

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, NOVEMBER 9, 2015

1. CALL TO ORDER

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

2. ROLL CALL

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

Also present: Consultant Economic Development Specialist John Uphoff, City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Administrative Assistant Tamara Lantz, John Riebel, Dan Weber, Dan Frank, Bill Kemp, Greg Pruszinske and George Wallin.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF OCTOBER 13, 2015

Commissioner Darek Vetsch motioned to approve the October 13, 2015 BLEDA minutes. Seconded by Commissioner Raeanne Danielowski, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. SATISFACTION OF MORTGAGE – ANYTIME FITNESS

Deb Wegeleben presented a Satisfaction of Mortgage for the release of a \$55,000 mortgage for the Austin Max Realty LLC/Anytime Fitness loan that has been paid in full as of October 21, 2015.

Jim Dickinson proposed Clay Wilfahrt to be Acting Executive Director for signature on the Satisfaction of Mortgage document.

Commissioner Jim Dickinson motioned approve a Satisfaction of Mortgage with Austin Max Realty LLC for the Anytime Fitness loan. Seconded by Commissioner Mike Wallen, unanimous ayes, motion carried.

5B. 2016 BLEDA VACANCIES

Clay Wilfahrt reviewed the status of commissioner terms expiring on December 31, 2015. There one expiring seat which is held by Doug Hayes. Staff reviewed the process followed last year and recommended the vacancy be published in the November 14th edition of the West Sherburne Tribune. Wilfahrt explained that President Hayes is welcome to reapply for another term. Any applications received will be presented to the BLEDA Board at the December meeting with final appointment being done at the December 9th City Council Meeting.

5C. SET DECEMBER 1, 2015 COMMITTEE MEETING

Wilfahrt reported on the upcoming Annual Committees Workshop which has been scheduled for December 1, 2015 at 6:00 p.m. in the City Council Chambers and asked the BLEDA to set a special gathering of the BLEDA for this workshop.

Commissioner Jim Dickinson motioned to schedule a Special BLEDA gathering for the 14th Annual City of Big Lake Committees Workshop on Tuesday, December 1, 2015, at 6:00 p.m. in the Big Lake City Council Chambers. Seconded by Commissioner Greg Green, unanimous ayes, motion carried.

5D. PROJECT/PROSPECT STATUS REPORT

Uphoff provided updates on the following:

- Market Engagement – Discussed meetings held with Industrial Equities, and Mattamy Homes. Uphoff also reviewed WSB's attendance at the Sensible Land Use Coalition monthly meeting, the 9th annual MNCAR Expo, and the MN Med Tech Conference.
- The City was represented at the Sherburne County EDA Meeting. The County is in the process of creating a revolving loan fund to aid businesses with gap financing. Uphoff also noted that Wayne Elam from CRS was in attendance to discuss current conditions of the local industrial, office and commercial markets.
- Business Retention and Expansion Program (BR&E) – Sherburne County held a centralized BR&E meeting where cities throughout the County participated in discussions with Greater ST. Cloud Development Corporation and GreaterMSP on best practices for coordination of the business visits and data gathering/sharing.

5E. BLEDA BUDGET

Finance Director Deb Wegeleben provided a review of the BLEDA budget and answered questions. Deb reviewed the Eagle Lake Road North piece of land that is owned by EDA. The board directed staff to start procedures to donate the land to the City. This will be brought to the next meeting for approval.

5F. COAL RELIANT COMMUNITIES COUNTY BOARD PRESENTATION

Clay Wilfahrt provided information on the Coal Reliant Communities Innovation conference held in September in Grand Junction Colorado. The aim of the workshop was to support community leaders with creating economic diversification strategies that expand opportunities in our county and region. Wilfahrt explained that the goals of the workshop were to work towards Regional Community vision planning, development and coordination of business retention and expansion countywide, and to continue to work towards better broadband infrastructure throughout Sherburne County.

Dan Weber, Sherburne County Asst. Administrator spoke regarding broadband future in Sherburne County.

Dan Frank, Sr. Program Manager for Community and Economic Development spoke on the county vision of broadband.

Greg Pruszinske, Becker City Administrator shared the vision planning, development and coordination of business retention countywide.

George Wallin presented a graph showing how disadvantaged Sherburne County is compared to its neighboring counties when it comes to utilizing broadband as an economic tool.

5G. 121 LAKE STREET NORTH – QUIT CLAIM DEED AND RESOLUTION

Clay Wilfahrt reviewed the purchase agreement between the City and CentraCare for the purchase of the old police department building located at 121 Lake Street North. Wilfahrt explained that a previous title error caused issues with the property’s legal description and the City Attorney’s office has drafted a Quit Claim Deed to correct the title issues.

Commissioner Jim Dickinson motioned approve BLEDA Resolution No. 2015-02 authorizing the conveyance of property to the City for the sale of 121 Lake Street North, Big Lake, MN, and approve a Quit Claim Deed with correction of adding Clay as Executive Director between the Big Lake Economic Development Authority and the City of Big Lake. Seconded by Commissioner Darek Vetsch, unanimous ayes, motion carried.

6. **OTHER** – None.

7. **ADJOURN**

Commissioner Jim Dickinson motioned to adjourn the meeting at 6:53 p.m. Seconded by Commissioner Raeanne Danielowski, unanimous ayes, meeting adjourned.