

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**MONDAY, NOVEMBER 12, 2013**

**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, Dave Gast, Greg Green, Doug Hayes, Norm Leslie, Steve Pflughaar, and Mike Wallen. Commissioners absent: Dave Gast and Duane Langsdorf.

Also present: City Administrator Todd Bodem, Economic Development Manager Heidi Steinmetz, and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

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

**4. APPROVE BLEDA MEETING MINUTES OF OCTOBER 15, 2013**

Commissioner Green motioned to approve the October 15, 2013 BLEDA minutes. Seconded by Commissioner Leslie, ayes, motion carried.

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

**5A. INTRODUCTION OF ECONOMIC DEVELOPMENT MANAGER HEIDI STEINMETZ**

The Board was introduced to Economic Development Manager Heidi Steinmetz. President Doug Hayes welcomed Ms. Steinmetz to the City.

**5B. PRIORITIZE 2013 EDA GOALS**

Economic Development Manager Heidi Steinmetz reviewed the November 12<sup>th</sup> Staff Report and asked for the Commissioners' input on prioritizing the list of BLEDA Goals by setting the four (4) main goals into priority order as well as the items listed under each main goal. She stated that, based on this prioritization, staff would then develop an action plan for the BLEDA's review at a future meeting.

The Commissioners provided input and discussed the following:

- Increase attention to code enforcement; continue until it is no longer an issue.
- Update City website
- Continue work towards placing available BLEDA/City-owned properties on City website; investigate possibility of including privately-owned properties so that there is a strong inventory of both publically and privately available on one site.
- Potential joint participation of the City of Big Lake and Big Lake Township on marketing population and sales of the entire Big Lake area (i.e., combine websites); possible mini marketing sales plan drafted by staff on how marketing can be done.
- Possible removal of NSP1 efforts item from goals.
- Maintain rail park action item if not financed by the City
- Potential review of current industrial design standards.
- Potential reduction of residential lot sizes to .35 of an acre

It was the consensus of the Board to prioritize the four (4) main goals in the following order, with staff providing sub-goals for each in order to make each main goal succeed:

1. Secure new business investment in Big Lake.
2. Retain and assist the expansion of existing Big Lake businesses.
3. Identify and address unique development challenges/opportunities.
4. Housing: enhancement of neighborhoods.

Steinmetz stated that this discussion is a good starting point and she will put together an action plan for future review.

Steinmetz reported that she has reviewed the EDA financials and, having recently come to the City, there are some concerns of where funding of the EDA is coming from, including potential funding for a community-owned rail park/spur. Ms. Steinmetz suggested that the EDA work towards selling as much land as possible in order to build a self-sustaining EDA budget.

## **5C. EDA BUDGET**

The Board reviewed the budget and briefly discussed the status of delinquent loans as well as the action is being taken with each. No action required or taken by board.

## **5D. PROJECT/PROSPECT STATUS REPORT**

Administrator Todd Bodem reviewed the ten (10) items in the November 2013 report and answered questions of the Board. He reported that staff has been working with CGI Communications on creating a series of 3 videos to showcase the community; the videos are scheduled to be downloaded to the City's website within the next month. This item for information only; no action required or taken by the Board.

**5E. CALL FOR SPECIAL BLEDA GATHERING ON DECEMBER 3, 2013 FOR THE 12<sup>TH</sup> ANNUAL COMMITTEES WORKSHOP**

Administrator Bodem reported that staff is requesting that the BLEDA call for a Special Gathering of the BLEDA to attend the 12<sup>th</sup> Annual City of Big Lake Committees Workshop scheduled for Tuesday, December 3, 2013, at 6:00 p.m. in the Big Lake City Council Chambers. This dinner workshop provides an opportunity for each committee to give verbal updates on the past year and plans for the future.

Commissioner Danielowski motioned to schedule a Special BLEDA gathering for the 12<sup>th</sup> Annual City of Big Lake Committees Workshop on Tuesday, December 3, 2013, at 6:00 p.m. in the Big Lake City Council Chambers. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

**6. CITY BLEDA BUSINESS ITEMS – None.**

**7. OTHER**

Administrator Bodem stated that staff is asking the BLEDA to call for a Special Gathering of the BLEDA for the both the December 2<sup>nd</sup> Legacy Foundation-sponsored Tree Lighting Ceremony and the December 8<sup>th</sup> Legacy Foundation-sponsored Blenders Holiday Concert.

Commissioner Dickinson motioned to schedule a Special BLEDA gathering for the Tree Lighting Ceremony on Monday, December 2, 2013, from 6:30 p.m. to 8:00 p.m. at the ice skating rinks behind City Hall and at the Carousell Works Event Center at 160 Lake Street North. Seconded by Commissioner Green, unanimous ayes, motion carried.

Commissioner Dickinson motioned to schedule a Special BLEDA gathering for the Blenders Holiday Concern on Sunday, December 8, 2013, from 4:00 p.m. to 6:00 p.m. at the Big Lake High School Auditorium at 501 Minnesota Avenue. Seconded by Commissioner Green, unanimous ayes, motion carried.

Commissioner Danielowski suggested that, beginning with next year's Annual Committees Workshop, thought should be given to working the funding for this annual event equally into each of the Committee's budgets as this workshop is also a time to thank each Committee Member for their commitment and she believes that they should not be asked to provide the meal for this workshop.

**8. ADJOURN**

Commissioner Green motioned to adjourn the meeting at 7:18 p.m. Seconded by Commissioner Leslie, unanimous ayes, meeting adjourned.