

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, DECEMBER 14, 2015

1. CALL TO ORDER

Vice-President Jim Dickinson called the meeting to order at 6:02 p.m.

2. ROLL CALL

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

Also present: City Administrator Clay Wilfahrt, Community Development Director Hanna Klimmek, Finance Director Deb Wegeleben, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. APPROVE BLEDA MEETING MINUTES OF NOVEMBER 9, 2015

Commissioner Danielowski motioned to approve the November 9, 2015 BLEDA minutes. Seconded by Commissioner Leslie, unanimous ayes, motion carried.

5. BLEDA BUSINESS ITEMS

5A. INTRODUCTION OF COMMUNITY DEVELOPMENT DIRECTOR HANNA KLIMMEK

City Administrator Clay Wilfahrt introduced Community Development Director Hanna Klimmek, who was hired in November, 2016.

5B. AUTHORIZE REMOVAL OF PARCEL (PID #65-019-4419) FROM BLEDA FINANCIAL STATEMENT

Finance Director Deb Wegeleben reported on a correction to the agenda item provided in the packet and handed out additional documentation. She reported that past financial statements have shown that the BLEDA owned parcel #65-019-4419; however, that PID was listed incorrectly and the parcel is actually part of the property which was purchased by Kwik Trip.

Wegeleben further stated that staff would be removing the amount of \$14,520 from the BLEDA financial statement. She clarified that the only two (2) properties that the BLEDA has for sale are the parcel at the corner of Fern Street/Martin Avenue and the parcel located in the center parking lot at the Lake Liquor Store.

For information only; no action required or taken by the BLEDA.

5C. REVIEW OF CANDIDATES FOR BLEDA VACANCY

Klimmek reported that a public notice for the vacant seat was published in the November 21st edition of the West Sherburne Tribune and staff received one (1) submittal by the December 4th deadline from Doug Hayes, stating his desire to continue to serve on the BLEDA for another term. She reported that staff recommends that the BLEDA Commissioners make a recommendation on filling the vacant seat for the City Council's consideration at their January 13, 2016 regular meeting.

Commissioner Danielowski motioned recommend that the City Council appoint Doug Hayes to another 6-year term on the Big Lake Economic Development Authority (beginning January 14, 2016 through December 31, 2021. Seconded by Commissioner Green, unanimous ayes, motion carried.

5D. 2016 BLEDA MEETING DATES

Klimmek reported that the first BLEDA meeting of 2016 is scheduled for January 11th; however, with the City Council not making the appointment to the vacant BLEDA seat (which expires at the end of 2015) until their January 13, 2016 regular meeting, the BLEDA was asking the BLEDA to reschedule their January 11th meeting to a date after the Council's January 13th meeting to allow the BLEDA to have a full board for the first BLEDA meeting of 2016 and to also make appointments to the BLEDA officer positions of President, Vice-President, and Treasurer at that meeting.

Commissioner Danielowski motioned to reschedule the January 11, 2016 regular BLEDA meeting to Thursday, January 14, 2016 at 6:00 p.m. Seconded by Commissioner Vetsch, unanimous ayes, motion carried.

5E. BLEDA BUDGET

The BLEDA budget was briefly reviewed. No action taken by the BLEDA.

5F. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek distributed the Community Development Department Update documentation and briefly reviewed the following items:

- **BR&E Visits:** Staff has visited a total of five (5) businesses since mid-November (i.e., Cargill Kitchen Solutions, Palmer Wireless, Paragon Store Fixtures, SSI Digital Print Services, and Custom Turning, LLC).
- **Networking:** Staff has scheduled one-on-one meetings with EDA Commissioners, Planning Commissioners, City Council, Sherburne County, Big Lake Chamber of Commerce, DEED, Greater MSP, Riverwood Bank, Big Lake School District, and Becker-Big Lake Ice Association.
- **Broadband:** Staff is reaching out to internet providers to find options for businesses in the Industrial Park.
- **Farmers Market:** Staff is planning on submitting a grant application to the Central MN Arts Board for the 2016 Farmers Market; if approved, the grant would support the City in scheduling local bands to play at the weekly event.
- **Open Positions:** There are currently two (2) positions open at City Hall; 1) Administrative Assistant (staff is working with Atlas Staffing to fill this position), and 2) Planner (application packets are due Monday, 12/21/15; staff hopes to have selected candidate start by the end of January 2016).

5G. BLEDA EXECUTIVE DIRECTOR POSITION

Wilfahrt reported that the City Council will be considering a resolution at their January 13, 2016 meeting to appoint the Community Development Director to the position of BLEDA Executive Director. This item is for information only; no action was required or taken by the BLEDA.

6. OTHER – None.

7. ADJOURN

Commissioner Danielowski motioned to adjourn the meeting at 6:35 p.m. Seconded by Commissioner Vetsch, unanimous ayes, meeting adjourned.