

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, APRIL 13, 2026

1. CALL TO ORDER

President Alan Heidemann called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Ken Geroux, Alan Heidemann, Paul Knier, Kristopher Knodle, Kathryn Parsons, and Jake Rohrbeck. Commissioners absent: Donna Clarksean.

Also present: BLEDA Executive Director Marie Popp, City Administrator Hanna Klimmek, BLEDA Assistant Treasurer Deb Wegeleben and BLEDA Secretary Lisa Miller.

4. ADOPT AGENDA

Commissioner Rohrbeck motioned to adopt the proposed Agenda with the addition of item No. 6E. Big Lake Pizza Factory, Inc. Revolving Loan Fund Change of Applicant to RM Specialties LLC. Seconded by Commissioner Geroux, unanimous ayes, Agenda adopted.

5. APPROVE BLEDA MINUTES OF MARCH 16, 2026

Commissioner Knier motioned to approve the BLEDA minutes of March 16, 2026, as presented. Seconded by Commissioner Rohrbeck. Motion passed with a vote of 4:1 with Commissioners Heidemann, Knier, Knodle, Parsons and Rohrbeck voting aye, and Commissioner Geroux abstaining. Motion carried.

6A. PIZZA FACTORY LEASE TERMINATION AMENDMENT

Marie Popp discussed the City of Big Lake and the Big Lake Pizza Factory entered into a Purchase Agreement for the former Jerky Shoppe Property at 616 Rose Drive. With the Purchase Agreement, BLEDA entered into a lease termination agreement with the Big Lake Pizza Factory, which is directly connected to the purchase agreement and property closing timelines. The Big Lake Pizza Factory has requested the Purchase Agreement be assigned to another entity. Popp explained because of this change, BLEDA is recommended to approve an

amendment to the termination agreement that acknowledges the assignment to another entity. Big Lake Pizza Factory will still be the occupant of the 616 Rose Drive property, but through a lease with an entity, RM Specialties, also owned by the same individual.

Commissioner Knier motioned to approve the Amendment to the Lease Termination Agreement with Big Lake Pizza Factory Inc. Seconded by Commissioner Rohrbeck unanimous ayes, motion carried.

6B. REVOLVING LOAN FUND POLICY UPDATE

Popp discussed, during the March BLEDA meeting, a revolving loan fund request from a local non-profit was reviewed. The existing loan policy was not clear on non-profits eligibility to utilize the loan funds. After reviewing the policy and Sherburne County's policy, BLEDA's consensus was to adopt language similar to Sherburne County's stating non-profits may be eligible under extraordinary circumstances but are not otherwise normally eligible. Staff has included new language under the "eligible businesses" section of the Revolving Loan Policy.

Commissioner Knier noted one stipulation was job creation and asked what the second stipulation was. Popp explained applicants must demonstrate adequate loan security, as there would be no personal guarantee due to their organizational structure. The policy includes general language requiring proof of loan security. Wegeleben added nonprofits may have a board member who could provide a personal guarantee for the loan.

Commissioner Geroux motioned to adopt the Revolving Loan Fund Policy edits relating to non-profit eligibility. Seconded by Commissioner Parsons unanimous ayes, motion carried.

6C. BLEDA FINANCIAL REPORT AND LIST OF CLAIMS FOR MARCH 2026

Deb Wegeleben reviewed the BLEDA financial report and list of claims for March 2026.

Commissioner Knier motioned to approve the BLEDA Financial Report and List of Claims for March 2026. Seconded by Commissioner Geroux unanimous ayes, motion carried.

6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Popp reviewed the Community Development Department update. Prairie Meadows 5th Addition (formerly Parkwood Knolls) was given a 6-month extension to the preliminary plat by Council. The applicant will need to submit an application for final plat to move forward with the development. Popp shared staff continues to receive inquiries on residential, commercial and industrial projects. There are two upcoming annexations for The Shores of Elk River and Dellwood Land Development. Popp also shared there were general code housekeeping items

updated, and the Shoreland/R5 sections will be reviewed in April and May by the Planning Commissions and City Council. Lastly, first-round Community Development Technician interviews were held on April 8, 2026. Second-round interviews are currently underway, and a decision is expected by the end of the week.

Commissioner Knier asked whether the code housekeeping items represented the final set of cleanups. Popp responded staff has identified additional sections of the code that should be revisited, including the nuisance section, which will require attorney involvement due to related state statutes. Park land dedication requirements will also need updated language to align with statutory provisions. Klimmek noted conducting a housekeeping review once a year is standard practice. Knier asked when residential developments are expected to break ground. Popp stated The Shores of Elk River intends to begin work in 2026, with other developments aiming for the same timeline. Depending on applications submitted for Prairie Meadows 5th, that area also has the potential to move forward. Popp discussed projects still in the concept plan phase will likely not begin until 2027. Knier asked whether recent code revisions have helped speed up the development process. Geroux responded they likely have not had a significant impact on the development side, and Popp agreed. Knier noted that the update mentioned continued strong commercial interest and asked whether the City is well-positioned in terms of available properties. Popp explained availability is partly dependent on site size, as some parcels are relatively small. She noted a site near Casey's, just south of the future AutoZone location, is currently owned by the State of Minnesota and is expected to be listed for sale in 2026. Popp added she has received inquiries regarding the status of that property. She also shared there is interest in the Marketplace area on the east side of town; however, the interest seems to be seeking locations closer to the downtown area. Knier asked whether any prospective businesses have been turned away due to a lack of available sites. Popp responded that they have not. She noted recent inquiries have primarily focused on the scope of proposed projects and what the city is looking to develop. Knier stated he has always believed the city can help anyone and asked whether that remains the case. Popp confirmed that it does.

6E. BIG LAKE PIZZA FACTORY, INC. REVOLVING LOAN FUND CHANGE OF APPLICANT TO RM SPECIALTIES, LLC

Popp discussed During the January 12, 2026, BLEDA meeting, a revolving loan fund request from Big Lake Pizza Factory Inc. was approved. Since the time of loan approval, the applicant has continued working with their primary lender on the full financing package to purchase and renovate the building at 616 Rose Drive, Big Lake MN (site). Big Lake Pizza Factory is still planning on operating at the site through a lease with a different legal entity owning the building. Both entities are owned by the same individual. The owner has requested the financing package be transferred from Big Lake Pizza Factory, Inc to RM Specialties, LLC.

Commissioner Knier motioned to repeal the Revolving Loan approval for Big Lake Pizza Factory, Inc. Seconded by Commissioner Rohrbeck unanimous ayes, motion carried.

Commissioner Geroux motioned to approve the Revolving Loan for RM Specialties, LLC., with the same terms and conditions as the prior Big Lake Pizza Factory, Inc., loan. Seconded by Commissioner Rohrbeck unanimous ayes, motion carried.

7. OTHER

Motion made by Commissioner Knier to recess the regular meeting at 5:46 p.m. to go to Closed Session for item No. 8. Consider the Sale of Property Parcel No. 65-00403-0430 allowed per MN Statute 13D.05, Subd. 3c3. Seconded by Commissioner Parsons, unanimous ayes, motion carried.

8. CLOSED SESSION – CONSIDER SALE OF PROPERTY PARCEL NO. 65-00403-0430 PER M.S. 13D.05, SUBD. 3C3

Commissioner Geroux motioned to open the Closed Session at 5:47 p.m. to consider the sale of property parcel No. 65-00403-0430 allowed per MN Statute 13D.05, Subd. 3c3. Seconded by Commissioner Knier, unanimous ayes, motion carried.

Commissioners present: Ken Geroux, Alan Heidemann, Paul Knier, Kristopher Knodle, Kathryn Parsons, and Jake Rohrbeck. Also present: BLEDA Executive Director Marie Popp, City Administrator Hanna Klimmek, BLEDA Assistant Treasurer Deb Wegeleben, and BLEDA Secretary/Deputy City Clerk Lisa Miller. Commissioners absent: Donna Clarksean.

Marie Popp reviewed the potential sale of property, identified as Parcel No. 65-00403-0430.

No action was taken by the Commission during the Closed Session.

Commissioner Knier motioned to close the Closed Session and reconvene the April 13, 2026, regular meeting at 6:12 p.m. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

Commissioner Rohrbeck motioned to deny the sale of Parcel No. 65-00403-0430 and hold the property for future development. Seconded by Commissioner Knodle, unanimous ayes, motion carried.

9. **ADJOURN**

Commissioner Knier motioned to adjourn the meeting at 6:13 p.m. Seconded by Commissioner Rohrbeck, unanimous ayes, meeting adjourned.