

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, NOVEMBER 13, 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, and Kim Noding. Also present: City Administrator Hanna Klimmek, BLEDA Executive Director Therese Haffner, BLEDA Assistant Treasurer Deb Wegeleben, and BLEDA Secretary Corrie Scott.

Kim Noding entered the meeting at 6:02 p.m.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF OCTOBER 9, 2023

Commissioner Geroux motioned to approve the October 9, 2023 BLEDA minutes. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. OLD SCHOOL/CITY HALL REDEVELOPMENT PROJECT

Haffner reviewed that the City Council directed staff to bring back options for relocating City Hall. She stated that staff is currently meeting with architectural firms to obtain quotes on a high-level space needs analysis and how that equates to an estimated total project budget. Options for City Hall relocation will be brought to the City Facility Committee sometime in the 1st quarter of 2024. Haffner discussed the proposed process to redevelop the site including having public engagement and education, completing a market analysis, applying for a redevelopment grant through MN

Department of Employment and Economic Development (DEED), and preparing a Request for Proposal to solicit developers. Haffner asked BLEDA to discuss and provide input.

Noding asked if a developer needs to be selected for the redevelopment grant. Haffner stated that there does need to be an active project that is detailed. Dickinson asked about the environmental testing. Haffner stated that the interior hazardous materials came back positive. Dickinson asked if the mitigation can go forward without an active developer. Haffner stated that the ideal situation would have an active developer. Dickinson stated that if something could be done with the hazardous material in the meantime, that would potentially make it easier for a developer to come in. Geroux stated that there are tiers of contractors that will take on this kind of development. He stated that if the hazardous material is removed it does expand the field of developers that would consider the project.

Klimmek asked about the redevelopment grant through DEED and if it needs to be shovel ready. Haffner stated that there would need to be a developer selected and they would need to have a detailed plan. Dickinson asked about City Hall relocation and that timeline. Klimmek stated that she is treating this as two projects and they are working with architects to see what financial and space needs there are. Dickinson asked what zoning district a City Hall could be located. Klimmek confirmed that it could go in any zoning district. Dickinson mentioned that there is some land the EDA has that could be used to construct a new City Hall.

Dickinson stated that the MPCA could be a good option for cleanup. Noding asked about preliminary work opening up the project to more developers and if that direction should be taken. Haffner and Dickinson stated that those programs would be good to explore. Noding asked what the process is for doing preliminary work. Haffner stated that working with DEED would be further down the road. She stated that at this time she would explore MPCA programs. Geroux stated that this could potentially be done privately rather than through outside funding as well. Geroux stated that asbestos abatement isn't as concerning as people tend to think.

6B. BLACKBIRD LAUNDRY CO. LLC – BUILDING CONSTRUCTION EXTENSION

Haffner reviewed that the Contract for Private Development for the Blackbird Laundry CO. LLC (Options, Inc.) project includes construction to commence within 90 days of closing which occurred on November 5, 2023 and for substantial completion by August 31, 2024. The project has not started and with the winter season a request to extend the dates has been made. Haffner asked the BLEDA to Consider and approve extension of commencement of construction by June 7, 2024 and substantial completion date by October 31, 2024 for construction of the Blackbird Laundromat project.

Geroux stated that there are no problems with the project, but with the Code Revision project there were some issues with timing. He stated that a four-month window might be an issue depending on supply chain issues. Dickinson suggested extending the window to the end of December.

Commissioner Dickinson motioned to approve extension of commencement of construction by June 7, 2024 and substantial completion date by December 31, 2024 for construction of the Blackbird Laundromat project. Seconded by Commissioner Clarksean, motion passed with a 5:1 vote with 1 abstention with Commissioners Clarksean, Dickinson, Heidemann, Knier, and Noding voting aye, and Commissioner Geroux abstaining. Motion carried.

6C. COMMISSIONER HEIDEMANN TERM EXPIRATION – AUTHORIZATION TO ADVERTISE POSITION

Haffner reviewed that BLEDA Commissioner, Alan Heidemann, currently occupies SEAT D on the BLEDA, which is set to expire on December 31, 2023. She asked the BLEDA to select two BLEDA Commissioners to serve on the interview panel and then formally motion to authorize staff to advertise the upcoming open position.

Commissioner Knier motioned to authorize staff to advertise for the upcoming open position on the Big Lake EDA and to collect letters of interest and resumes from residents who live within city limits or who are a managing agent of a business located within city limits of the City of Big Lake. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

Geroux and Dickinson volunteered to sit on the interview panel.

6D. 2024 BLEDA MEETING SCHEDULE

Haffner reviewed that at the last BLEDA meeting on October 9, 2023, the 2024 BLEDA Meeting Schedule was approved and that staff later realized the approved November 11, 2024 meeting is Veterans Day. She asked the BLEDA to motion to reschedule November 11, 2024 meeting to November 18, 2024.

Commissioner Clarksean motioned to reschedule the November 11, 2024 BLEDA meeting to November 18, 2024. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6E. BLEDA BUDGET AND LIST OF CLAIMS

Noding asked about the Revolving Loan Fund. Haffner stated that she hasn't received any inquiries lately. Klimmek stated that the County also has a RLF. Geroux stated that

the County's RLF is heavily used. Knier asked what the interest rate is. Wegeleben stated that it is 1% of the prime.

Commissioner Knier motioned to accept the budget report and approve the BLEDA List of Claims for October 2023 as presented. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6F. 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.

Knier asked when Goldenrod Glen will be starting. Haffner stated that their building permit has been approved and they are able to start whenever they are ready.

7. OTHER

Haffner stated that Kathryn Parsons will be recommended at the next City Council meeting for the vacant BLEDA seat. Knier asked how many people were interviewed. Haffner stated that there was only one applicant.

8. ADJOURN

Commissioner Geroux motioned to adjourn the meeting at 6:26 p.m. Seconded by Commissioner Dickinson, unanimous ayes, meeting adjourned.