

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**MONDAY, JANUARY 9, 2023**

**1. CALL TO ORDER**

President Alan Heidemann 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: Donna Clarksean, Jim Dickinson, Ken Geroux, Alan Heidemann, Paul Knier, Cindy Lemm, and Kim Noding.

Also present: BLEDA Executive Director Therese Haffner, BLEDA Assistant Treasurer Deb Wegeleben, and BLEDA Secretary Corrie Scott.

**4. ADOPT AGENDA**

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

**5. APPROVE BLEDA MEETING MINUTES OF DECEMBER 12, 2022**

Commissioner Geroux motioned to approve the December 12, 2022 BLEDA minutes. Seconded by Commissioner Lemm, unanimous ayes, motion carried.

**6. BLEDA BUSINESS ITEMS**

**6A. APPOINTMENTS FOR 2023 BLEDA OFFICER POSITIONS**

Haffner reviewed that the following BLEDA Members currently hold the positions of President, Vice President, Treasurer, and Assistant Treasurer:

President:	Alan Heidemann
Vice President:	Ken Geroux
Treasurer:	Donna Clarksean
Secretary:	Corrie Scott
Assistant Treasurer:	Deb Wegeleben

Haffner asked the BLEDA Members to consider volunteering to serve as BLEDA President, Vice President, and Treasurer for 2023 or nominating another Member to serve in one of the positions.

Commissioner Dickinson motioned to recommend appointments of Heidemann as President, Geroux as Vice President, Clarksean as Treasurer, Scott as Secretary, and Wegeleben as Assistant Treasurer for the 2023 BLEDA positions. Seconded by Commissioner Knier, unanimous ayes, motion carried.

#### **6B. REDEVELOPMENT TIF DISTRICT - 421 FOLEY AVE.**

Haffner reviewed that a Phase I and Phase II Environmental Site Assessment has been completed on 421 Foley Ave and she asked the Commission to review the findings and consider approving Resolution 2023-01 making certain findings with respect to substandard buildings.

Noding asked about the three-year period. Wegeleben stated that the TIF district must be established within three years. Noding asked if any of the buildings need to be demolished as soon as possible. Wegeleben stated that the three-year period begins once the first building is demolished. Lemm asked if the City is liable if someone is hurt on the property. Dickinson stated that there is insurance coverage currently, but that the buildings should be demolished as soon as possible.

Commissioner Geroux motioned to approve Resolution 2023-01 making certain findings with respect to substandard buildings. Seconded by Commissioner Knier, unanimous ayes, motion carried.

#### **6C. SITE SELECTION MAGAZINE AD**

Haffner reviewed an opportunity to advertise in Site Selection Magazine and asked the Commission to consider approving ½- page ad in the March edition for \$3,750.

Heidemann asked about the return on investment from prior ads. Wegeleben stated that there were people who viewed the previous ad and reached out to the City. Knier asked staff if they would recommend running the advertisement. Haffner and Dickinson stated that they would recommend the advertisement. Geroux asked if it is necessary for formal approval for advertisements going forward if there is funding currently budgeted for marketing. Wegeleben stated that this is the first time this specific advertisement has been paid for with BLEDA funding and that unless an advertisement is without precedence, it will not require formal approval.

Commissioner Geroux motioned to approve a ½- page ad for \$3,750 in Site Selection Magazine. Seconded by Commissioner Lemm, unanimous ayes, motion carried.

#### **6D. INTERIM PERFORMANCE STANDARDS ORDINANCE**

Haffner reviewed a request to detach property from the City limits owned by Chad Master of MTL Companies due to city utilities being a significant distance and asked the Commission to discuss and provide direction on an interim performance standards ordinance related to city utilities by allowing a private septic and well until city services were available. Haffner described the Big Lake Rail Industrial Park area that never came to fruition. Haffner shared the City of Andover's ordinance.

Geroux and Dickinson stated that it made sense to proceed with the interim performance standards and allow private septic and well. Knier agreed, but he asked if there could be any consequences. Haffner stated that there would likely be pressure to allow more private well and septic. Dickinson discussed how the City of Andover limits to certain areas. Consensus was to move forward with the Interim Performance Standards to allow private well and septic limited to the area discussed.

#### **6E. STRATEGIC PLAN – 4<sup>TH</sup> QUARTER REPORT (OCTOBER 1, 2022 – DECEMBER 31, 2022)**

Haffner reviewed a 4th quarter Strategic Plan report for the timeframe of October 1, 2022 – December 31, 2022 and asked the Commission to discuss and recommend revisions as needed.

Geroux recommended that the Strategic Plan Committee gather to review the Strategic Plan and recommend revisions. Knier asked who sits on the Strategic Plan Committee. Dickinson stated that Geroux and himself served on the Committee, but he would welcome other members participate if interested. Geroux agreed that he would step aside if other members would like to serve. Heidemann and Lemm volunteered to serve on the committee.

#### **6F. BLEDA BUDGET AND LIST OF CLAIMS**

Commissioner Dickinson motioned to accept the budget report and approve the BLEDA List of Claims for December 2022 as presented. Seconded by Commissioner Knier, unanimous ayes, motion carried.

#### **6G. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

Haffner discussed the status of various projects within Community Development. This update included Housing, Commercial and Industrial, BLEDA, Planning and Zoning, Building, and Recreation and Communication.

Geroux asked if there are requirements through the state for CUPs or IUPs being posted to the public. Heidemann stated that it is not required, but that residents were

wanting to have some kind of notice and posting signs is an inexpensive way to notify the public.

Haffner shared the upcoming Business, Retention, & Expansion (BR & E) Visits scheduled.

**7. OTHER**

Commissioner Dickinson motioned to recess the regular session at 6:28 p.m. to go to Closed Session for Item 8A – Consider Purchase of Property (Parcel #65-477-0115). Seconded by Commissioner Knier, unanimous ayes, motion carried.

**8. CLOSED SESSION - CONSIDER PURCHASE OF PROPERTY PARCEL # 65-477-0115 [ALLOWED PER M.S. 13D.05, SUBD. 3C3]**

Commissioner Heidemann motioned to open the Closed Session at 6:28 p.m. Seconded by Commissioner Clarksean, unanimous ayes, motion carried.

Commissioners present: Donna Clarksean, Jim Dickinson, Ken Geroux, Alan Heidemann, Paul Knier, Cindy Lemm, and Kim Noding. Also present: BLEDA Executive Director Therese Haffner, BLEDA Assistant Treasurer Deb Wegeleben, and BLEDA Secretary Corrie Scott.

The BLEDA discussed/considered the offer for sale of property identified as parcel #65-477-0115, allowed per M.S. 13D.05, subd. 3c3. The BLEDA provided direction to staff on this offer for purchase of property (parcels #65-477-0115). No action was taken by the BLEDA during the Closed Session.

Commissioner Dickinson motioned to close the Closed Session and reconvene the regular meeting at 6:50 p.m. Seconded by Commissioner Knier, unanimous ayes, motion carried.

Commissioner Knier motioned to authorize acquisition of parcel #65-477-0115 within the amount disclosed in the Closed Session. Seconded by Commissioner Noding, unanimous ayes, motion carried.

**9. ADJOURN**

Commissioner Knier motioned to adjourn the meeting at 6:51 p.m. Seconded by Commissioner Noding, unanimous ayes, meeting adjourned.