issued Permits 47
 - Total Valuation of Issued Permits \$14,340,604.35
 - Single-Family New Construction to be Issued 0
 - Single-Family New Construction in Review 0
- ❖ Northern Star Apartments Phase 2 (38 units) is scheduled to commence on or before September 30, 2016 – Their TIF Agreement was amended and restated during the 7/27/16 Council meeting.
- Developer has applied for their building permit along with submitting their building plans, which will be in review for the next three weeks.

3. Code Enforcement:

- Year to Date:
 - Violation letters have been sent to 66 properties.
 - 47 of the 66 properties have been brought into compliance.
 - Remaining properties are either delinquent (2nd letter of violation sent) or have worked out extended deadlines with Staff.

4. Farmer's Market:

- Soliciting for more vendors at \$10 per week – Market has 15 approved vendors (more than doubled since the start).
- Averaging around 120 cars per week coming to the Market – This number is up from an average of 95 at the beginning of the season.

5. Palmer Wireless Service for Industrial Park:

- The lease agreement between Palmer Wireless and the City of Big Lake has been approved contingent upon attorney approval. The City attorney has reviewed and staff is currently waiting for Palmer Wireless to submit an administrative permit application. Once the agreement is officially signed, Palmer Wireless will begin installing their equipment to Tower #3 (near North Star Station), which will provide high-speed wireless service to our tenants in the Industrial Park.

6. Small Cities Development Program:

- Staff has been directed by both the BLEDA and Council to move forward with a contracted partnership between the City and Central MN Housing Partnership (CMHP).
- CMHP will be submitting a proposal to DEED, on behalf of the City of Big Lake, to administer the Small Cities Development Program in Big Lake.
- A DEED awarded grant will allow CMHP to administer owner-occupied home rehabilitation as well as commercial rehabilitation, which will incentivize preservation and improvements of our housing stock and the buildings our businesses reside in.

7. New Development:

- Lake Dental will be breaking ground for an expansion project soon – Their new location will be directly east of the new KleinBank
- Casey's General Store will be expanding as well – Their new location will be on the corner of County Road 43 and HWY 10 – Public Hearing was scheduled for 9/7/2016 for approval of a CUP as well as site & building plan review; will be presented to Council at their 9/28 regular meeting.

8. SAC/WAC Payment Plan Policy:

- City Attorney is recommending that instead of a promissory note or payment plan on utility bills, the City should handle all SAC/WAC incentives as 429 Agreements
- The terms could still be set at maximum amount of \$100,000, 5-year term, 0% interest, \$500 upfront start-up fee
- Each applicant would need to meet a financial gap before being approved by Council
- Providing the incentive in this manner would mean the full amount is a lien against the property and the property owner must be the one who signs the agreement
- Staff will bring this policy back to BLEDA for discussion in the near future

7. OTHER

7A. OCTOBER BLEDA MEETING DATE

Klimmek reminded the Board of the change in the BLEDA's October meeting date; the meeting will be held on Tuesday, October 11, 2016 at 6:00 p.m. instead of the regularly scheduled date of Monday, October 10, 2016, because of the Columbus Day holiday. This item for Information only; no action required or taken by the Board.

8. ADJOURN

Commissioner Vetsch motioned to adjourn the meeting at 7:05 p.m. Seconded by Commissioner Dickinson, unanimous ayes, meeting adjourned.