



NOTICE OF AGENDA

ECONOMIC DEVELOPMENT AUTHORITY MEETING

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

March 28, 2022 – 5:30 PM

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approve the Agenda
- 5) Election of Officers
- 6) Approve Minutes from March 14, 2022 Regular EDA Meeting
- 7) Downtown Plan Amendment 1 (under separate cover)
- 8) City Development Update (To be presented at meeting)
- 9) Staff Updates
 - a. Excipio Study
 - b. Downtown Sculpture Moving
- 10) Adjourn

EDA MISSION STATEMENT

Assist and support the economic climate of the City of Forest Lake through programming and communication to achieve the greatest outcome for its citizens and businesses by:

- Marketing the City and its assets
- Supporting existing businesses
- Supporting new businesses
- Creating partnerships
- Providing a vision for the future of commercial areas

*A quorum of the City Council is possible at this Planning Commission Meeting



Forest Lake
AS GOOD AS IT SOUNDS

Staff Report

Date: March 22, 2022
To: President and Members of the EDA
From: Dan Udem, Assistant City Administrator
Re: Election of Officers

Election of Officers

Per the EDA' Governing Resolution, the following officer positions need to be elected. The current office holder is listed below in parenthesis:

1. President (Mara Bain)
2. Vice President (Blake Roberts)
3. Secretary (Mark Finneman)
4. Treasurer (Judy Huntosh)
5. Assistant Treasurer (Sam Husnik)

Requested Action: Elect officers to the positions listed above.



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ECONOMIC DEVELOPMENT AUTHORITY

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Regular Meeting

~ Minutes ~

Karin Derauf, Deputy City Clerk

Monday, March 14, 2022

5:30 PM

City Center - Council Chamber

1. Call to Order

2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	EDA President	Absent	
Blake Roberts	Commission Vice-Chair	Absent	
Sam Husnik	Commissioner	Present	5:30 p.m.
Judy Huntosh	Commissioner	Present	5:30 p.m.
Jenny Lorge	Commissioner	Present	5:30 p.m.
Leif Erickson	Commissioner	Present	5:30 p.m.
Mark Finnemann	Commissioner	Absent	

3. Pledge of Allegiance

4. Approve the Agenda

Motion to: Approve the Agenda

Comments:

RESULT: **ADOPTED [4 to 0]**
MOVER: Judy Huntosh, EDA Commissioner
SECONDER: Leif Erickson, EDA Commissioner
AYES: Husnik, Huntosh, Lorge, Erickson
NAYS:
ABSTAIN:
ABSENT: Bain, Roberts, Finnemann

5. Election of Officers

Motion to: Table the Election of Officers until the next Meeting.

Comments:



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5:30 PM

City Center - Council Chamber

RESULT: ADOPTED [4 to 0]
MOVER: Sam Husnik, EDA Commissioner
SECONDER: Judy Huntosh, EDA Commissioner
AYES: Husnik, Huntosh, Lorge, Erickson
NAYS:
ABSTAIN:
ABSENT: Bain, Roberts, Finnemann

6. Approve EDA Meeting Minutes from January 10, 2022

Motion to: Approve EDA Meeting Minutes from January 10, 2022

Comments:

RESULT: ADOPTED [4 TO 0]
MOVER: Leif Erickson, EDA Commissioner
SECONDER: Sam Husnik, EDA Commissioner
AYES: Husnik, Huntosh, Lorge, Erickson
NAYS:
ABSTAIN:
ABSENT: Bain, Roberts, Finnemann

7. Downtown and Highway 61 Commercial Incentive Program Application – 432 North Shore Drive - Coffeesmith

Motion to: Approve Commercial Incentive Program Application for Coffeesmith located at 432 North Shore Drive

Comments: Assistant City Administrator, Dan Udem, provided brief information on the incentive program and noted that an application for the program has been received by the owners of Coffeesmith located at 432 North Shore Drive. He also commented that he has reviewed the application and requirements have been met. He also provided summary information, and recommended approval of Coffeesmith's submission.

RESULT: ADOPTED [4 to 0]
MOVER: Judy Huntosh, EDA Commissioner
SECONDER: Jenny Lorge, EDA Commissioner
AYES: Husnik, Huntosh, Lorge, Erickson
NAYS:
ABSTAIN:
ABSENT: Bain, Roberts, Finnemann



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8. Business Subsidy Policy Introduction

Comments: Assistant City Administrator Udem provided information on the Business Subsidy Policy and broke the discussion down into several categories including what a subsidy is, why to have a policy, and when to use and not use a policy. He noted that a subsidy is defined by state statute and also provided information for reasons to have a policy, noting that it is required by the state, it sets a minimum standard for projects, and that a policy must go through a Policy Hearing prior to being adopted.

Assistant City Administrator Udem provided additional information on when to use the subsidy including to accomplish city development and redevelopment goals and the need for assistance. He also noted when not to use a subsidy which included when it creates a market advantage for a project, when a project falls outside of the subsidy guidelines, or when the project does not establish any need for subsidy. He provided additional information regarding subsidy guidelines as it relates to developments.

Commissioner Lorge asked what happens if a company builds in Forest Lake, leaves, and then no longer occupies the space. Chris Eng, Washington County CDA, commented that the funds will be based on thresholds that are required to be met. There was also discussion regarding additional funding sources to add to the Business Subsidy Policy at sometime in the future.

There was further discussion regarding having a policy in place and what that means to developers and attracting them to the City of Forest Lake. Assistant City Administrator Udem commented that there will be joint workshop session with the Council and EDA to discuss policy development and implementation strategies.

9. Other – City Updates

Comments: City Engineer Goodman discussed a project by Washington County for Highway 61 from Hugo through Forest Lake. He noted the budget is \$250,000.00 and the County may award the contract on May 10, 2022. Fran Miron, Washington County Commissioner was present at the meeting to speak about the Highway 61 project as it relates to the needs of the community and MNDot participation on the project.

City Administrator Casey commented on the search for a Community Development Director and noted that there are four candidates. He also noted that interviews are being set up.

10. Washington County Updates

Comments: Chris Eng, from Washington County, commented that he will be meeting with the County Board to advocate for small businesses that don't qualify for the Open to Business programs.

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City Center - Council Chamber

11. Forest Lake Area Chamber of Commerce Update

Comments: Commissioner Lorge commented on the Easter Spring Fling sponsored by the Chamber as well as the Golf Tournament scheduled for Monday, July 25, 2022.

12. Adjourn

Motion to: Adjourn

Comments:

RESULT:	ADOPTED [4 to 0] –
MOVER:	Judy Huntosh, EDA Commissioner
SECONDER:	Leif Erickson, EDA Commissioner
AYES:	Husnik, Huntosh, Lorge, Erickson
ABSENT:	Bain, Roberts, Finnemann

DRAFT